



ST. MATTHEW'S
ROMAN CATHOLIC HIGH SCHOOL
Voluntary Academy

JOB APPLICATION PACK

DIOCESE OF  SALFORD

Leader of Whole School Literacy



EMMAUS
CATHOLIC ACADEMY TRUST

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

Welcome from our Headteacher



Thank you for taking the time to consider applying for the post of Leader of Whole School Literacy.

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 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 still work to do, I am very confident that working together, we can achieve excellence for our community.

Together, with the Governors, we are looking for someone who will take this ambition forward, who can articulate a vision for the future, and who has the skills to realise that vision. In addition, we are looking for someone who shares our commitment to safeguarding, child protection and the welfare of students.

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.

If you have the passion and skills to enhance the work of our school and wish to work in forward thinking, supportive environment please complete the application form and supporting documents as described.

Candidates should be aware that as part of the selection process we will carry out the following pre-appointment checks:

- Candidate's identity (photographic evidence)
- Eligibility to work in the UK (as appropriate)
- An enhanced DBS

Yours sincerely,

A handwritten signature in black ink that reads "H Murden".

Mrs Helen Murden
Headteacher





Our School

St Matthew's is a mixed Roman Catholic inner-city school based in Moston, North Manchester. Our school is within easy access to the M60 motorway, providing a link to the rest of Manchester and the surrounding areas. St Matthew's is part of the Emmaus Catholic Academy Trust (CAT), which is one of three CATs in the Diocese of Salford. We have been on a journey to catholic excellence since 2018.

We are a child centred, Christ centred community. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Our core business is Teaching, Learning and Achievement. St Matthew's is proud to serve our local community, recognising the multi-cultural, multi-faith and ever changing nature of our wider society.

St Matthew's is located within extensive grounds and provides a bright, modern facility within an environment that supports teaching, learning and achievement across all subject areas with specialist facilities available. Computer facilities have been incorporated into the school design enabling all teaching areas to benefit from the latest IT products. We have music and drama suites, a recording studio, industry standard science laboratories, media, photography, ceramics, food and resistant materials provisions along with a dedicated sports hall and 3G pitch to enhance the physical activities of our learners.

At St Matthew's we are steadfast in our mission to keep all our pupils safe and happy, every day that they come to our school. We support all students academically and pastorally, enabling them to achieve positive outcomes at the end of their time with us. Our effective pastoral systems provide relentless care and support for all pupils, underpinning our core business of teaching, learning and achievement.



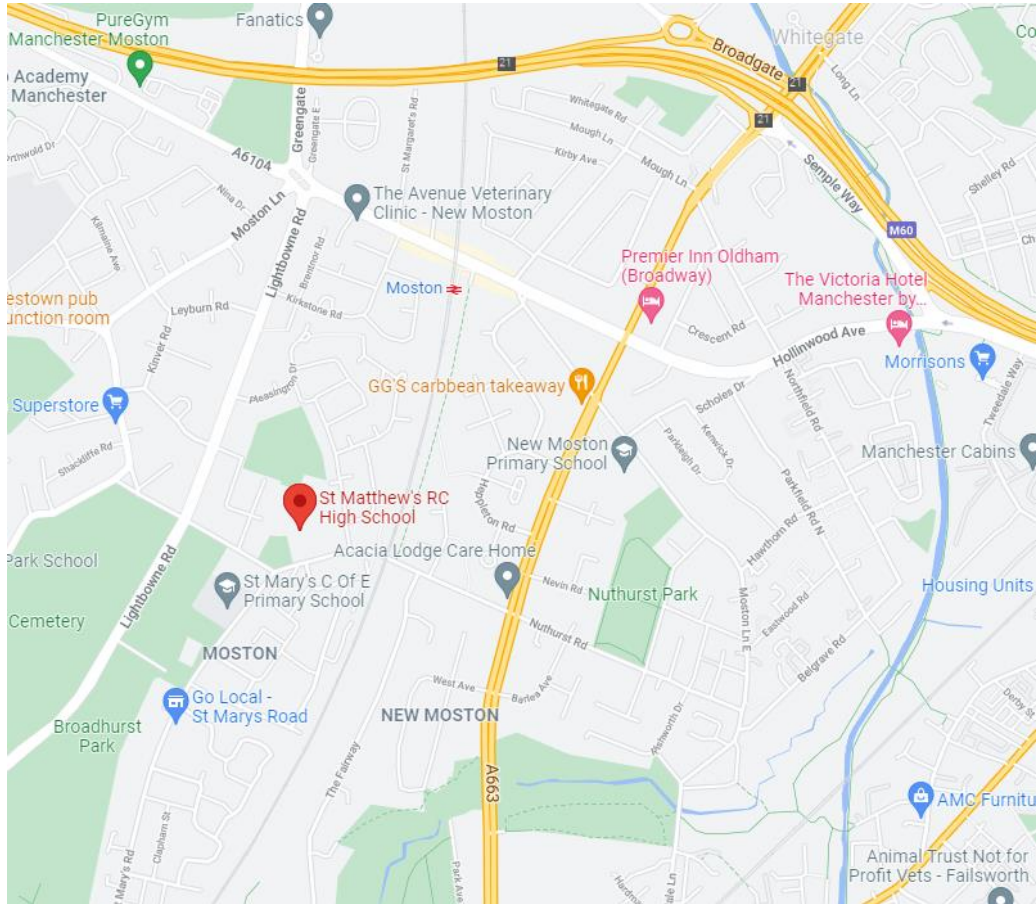
Safeguarding is at the heart of what we do at St Matthew's. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- ✓ Safeguarding and child protection
- ✓ Online/E-Safety
- ✓ Whistleblowing
- ✓ Staff Code of Conduct
- ✓ Data Protection
- ✓ Privacy Notice

They are also expected to be familiar with 'Keeping Children Safe in Education, 2021'. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. St Matthew's are never complacent about safeguarding and work with the following always at the forefront of our minds... 'it could happen here'. We have rigorous and tested procedures in place which are constantly reviewed to ensure we have the highest of expectations from all our staff and volunteers when it comes to safeguarding and child protection.

Newly appointed staff are given a full induction programme with the safeguarding element of this completed prior to their commencement of work at the school.





Travelling to St Matthew's

North bound;

Take exit 21 from M60

At Junction 21, exit towards A663/Rochdale/A627 (M) Chadderton (0.2 miles)

Turn left onto the A6104 slip road to Hollinwood/Oldham/A62/Manchester/A663 (82 ft)

Turn left onto Semple Way/A6104 (194 ft)

Turn right onto Hollinwood Avenue/A6104 (0.5 miles)

Turn left onto Broadway/A663 (0.4 miles)

Turn right onto Nuthurst Road (0.3 miles)

South bound;

Take exit 20 from M60

Use the right 2 lanes to turn right onto Alkrington Interchange/Rochdale Rd/A664

Turn left onto Victoria Avenue East/A6104 (2.3 miles)

At the roundabout take the 4th exit onto Lightbowne Rd/B6393

Turn left onto Nuthurst Road

Leader of Whole School Literacy

Terms: Full Time, permanent
Salary: MPS/UPS + TLR 2b
Start date: April 2022



The Governors of St Matthew's RC High School seek to appoint a dynamic and exceptional leader of literacy to join our wonderful school. Please note that the successful candidate's main teaching subject does not necessarily need to be English.

Brief overview of position:

1. To develop in our students a wider love of reading
2. To improve the literacy skills and reading ability of all our students
3. To develop the skills of our staff in the teaching of literacy

For further details please see the job description below.

Reporting to: Assistant Headteacher – Teaching & Learning

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

Closing date for applications: 12pm
Wednesday 19th January 2022

Interview date: W/C 24th January 2022

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.

St Matthew's is also committed to providing a diverse and inclusive community, ensuring equal opportunity. We welcome and we encourage applications from everyone, including groups currently under represented in our workforce.

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 Leader of Whole School Literacy 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.

Key Areas

Overarching aims of the role

To help the school move forward in its three key goals for whole school literacy:

1. To develop in our students a wider love of reading
2. To improve the literacy skills and reading ability of all our students
3. To develop the skills of our staff in the teaching of literacy

Key roles

1. Strategic planning

This includes:

Creating an effective action plan to help the school achieve its short/medium/long term goals for literacy.

Working collaboratively with other key leaders in school eg AHT for T&L, Director of English, SEND lead, to implement school-wide literacy strategies.

To continue to embed literacy strategies across all year groups, including impact measures, to ensure that all strategies are assessed for their effectiveness.

Formulating questions that enable teachers to reflect on the dimensions of effective literacy teaching practice

Discussing the next steps in literacy with teachers

2. Strategic resourcing:

This includes:

Assessing both existing literacy resources for effectiveness and financial viability.

Provision of appropriate expertise through advice in staff recruitment.

Resourcing – buying and promoting of literacy resources including websites and professional reading.

3. Planning, coordinating and evaluating teaching and the curriculum

This includes:

Support and evaluation of teaching through regular classroom visits and provision of formative and summative feedback to teachers about effective literacy practice.

Clear communication of vision and strategies to all key stakeholders especially students, staff and parents.

Helping teachers to gather and analyse classroom data on literacy progress and achievement

4. Promoting and participating in teacher learning and development

This includes:

Planning and leading professional development for teaching and non-teaching staff to support the continued development of literacy within the school.

Discussing literacy initiative plans and progress with teachers.

Helping teachers to identify areas for improvement in their literacy teaching practice.

Helping teachers to integrate literacy approaches and ideas into their classroom practice.

5. Performing the roles and responsibilities of a classroom teacher

The Leader of Whole School Literacy will also be expected to teach their subject to a high standard as set out in the job description of a classroom teacher at St Matthew's. The separate job description for this part of the role is available on request.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.