



ST. MATTHEW'S
ROMAN CATHOLIC HIGH SCHOOL
Voluntary Academy

JOB APPLICATION PACK

DIOCESE OF  SALFORD

Alternative Provision (SAVIO Centre) Assistant Manager



EMMAUS
CATHOLIC ACADEMY TRUST

St Matthew's RC High School, Nuthurst Road, Moston, Manchester, M40 0EW.
www.smrchs.com E contact@smrchs.com T 0161 681 6178

WELCOME

FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the post of Alternative Provision (SAVIO Center) Assistant Manager

Here at St Matthew's my vision is clear. I expect the highest standards, in order to achieve the best for our young people. Our core purpose is of course our Catholic mission: 'We pray, We care, We achieve'. Our core business is Teaching, Learning and Achievement. I am confident that we have taken the first steps to being the outstanding Catholic community we all want for our young people. Whilst I recognise that there is much still to do, I am very confident that working together, we can achieve excellence for our community.

I have had the privilege of leading St Matthew's as Headteacher since September 2018. Considerable changes have been introduced across the school and the effectiveness of these were recognised at the Ofsted monitoring visit in January 2019. I know our full community have high ambitions for St Matthew's and believe we have a fantastic school in the making.

Together, with the Governors, we are looking for someone who will take this ambition forward and who can articulate a vision for the future and have the skills to realise that vision.

In return we are totally committed to the continued professional development of all staff and take seriously our responsibility to develop the leaders of the future.

I hope that you find the information in this pack useful and it helps you to make the decision to apply. I would be delighted to meet you should you wish to accept our open invitation to visit our wonderful school.

Yours sincerely,

Mrs Helen Murden
Headteacher



Alternative Provision (SAVIO Centre) Assistant Manager

Initial 12-month fixed term contract

Full time, TTO + 5 days

Salary: Grade 5, SCP 13 – 19, FTE £22,627 to £25,481 (actual salary approximately £19,375 to £21,819)

Start date: as soon as possible



The Governors of St Matthew's RC High School seek to appoint a dynamic and exceptional specialist provision centre Assistant Manager to join our wonderful school.

This is a non-teaching position involving assisting the Manager with the day to day management and organisation of the Savio Centre (specialised inclusion provision) including pastoral support, achievement, attendance, attainment/progress, behavioural issues and intervention and child protection matters.

Purpose of post:

- To support pupils with SEMH difficulties and provide CBT intervention programmes.
- Support the Teaching and Learning in the Savio Centre, an alternative provision for pupils with SEMH difficulties.
- Teach small groups of pupils PE with SEMH difficulties
- Coordinate the provision when the Centre Manager is absent.

Reporting to: Senior Assistant Headteacher

To arrange an informal visit, please contact Mrs Smith, PA to the Headteacher, on 0161 681 6178 or by email at a.smith@smrchs.com

Closing date for applications: Friday 22 October 2021, 12 noon

Interview date: Week commencing Monday 1 November 2021

**Application packs can be downloaded from the school website www.smrchs.com.
Completed applications and supporting documentation should then be submitted by email to Mrs Smith at a.smith@smrchs.com.**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be required to complete an enhanced DBS check.

Job Description

The job description below gives an insight into the responsibilities of the post of Savio Assistant Centre Manager and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking. The post holder will report to the appropriate SLT member. Apart from other colleagues in the school, the main contacts of the job are: Assistant Head Teacher, teaching staff, other support staff and pupils.

Key Areas

Main Purpose

- To support pupils with SEMH difficulties and provide CBT intervention programmes.
- Support the Teaching and Learning in the Savio Centre, an alternative provision for pupils with SEMH difficulties.
- Teach small groups of pupils PE with SEMH difficulties
- Coordinate the provision when the Centre Manager is absent.

Main Duties and Responsibilities

The post holder will, under the overall direction of the Senior Assistant Headteacher with responsibility for inclusion, be expected to:

- To organise the efficient deployment of resources, monitoring their effectiveness.
- Facilitate and encourage a learning experience which provides students with the opportunity to realise their full potential and secure good progress and attainment.
- To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
- To support pupils with SEMH difficulties by providing bespoke support and provide them with coping strategies to implement in lesson.
- To undertake personal development to improve own practice.
- To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils.

- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
- To be fully conversant with statutory requirements and procedures relevant to the needs of pupils, and to provide advice about these to a range of stakeholders.
- To monitor the systems in place to support pupils and report these to the appropriate SLT member and/or lead professional.
- To monitor the progress of pupils, acting where appropriate to ensure effective interagency support for that individual.
- To challenge and support school, governors, parents/carers and agencies to improve outcomes for pupils.
- To liaise closely with schools and settings, and parents/carers to develop and provide packages of support for pupils.
- To contribute to capacity building through training programmes for school, parent/carers and staff involved in casework.
- To have due regard to school policies, business and other plans, strategies and objectives.
- To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.

Promotion of School

- To contribute to whole School events as and when required.
- To promote and maintain the standards of the school's commitment to Safeguarding children.
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.