



# Saint Edmund Arrowsmith Catholic Academy

## Head of Year Recruitment Pack



# Pope Francis

Catholic Multi Academy Trust

Enabling schools, aspiration and  
faith to flourish by:

**Uplifting Hearts, Inspiring Minds**

# Why Choose Our School?



Saint Edmund Arrowsmith  
Catholic Academy

## Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.

We strive to create a community that is united through Our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values. Our school is fully inclusive and we have high aspirations for all supporting every pupil to achieve success.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high-quality educational experience,

which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves.

**The aim is born from our mission statement,**

**'I have come in order that they may have life, life in all its fullness' John 10:10**

**Our school values of Love, Inspiration, Empowerment and Joy are lived out in all we do. John 10:10**



***"The tangible sense of community among the staff illustrates the rapid growth in confidence that the overwhelming majority have in the direction that the school is moving." CSI, 2023***



### The Role

This is an exciting position for a candidate who has a passion to transform lives and change society through education. A key role within our mission to ensure we are inclusive and ensure all pupils can flourish and succeed at St Edmund Arrowsmith.

We are looking to welcome a colleague who can strengthen our team and believes that our school can serve every child in the community. The right candidate for this role will be passionate about education and supporting all pupils in our school and relentless in the pursuit of equality and justice for all. They will have excellent communication skills and the willingness to use those skills to ensure that every child has the chance to succeed, understanding that some pupils require further support and guidance to enable them to flourish.

Our purpose is to be “School of Choice for the Community” enabling our pupils to ‘live life in all it’s fullness’.

### Purpose of Role

Provide leadership to and set high expectations for the students of St Edmund Arrowsmith Catholic Academy in all pastoral matters. Heads of Year have responsibility for a specific year cohort - this post supports the progress, mental health, wellbeing (pastoral care) and behaviour management of students within their designated year group. This position is both proactive and reactive in nature, ensuring the needs of our pupils are met, and that they are known and understood as individuals – our pupils feel known and that they belong so that they can thrive.

Working with the Senior Head of Year, Deputy Headteacher, Assistant Headteacher Inclusion and in collaboration with other members of staff, to provide support and intervention strategies in order to meet the pastoral needs of the students at St Edmund Arrowsmith in a specific cohort.





## Key Responsibilities

✳️ To be a visible role model of the implementation of our Care, Support, Guidance and Behaviour policy in line with our Catholic ethos

✳️ Act as a visible member of the Pastoral Leadership Team to promote high standards of personal values, school uniform, behaviour, attendance and attitude to learning

✳️ To promote and safeguard the welfare of children, young people and/or vulnerable adults by following up causes for concern, investigating indicators of possible welfare concerns, making recommendations for remedial action to the appropriate senior leader and taking action as appropriate.

✳️ To work alongside the Designated Safeguarding Lead to ensure the 'Safeguarding Policy' is followed in line with Keeping Children Safe in Education 2025.

✳️ To support the DSL in managing and developing all aspects of reporting/recording data to ensure that the school has complete and accurate data/records.

✳️ To plan and deliver practical support, advice and guidance to vulnerable children and their families to reduce any potential risks they may face, ensuring there are no missed opportunities.

✳️ Act as a champion of the school's Safeguarding Policy and, in liaison with the School Leadership Team, provide assistance and support in the strategic management of whole school safeguarding procedures.

✳️ Initiate and organise pastoral meetings, promoting good practice by leading and contributing to the discussions and the provision of support and interventions

✳️ To be responsible for the maintenance of good order and discipline at all times and to determine measures for the promotion among pupils of good behaviour and self-discipline within the year group.

✳️ Ensure, in conjunction with heads of department and teaching staff, that all pupils in the specified cohort progress in line with their individual targets and achieve their full potential. Working with others, identify students who are at risk of underachievement and put in place plans to address the underachievement. Raise awareness across departments as appropriate and within the pastoral team and also reporting pupil progress to parents.

✳️ Communicate effectively with pupils, parents and school staff, ensuring that all relevant stakeholders are fully aware of issues of concern, actions taken, outcomes and achievements.

**Post Title:** Head of Year

**Pay Scale:** NJC Grade H, SCP 24

**Contract:** 36 hours per week  
(Term Time plus two weeks)

**Start Date:** As soon as possible



- \* To work in partnership with the school's leadership team to resolve conflict situations with students and to ensure behaviour for learning standards are attained and maintained at all times seeking guidance from senior leaders only when the situation may escalate and guiding behaviour support staff as appropriate, making recommendations to address areas of concern where educational progress of pupils themselves or others are impeded by poor attitudes to learning or behaviour difficulties.
- \* Liaise with relevant external agencies for pupil welfare matters. This may involve attending multi-agency case conferences. This may also involve local authority child care teams, the police, youth offending teams, the safeguarding authority and others.
- \* Carry out home visits to families to verify students are safe and well for purposes of ongoing assessments or to provide support for vulnerable/at risk students.
- \* To work in conjunction with the school's Attendance team in order to ensure maximum levels of attendance is achieved at all times. Identify students at risk of poor attendance and work with the Attendance Welfare Officer to understand reasons. Plan and ensure strategies for improvement are carried through, gaining commitment from students and support from parents/carers as appropriate.
- \* Support with the coordination of the organisation and delivery of parents'/open evenings for the specified cohort, encouraging attendance of parents/carers in innovative and interesting ways to maximise parental/carers involvement.
- \* To plan and lead events as part of the school community strategy.
- \* Support the organisation of SEND and pastoral provisions for examinations, liaise with the SENCo, parents regarding specific individual students with complex needs and ensure that appropriate strategies are implemented.
- \* To support in breaking down barriers to learning for all vulnerable groups.
- \* To be responsible for the integrity and production of any statutory returns as required.



- \* Supervise student social areas at break and lunch times, and be available to students at these times. Building positive relationships with pupils to ensure that they feel secure and able to discuss issues of concern. To have social contact with pupils in the year group, whilst earning respect for their ability to manage potentially difficult conflicts between students and encourage a healthy, fun but calm environment in the social areas.
- \* To be part of the school's reflection room to support teachers and deal with pupils exhibiting difficult behaviour to minimise disruption to learning.
- \* Deal with incidents of challenging behaviour or disruption to learning where necessary. This includes making recommendations to senior leaders as appropriate, where this might result in exclusion, isolation, detentions or other sanctions. Manage all processes relating to such sanctions.
- \* To retain and update pastoral records and notes of meetings and/or intervention with students to ensure an accurate record of support, concerns and celebrations which can be relied on as a timely and accurate record for reference by teaching staff and managers.
- \* To accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of teaching staff.

## **General**

- \* To uphold and promote our Catholic ethos and values.
- \* To be willing to undertake First Aid training to support the First Aid Team in school
- \* To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- \* To act as a positive role model across the Trust.
- \* To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- \* To engage actively in the Appraisal Review process.
- \* The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher, Trust and Local Governing Body.
- \* This job description will be kept under review and may be amended via consultation with the individual, Chief Executive and Trustees as required. Trade Union representatives will be welcome in any such discussions.



**Applicants must meet all of the essential requirements for this post.**

<b>Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
GCSEs (or equivalent) including English and Maths (Grade C/4 or above)	X	
Willingness to undertake First Aid, Fire Marshall, and other relevant training	X	
Experience working with young people, preferably in an educational or inclusion setting	X	
Experience managing and improving pupil behaviour	X	
Experience supporting vulnerable or at-risk pupils through pastoral interventions	X	
Experience working collaboratively with staff, families and/or external agencies	X	
Relevant qualification in education, youth work, behaviour support or counselling		X
Safeguarding and/or child protection training (up to date)		X
Experience using school management systems such as SIMS		X
Experience conducting mentoring or reflective conversations		X
Experience supporting SEND or pupils with social/emotional needs		X
<b>Knowledge, Skills and Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of barriers to learning and social/emotional challenges in pupils	X	
Strong knowledge of behaviour management and de-escalation strategies	X	
Awareness of safeguarding responsibilities and procedures	X	
Understanding of inclusive education and equal opportunity principles	X	
Ability to form strong, positive relationships with pupils and maintain professional boundaries	X	



Knowledge, Skills and Competencies	Essential	Desirable
Effective communication and interpersonal skills with both pupils and adults	X	
Strong organisational skills and the ability to maintain accurate records	X	
Ability to stay calm, patient, and assertive in challenging situations	X	
Competent IT skills (Microsoft Office, email systems, pupil databases)	X	
Familiarity with referral and early help processes		X
Knowledge of metacognitive strategies to support pupil self-regulation		X
Ability to prepare reports and contribute to multi-agency meetings		X
Confident in delivering 1:1 and small group support or mentoring		X

## Personal Traits

- A positive, flexible, and proactive approach to supporting behaviour and wellbeing
- Resilience and emotional intelligence when working with vulnerable pupil
- A strong commitment to safeguarding and pupil welfare
- A team player who is also able to work independently
- Commitment to ongoing professional development

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

*If you have any feedback on the application process and how we can make it more accessible, please let us know via [info@pfcmat.org](mailto:info@pfcmat.org).*

# What Can We Offer You?



Proud to be part of

**Pope Francis**  
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in a role at a Pope Francis Catholic Multi Academy Trust school.

We were the first of the permanent Catholic Multi Academy Trusts (CMATs) set up by the Archdiocese of Liverpool with three secondary schools, and four primary schools, across Bootle and Knowsley.

The Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: 'Uplifting Hearts, Inspiring Minds'. Being part of a Trust is like **a family of schools at which you are always welcome**, and which help each other to provide better opportunities for all staff, pupils and our local communities.

## **What We Offer For All Staff**

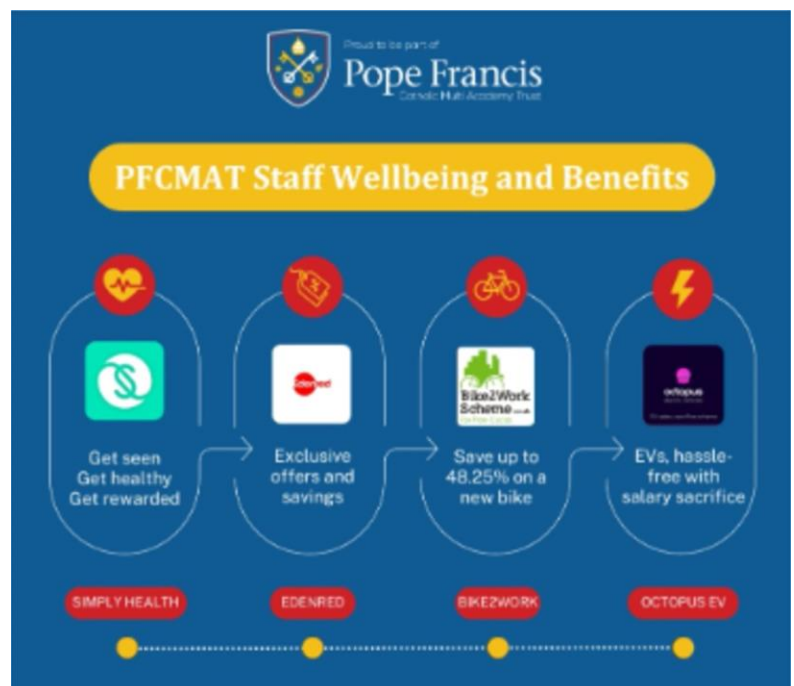
We recognise that **employee wellbeing and work-life balance are essential** to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Please take a look at our website and social media channels to get a real sense of the support that we provide to all our employees, including our full staff benefits package: [www.pfcmat.org/Staff-Benefits-Package/](http://www.pfcmat.org/Staff-Benefits-Package/)

All our schools will be delighted to have informal conversations with potential candidates before the closing date. We look forward to receiving your application.

*Andrew Dawson*

Andrew Dawson, CEO





"Unity happens when we walk together."

- Pope Francis

## OUR MISSION

*Inspired by the Gospel and the teachings of Pope Francis, we are united in our mission to provide the very best Catholic education that encourages every person to strive, achieve and flourish, and where no one is left behind.*

## JOY

*We believe that Christian joy flows from knowing we are loved by God. Joy shapes our schools and our Trust as places of hope, excellence, celebration and encouragement, where learning is meaningful and pupils find joy in doing their best and achieving.*

## MERCY

*We place compassion at the heart of our communities. Guided by mercy, we respond with forgiveness, restoration and understanding, always believing in the God-given potential for growth and change in all people.*

## SERVICE

*We are called to serve others with humility and generosity. Through servant leadership, we put the needs of children, families and communities first, forming young people who use their gifts for the good of others.*

## DIGNITY

*Every person is made in the image and likeness of God and has inherent worth and unique gifts. We honour dignity by welcoming all, listening deeply, and ensuring that every person knows they are valued, included, and supported to flourish.*

## SOLIDARITY

*We are many parts, one body. We work together for the common good, standing alongside one another - especially the vulnerable - acting with unity, responsibility and shared purpose to achieve our goals.*

# Why Choose Our School?



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Dear Candidate,

Thank you for your interest in this position. Saint Edmund Arrowsmith is on a rapid journey of school improvement. I am keen to appoint staff who want to work with young people to change lives and shape society.

As Headteacher, I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith. **Our exceptional curriculum will provide pupils with powerful academic knowledge and character development**, so they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils. Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and joy daily with both energy and passion. **We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all.** Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them.

Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged background are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish. **If you wish to join me on our journey, I welcome your application.**

Mrs C. McKenna  
Headteacher  
Saint Edmund Arrowsmith Catholic Academy



## How to apply

To apply for this post, please use our website 'Vacancies' page to find each document to be completed and submitted alongside your cover letter.

This will include:

- ✦ CES Application Form
- ✦ CES Consent to Obtain References CES
- ✦ Monitoring Form
- ✦ Rehabilitation of Offenders Act 1974 Disclosure Form
- ✦ Covering letter stating how your skills and experience meet the job description and person specification.

**Closing Date: Friday 1st May 2026**  
**Interviews: week commencing 4th May 2026**

Completed applications should be clearly marked with the post title and returned electronically to our Office Manager, Miss L Worthington at [jobs@seaca.pfcmat.org](mailto:jobs@seaca.pfcmat.org).

We reserve the right to make an appointment before the closing date. Candidates are therefore encouraged to apply as soon as possible.

Pope Francis CMAT and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding children and young people, and we can expect all staff and volunteers to share this commitment.

Please see our Child Protection and Safeguarding Policy here: [stedmundarrowsmithcatholicacademy.org/Policies/](https://stedmundarrowsmithcatholicacademy.org/Policies/)

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.