



# ST JAMES'

CATHOLIC HIGH SCHOOL



# Inclusion Manager

Candidate Information | May 2026



# A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be a "Good" Catholic school.

St James' is a highly academic performing school:

- In 2025, **73% of students attained a Grade 4 or above in both English & Mathematics (the equivalent to the old Grade C)** with **46% achieving a Grade 5 or above in both English & Mathematics**
- **82 grade 9s and 115 grade 8s were awarded to our students in 2025**, demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at [headteacherpa@stjamesheadle.co.uk](mailto:headteacherpa@stjamesheadle.co.uk)

**Anthony Pontifex**  
Headteacher

Governors seek the following appointment



## Inclusion Manager

Full time 37 hours per week (term time only),  
Fixed Term, One Year, Scale 5 £28,598 - £31,022 (pro rata)  
(Actual salary £24,461 - £26,534)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos.

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022, with "Outstanding" Outcomes for Pupils.

The Diocese of Shrewsbury judged our school to be a "Good" Catholic school

The governors of the school wish to appoint an outstanding, dynamic and highly motivated Inclusion Manager

**Closing Date: Wednesday 17<sup>th</sup> June 2026, 12noon**

**Interviews: Friday 19<sup>th</sup> June 2026**

Please note a current CES application form (Support Staff) and a Model Rehabilitation of Offenders act 1974 – Disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to [headteacherpa@stjamescheadle.co.uk](mailto:headteacherpa@stjamescheadle.co.uk)

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



# Inclusion Manager

## School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

### Purpose

- Under an agreed system of supervision, to work with the Assistant Headteacher, Heads of Year and Form Tutors to address the needs of pupils who require support to overcome barriers to learning
- To lead the Damascus room offering pupils the chance to reflect on poor choices they have made
- Inspire and engage pupils in the vision for the school
- To promote positive behaviour management by modelling and suggesting effective strategies in class and around school, including break and lunchtimes

### Pastoral Support

- Take a lead role in delivering pastoral support to pupils through the Damascus room
- Provide advice to pupils relating to their social, health, hygiene and emotional development needs
- Assist the teacher with the development and implementation of individual Education/Behaviour/ Support/Mentoring plans
- To lead on the Behaviour Curriculum
- Establish productive working relationships with pupils, acting as a role model
- Arrange and develop 1:1 mentoring for pupils and provide support for distressed pupils individually or in small groups
- Support the reintegration of those who have been absent e.g. through long term illness, exclusion
- Provide information and advice to enable pupils to make choices about their own learning/behaviour and attendance and consequences of their actions
- Facilitate restorative conversations between pupils and/or staff
- Challenge and motivate pupils, promote and reinforce self esteem
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc. Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access to learning and supporting home to school and community links
- Take a lead role in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.
- Be responsible for recording the SLT lunchtime detentions
- To run the SLT after school detentions
- Deal as appropriate with administration e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions, making phone calls
- Investigate incidents occurring in a school context and reporting the results of those investigations to the Form Tutor, Head of Year or Assistant Headteacher as appropriate
- Updating the behaviour log on SIMS
- Update the Damascus data on Google sheets

## Teaching and Learning Support

- Support pupils' access to learning using appropriate strategies and resources
- Work with other staff, including specialist staff and professional agencies in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
- Provide objective and accurate feedback and reports as required to other staff on pupil's achievement ensuring the availability of appropriate evidence
- Manage record keeping systems and processes
- Take a key role in the development and implementation of appropriate behaviour management strategies
- Actively seek support for pupils to broaden and enrich their learning

## School Support

- Comply with all policies and procedures within school
- Establish constructive relationships with staff and external agencies to support achievement of pupils
- Attend and participate in meetings as directed, these will include calendarised evening events e.g. parents and curriculum evenings
- Participate in training and other learning activities as required
- To undertake supervisory duties as directed by the Assistant Headteacher
- To have an involvement in other activities assigned by the Headteacher

## School Ethos and Culture

- Help foster the spiritual development of pupils in accordance with the school's Mission Statement
- Ensure that the school's vision is understood and clearly and effectively articulated to all pupils
- Promote the school's ethos and culture to the broader community

## Other Specific Duties

All Teaching Staff are expected to meet the relevant Professional Standards for Teachers in addition to the job description detailed above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description



# Inclusion Manager

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
<b>Training and Qualification</b>				
Good standard of education to at least GCSE standard or equivalent; at least GCSE Grade C or equivalent in English	✓		✓	
Training in behavioural/emotional support		✓	✓	
<b>Experience</b>				
Experience of working with children of relevant age in a learning environment	✓		✓	✓
Experience of working with the 11 – 16 age range		✓	✓	✓
Experience of working as an inclusion/isolation manager or similar role		✓	✓	✓
<b>Professional Knowledge</b>				
An understanding of the role of an inclusion manager in the formation of young people	✓		✓	✓
Knowledge of school policies relating to Behaviour for learning, Child Protection, Attendance		✓		✓
An understanding of child development and influences on child behaviour	✓			✓
Understanding of how to safeguard pupils	✓			✓
<b>Personal skills and qualities</b>				
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner	✓		✓	✓
Able to work under pressure and manage own workload and commitments through excellent time management skills	✓		✓	✓
Patience	✓			✓
Empathy with and understanding of young people		✓	✓	
Practising Catholic		✓	✓	✓
Excellent communication skills				

# Contact

**Kirsty Bowers**

PA to the Headteacher

0161 482 6900

[headteacherpa@stjamesheadle.co.uk](mailto:headteacherpa@stjamesheadle.co.uk)

[www.stjamesheadle.co.uk](http://www.stjamesheadle.co.uk)

St James' Catholic High School

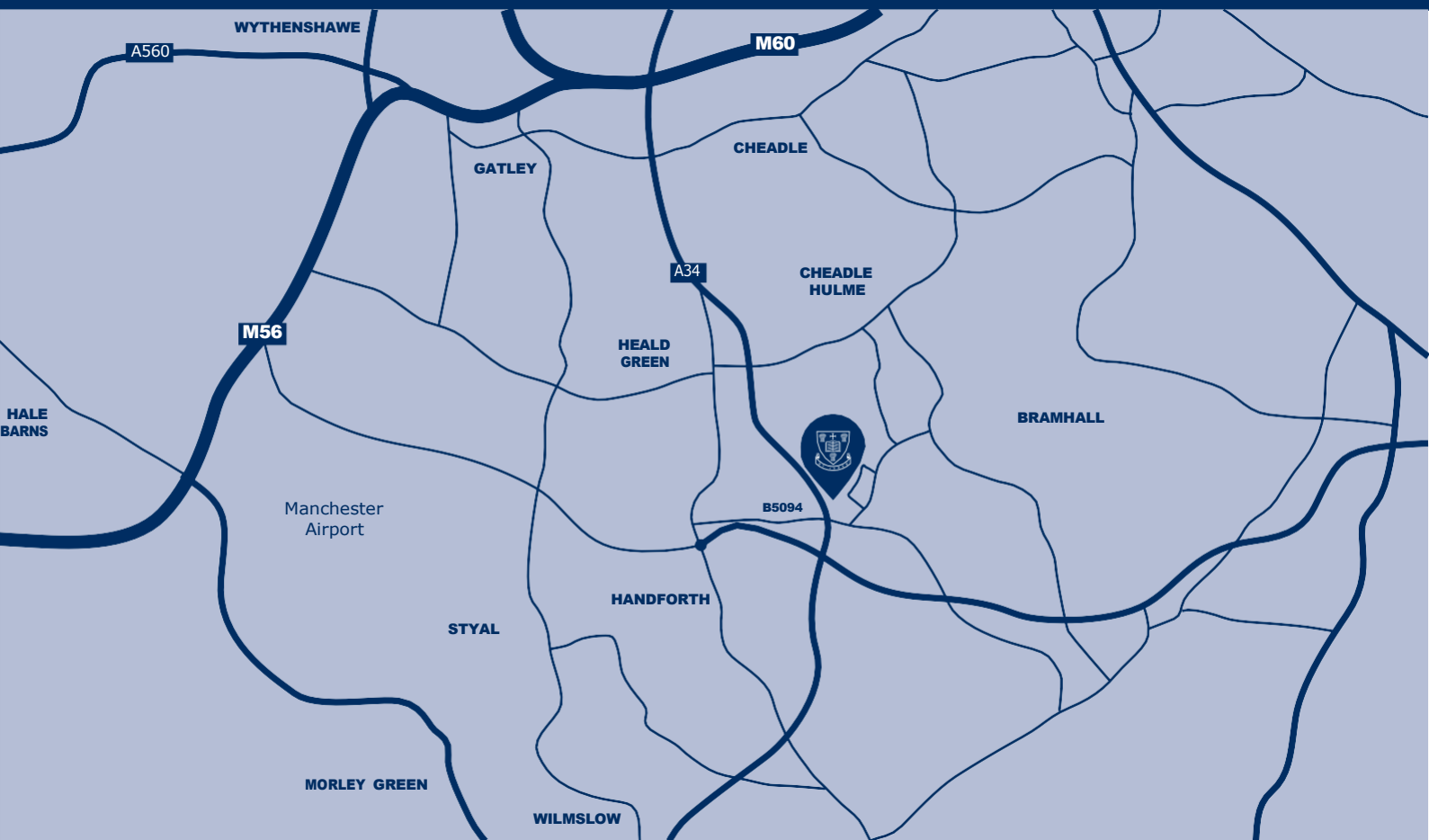
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



**ST JAMES'**  
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26