

Head of Pastoral Care / CPE – Maternity Cover – 12 months

Contract Type: Full-time Permanent – Maternity Cover – September 2025 - June 2026

Start Date: 26th August 2025

Level Taught: Secondary School

Weekly Hours: 40 hours

Position Type: The Head of Pastoral Care / CPE assists the Deputy Head of the Secondary School in all areas.

Direct Line Manager: Deputy Head of the Secondary School

Responsible for: 5 Education Assistants and 8 Lunch Supervisors

Important Conditions:

Non-British nationals must justify their right to work in the UK (B1 level of English must be evidenced through an exam that meets UK immigration services requirements if a visa is needed).

Ideally located in the heart of the British capital, the Collège Français Bilingue de Londres (CFBL) offers bilingual education in line with the French Ministry of National Education's curriculum, serving 700 students from Nursery to Year 9. All year groups are housed on the same site, ensuring educational continuity and better collaboration among all teaching staff. With a community representing more than 60 different nationalities, CFBL places tolerance and openness at the heart of its educational project.

CFBL is looking to recruit a Head of Pastoral Care / CPE for the 2025 school year.

Key Responsibilities and Activities:

- Monitoring student attendance and punctuality
- Recording absences and lateness
- Communicating with families
- Managing the submission of justifications
- Day-to-day management by Education Assistants (AED) who report excesses to the Head of Pastoral Care
- Management of the team of education assistants under the authority of the Deputy Head of the Secondary School
- Task distribution and supervision of duties
- Monitoring and evaluating the quality of services provided by AEDs and MDPs
- Motivating teams
- Organising tutoring sessions for students with specific needs in collaboration with the educational team

- Managing student wellbeing, safety, and discipline in coordination with the Deputy Head of the Secondary School
- Monitoring student records in collaboration with the school life team, keeping school life records up to date
- Addressing violations of the internal regulations and communicating to the management team
- Proposing potential sanctions to the Head of the School
- Monitoring the implementation of punishments, sanctions, and alternative measures
- Participating in parent meetings
- Coordinating with the school nurse and participating in school life meetings with the Deputy Head, school psychologist, and speech therapist
- Organising and leading awareness workshops for students
- Educational actions in liaison with the Deputy Head of the Secondary School
- Facilitating and participating in the organisation and establishment of student representative bodies (training, election, and meeting of student delegates and eco-delegates) within the framework of the Student Life Council or organising prevention actions and events
- Attending class councils and mid-term meetings
- Participating in the implementation of school projects
- Collaborating with teachers
- Exchanging information on students (behaviour, student activities, etc.)
- Monitoring classes and students
- Overseeing school operations
- Daily management of PRONOTE and timetable (EDT)
- Organising the DNB in collaboration with the Deputy Head of the Secondary School
- Registering students for the DNB
- Managing requests for accommodations in connection with the SENCO
- Organising written and oral mock exams and official exams
- Managing the Cyclades software (invitations, skills, etc.)
- Organising ASSR exams
- Planning the exams
- Conducting the exams
- Grading the exams
- Managing “returns” to France for Year 9 students
- Contacting parents
- Assigning students to different academies via AFFELNET

Job Specifics and Constraints:

- Open to world cultures, the candidate must be able to take on a managerial role and demonstrate great availability and punctuality

- Highly adaptable, the candidate should be ready to work in a bilingual and multicultural environment
- Strong oral and written English proficiency is required
- The Head of Pastoral Care / CPE role requires excellent listening skills, patience, discretion, diplomacy, and firmness
- The candidate must be able to work autonomously
- Proficiency in computer tools (Google Workspace, PRONOTE, EDT) is essential
- Strong organisational skills
- Ability to participate in project dynamics, teamwork, and experience sharing
- A strict adherence to confidentiality is expected
- A passion for hands-on work and student contact

Qualifications:

- A degree (Bachelor's or higher)
- Relevant experience in a similar role

Salary and Benefits: In addition to a competitive salary (depending on the qualifications and experience of the candidate), CFBL offers its employees numerous benefits, including:

- Annual training
- Free balanced meals prepared daily on-site
- Wellbeing classes such as English and French language courses, yoga (when available)

How to Apply: To apply, please send your CV and cover letter to recruitment@cfbl.org.uk by 3rd April 2025. Please indicate if you will need a visa to work in the UK, as well as your desired salary range in GBP. Also, please specify your level of English/French.

The recruitment interview will be conducted in English and French.