WISDOM  
HOPE  
COMMUNITY  
DIGNITY  
EQUALITY



Information pack for candidates



Welcome



Dear Candidate

Many thanks for your interest in St Hilda's and the post of College Manager

St Hilda's is unique. St Hilda’s is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We live by our values and are educating for 'wisdom, hope, community, dignity and equality'. Students helped to choose our 5th value of equality. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda’s family. We chose our 5 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker, Kitty Wilkinson, John Brodie and William Roscoe on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. Our SlAMS Report in March 2017 graded us as outstanding across all areas, and our more recent Keeping on Track report in December 2019 states’ *The strong, vibrant and inspirational vision, which proudly celebrates Christ as the cornerstone of this nurturing, inclusive and flourishing school, genuinely lies at the heart of this Christian community.’* We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2015.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the key position as College Manager who champions all of our students, challenges where necessary and celebrates at every opportunity. You will support and develop the people in your team, ensuring all opportunities are taken to lead and share excellent practice and teaching and learning and strategies to support those students who need additional support. Your vision to lead St Hilda's College to the next level is paramount.

Academically, St Hilda's intake above is national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. Is this you?

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Tracey Cain by email should you wish to arrange a visit [tcain@st-hildas.co.uk](mailto:tcain@st-hildas.co.uk)

I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special College Manager whose vision can take the department to the next level.

Thank you for your time,

**Mrs Jo Code**, Headteacher

St Hilda’s CE High School

St Hilda’s CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1100 Students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda’s family, with Jesus Christ as our cornerstone.   
Building on foundations of **wisdom**, **hope**, **community**, **dignity** and **equality**, we nurture and support each other to be or very best. We rejoice in our diversity and celebrate our many achievements.

St Hilda’s also has a sixth form. St Hilda’s College is an integral part of the school and last year, over 88% of Year 11 chose to continue their education at St Hilda’s. The College is growing year on year.



The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St Hilda’s College have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda’s staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our NQTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.

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Senior Leadership Team

**Jo Code,** Headteacher   
Vision and values, curriculum, data, SEP, SIP, admissions, monitoring and tracking, QA systems policies.

**Lynne Noon,** School Business Manager  
Strategic Finance, Premises; Maintenance, Development and staffing, Health & Safety, School Calendar, Service Contracts and performance, Catering, Lettings.

**Roy Bellmon,** Deputy Headteacher  
DSL, St Hilda’s College, post-16 learning and standards, IT strategy, HAP programme, enrichment, Year 11 transition.

**Suzanne Harrison,** Deputy Headteacher  
Behaviour and Inclusion. Deputy DSL, Attendance, PP and Catch-up, Director of STEM, Head of Science

**John Martin,** Assistant Headteacher  
Deputy DSL, Behaviour support, Student Welfare, House System, Rewards and celebration, Student Leadership, Friends of St Hilda’s, parent engagement, transition.

**Liz Cowdell,** Assistant Headteacher  
Head of mathematics, Teaching and Learning. Staff Appraisal; Teacher Targets; Mentoring/Support; T & L innovation and development, CPD, Development Thursdays.

**Andrea Howard,** Assistant Headteacher  
Teaching and Learning, Data, ARR, Examinations and Options.

**Katie Pritchard,** Assistant Headteacher  
SENCo, SEND, Looked after Children.

**Carina Bird,** Academic Catch-up and T&L

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Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!  
  
  
**Location and Transport Links**  
Liverpool enjoys superb communication links.   
St Hilda’s CE School is located close to the M62 and other major roads. There are train and bus links to   
St Hilda’s. Liverpool Lime Street train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

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**Facilities and Amenities**St Hilda’s CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One;   
a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda’s CE School lies in South Liverpool, overlooking Sefton Park.

**Housing and Accommodation**  
A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.

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Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

KS5 College Manager (Maternity Cover)

|  |  |
| --- | --- |
| Working time: | 35 hours, Term Time plus 5 inset days and 5 days during Summer holidays |
| Grade: | NJC Scale 4 |
| Disclosure level: | Enhanced DBS |
| Reporting to: | Head of College |

PURPOSE OF POST

1. To work as part of the College Leadership Team in ensuring the best outcomes for all students
2. To be a point of contact for parents and carers on College matters
3. To be responsible for attendance administration for the College
4. To support students to develop independent study skills
5. To support student next steps through assisting with writing employment references
6. To provide academic and attendance data for form tutors
7. To support students pastorally
8. To plan/support college events including parents evening as part of the College Leadership Team
9. This role will involve contact with children and as such you will be engaging in regulated activity relevant to children and the school’s safeguarding policy must be followed at all times.

Reporting To

Deputy Headteacher (Head of St Hilda’s College)

Working with

Assistant Head of College

Head of College

Form tutors

Wider pastoral team

Data manager

SLT

Heads of Department

Students

Parents/carers

POST RESPONSIBILITIES

1. Provide friendly, professional and efficient first point of contact for visitors, callers, parents/carers and staff and students on matters relating to college
2. Making and taking telephone calls to parents and carers and taking appropriate action within the appropriate timescales including notify parents of academic/pastoral issues as instructed by the College Leadership Team
3. To send the absence and late text on a daily basis
4. To co-ordinate the cover for College classes, ensuring work is set by staff and classes remain in lessons
5. To cover lessons designated by the Head of College
6. To oversee the College Concerns and Celebration systems
7. To supervise the College Study Room
8. Liaise with Heads of Dept/Form Tutors and College Leadership team to ensure issues are identified, dealt with and appropriate action taken.
9. To be part of the team producing academic references for UCAS, apprenticeship and employment
10. To support the UCAS process
11. Updating of SIMS and other systems to record academic/pastoral information
12. Take responsibility for College Social Media
13. To provide academic/pastoral data for form tutors to help them support their tutees
14. Maintain signing in/out records for students and to ensure information recorded on SIMS correctly.
15. To attend meetings with parents/carers at the request of the College Leadership Team
16. Produce and maintain academic and attendance reports for College Leadership Team
17. Ensure confidential, tactful and secure management of sensitive information.
18. Follow school policy and procedures for site security and child protection, in accordance with school policy.
19. To support College Leadership Team with admin tasks such as praise postcards, letters home and other relevant admin.
20. To be responsible for the allocation of resources for data imputing as required to support the admissions process in conjunction with Assistant Head of College.
21. To support the College Leadership Team with preparation for assemblies, celebration assemblies, tester day, post-18 week and other College events.
22. To be a first-aider
23. May be required to carry out a weekly duty

GENERAL

1. To support the Head Teacher in promoting the Christian ethos of the school.
2. To act as an ambassador for the school liaising with external agencies and companies.
3. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
4. To undertake any other duties of a similar level and responsibility as may be required.
5. Act as a positive role model to staff and students.
6. To have personal responsibility for own continuing professional development.
7. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
8. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the health and safety policy and any school-specific procedures / rules that apply to this role.
9. St Hilda's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
10. Play a full part in the life of the school community, support the school’s priorities and ethos and encourage staff and students to follow this example.
11. The post holder will be expected to ensure that output and quality of work is of a high standard and complies with current legislation / standards.
12. Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.
13. The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

WIDER PROFESSIONAL RESPONSIBILITIES

*As a member of the St Hilda’s family, you will be expected to*

* support our 5 values of Wisdom, Hope, Community, Dignity and Equality.
* be sympathetic to the teachings of the Church of England.
* operate at all times within the stated policies and practices of the school.
* establish effective working relationships and set a good example through their presentation and personal and professional conduct.
* participate professionally in the school’s performance management systems.
* take responsibility for personal professional development.
* take part in professional development activities and inset organised by the school.
* co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
* contribute to the corporate life of the school through effective participation in meetings.
* take part in marketing and liaison activities and other appropriate school events.
* recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school’s Health and Safety policy.
* promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to
* undertake any other duty as specified by STPCB not mentioned.
* support the school’s Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazard.

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Person Specification

**[A]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification requirements** | **Essential** | **Desirable** | **Source** |
| ICT or equivalent qualification or experience. | **E** |  | **A** |
| Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 | **E** |  | **A/I** |
| Further professional development relevant to the post or a willingness to attend relevant training |  | **D** | **A/I** |

1. **Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Essential** | **Desirable** | **Source** |
| Previous experience working within a data management or highly systematic administrative environment in a school | |  | **D** | **A/I/R** |
|  |

1. **Knowledge/Understanding**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Use of data to support the College Leadership Team in their role |  | **D** | **A/I/R** |
| To be able to use SIMS and other software, such as CPOMS, to support the safeguarding of students and staff | **E** |  | **A/I/R** |
| To understand safeguarding procedures and referral points | **E** |  | **A/I/R** |
| To understand the role of data in promoting excellent academic achievement | **E** |  | **A/I/R** |
| To understand the role of effective mentoring in securing academic achievement | **E** |  | **A/I/R** |

1. **Personal Qualities and Skills**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Outstanding communicator | **E** |  | **A/I** |
| Outstanding interpersonal skills | **E** |  | **A/I** |
| Professional reliability re attendance, punctuality and deadlines | **E** |  | **A/I** |
| Team player | **E** |  | **A/I** |
| Ability to meet deadlines/manage time | **E** |  | **A/I** |
| Resilient | **E** |  | **A/I** |
| Empathetic | **E** |  | **A/I** |
| Ability to prioritise workload and work under pressure and to tight deadlines | **E** |  | **A/I** |
| Commitment to the school Christian values and vision | **E** |  | **A/I** |

1. **Pre-Employment Checks**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Positive recommendation from all referees, including current employer/ITT trainer | **E** |  | **R** |
| DBS Clearance post appointment | **E** |  | **N/A** |

*(Source: A=Application (form+letter); I=Interview; R=Reference)*

1. **Supporting Statement**

The supporting statement should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service**

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How to apply and the Selection Process

**Deadline for applications: 5.00pm 31ST October 2021**

Applications should be sent to: recruitment@st-hildas.co.uk

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**St Hilda’s CE High School**

Croxteth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709 E: info@st-hildas.co.uk I: www.st-hildas.co.uk

**Mrs J Code**  
BA (Hons), NPQH, FCCT

Headteacher

WISDOM  
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