



ST. MATTHEW'S
ROMAN CATHOLIC HIGH SCHOOL
Voluntary Academy

JOB APPLICATION PACK

DIOCESE OF  SALFORD

Non-Teaching Head of Year



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 Non-Teaching Head of Year.

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.



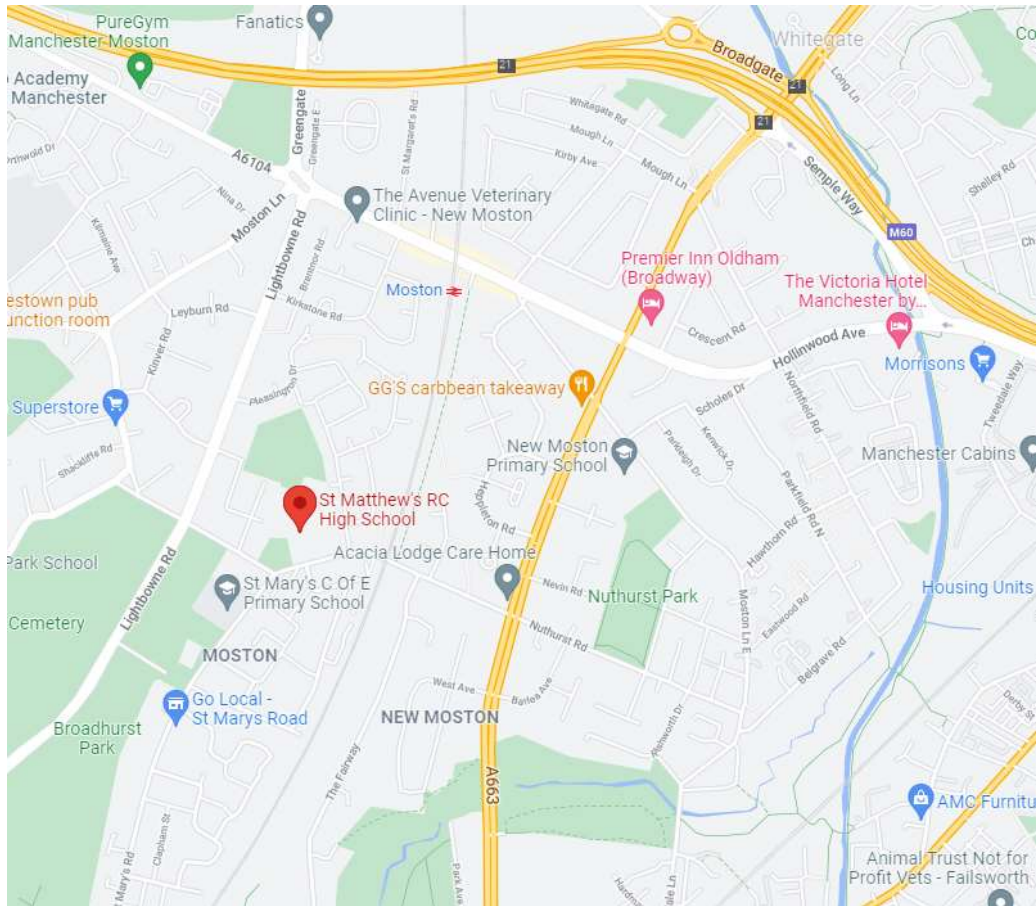
Safeguarding is at the heart of what we do at St Matthew's. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- ✓ 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

Non-Teaching Head of Year

Permanent
NJC Grade 7, SCP26 – 30 (FTE £30,984 to £34,373 pa), actual salary approx. £27,930 to £30,984 per annum)
35 hrs per week, TTO + 15 days
Start date: September 2022 or sooner if possible



The Governors of St Matthew's RC High School seek to appoint a dynamic and exceptional Non-Teaching Head of Year to join our wonderful school.

This is a non-teaching position involving the management of a year group including pastoral support, achievement, attendance, attainment/progress, behavioural issues and intervention and child protection matters.

Purpose of post:

- Undertake personnel management duties including instructing and training their year-group Form Tutors.
- Establishing positive relationships with parents, staff and outside agencies in line with the school's vision and values.
- To coordinate whole school attendance.
- To work with identified groups of students including SEND with regard to progress, engagement and achievement.
- To lead transition processes.

Reporting to: Deputy Headteacher (Pastoral)

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

Closing date for applications: Monday 9 May 2022, 12 noon

Interview date: Friday 12 May, 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 Gibson at k.gibson@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 Non-Teaching Head of Year 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

Personnel Management

- To create a team ethos with the Form Tutors, supporting the pastoral work of the tutors.
- To develop and deliver creative assemblies to the Year Group supporting ethos and current affairs.
- To direct the Heads of Department on issues relating to the Year Group and Team.
- To be the first point of contact for parents, in relation to student behaviour and barriers to learning.
- To be an exemplary leader in dealings with staff, students, parents and outside agencies.
- To ensure that members of the Leadership Team are kept updated on matters pertaining to the year group.
- To set agenda and chair scheduled Year Team meetings.
- Review actions/deadlines/outcomes from these meetings.
- To be involved in decision making and policy development across the school.
- To take a lead role regarding the delivery and evaluation of specific projects.

Curriculum Management

- Work closely with the Subject Leaders to identify barriers to achievement; guide and direct tutors in the implementation of intervention and support strategies to overcome those barriers.
- Lead and/or assist in initiatives to improve attainment and progress of students identified as underachieving and/or failing to meet target.
- Review and implement personalised curricula for vulnerable students. Provide necessary information to tutors and teachers regarding the implications of any personalised curricula.
- Take responsibility for the design, research, implementation and reviewing of projects, school policies and procedures centred on attainment, attendance and behaviour.

- To provide lesson cover for own year group in the event of teacher absence for all subjects – this will be to a maximum of one unit per day.

Student Management

- To support students in their learning, and encourage positive attitudes and behaviour in and around school.
- To direct and advise teachers and departments in relation to behaviour and learning of individual and groups of students.
- To organise and manage the transition arrangements between key stages – including KS2 to KS3.
- To monitor punctuality and attendance, liaising with all colleagues and Senior Leadership Team.
- To implement measures necessary to improve Year group attendance including holding student and parent meetings, requesting Education Penalty Notices and rewarding good attendance through assemblies and other measures.
- Take responsibility for the design, research, implementation and reviewing of projects, school policies and procedures centred on attainment, attendance and behaviour.
- Monitor students' welfare including the creation/maintenance of Behaviour Logs, Pastoral Support Plans, and referrals to internal and external agencies.
- To attend and chair meetings regarding the welfare of students in the year group eg Child Protection and Team around the Child reviews.
- To chair reviews and maintain PEP records.
- To contribute to SEND reviews and maintain records.
- Take a lead in managing the behaviour of the year group, taking detentions and establishing and implementing other sanctions as appropriate.
- To encourage and develop Parental relationships with Head of Year, Form Tutors, staff and relevant agencies.
- Be on call and available to students (and parents) in the year group throughout the day.
- Act as lead practitioner in matters of students' welfare.
- Uphold standards within the school regarding uniform and equipment.
- Evaluate the progress data of students and design and implement support measures to improve progress for students in the year group.
- Facilitate the transfer or placement of students at other schools.
- Write individual annual report on students summing up academic progress and suggesting ways of implementing further improvements.
- To work with outside agencies and make appropriate referrals.
- To provide ongoing information/reports for outside agencies on students (e.g. HYMs)
- To prepare reports on students, including PEPs, EHAs and to contribute to School Focussed Plans (SFPs).
- To facilitate student voice and leadership opportunities and ensure the students are more actively involved in school life.
- To coordinate and lead charity and community work of the Year group.
- To organise the Parents' Consultation and Information evenings.
- To regularly review and coordinate the Rewards Policy for the Year Group.
- To organise day trips for students and preparing and submitting Risk Assessment documents for events and trips.
- To do a full lunch duty each day and to contribute to the Break duty teams as appropriate.
- To patrol the school buildings and grounds on a regular basis to ensure all students are fully engaged in lessons.
- To attend evening events involving students in the year group.
- To support students in their interests beyond the classroom.

General

- To hold a full First Aid at Work certificate (HSE approved) and provide first aid cover for staff and students.
- To administer medicine where appropriate.
- To have expert working knowledge of all school-based computer packages and databases.
- To participate in any relevant in-service training.
- To attend meetings with parents, peers, management and others as appropriate.

Continuing Professional Development

- In conjunction with the line manager take responsibility for personal development to improve or acquire knowledge and skills appropriate to the post.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Resources

- Take responsibility for all budgets relating to the Year group – including Rewards, Trips, Events and Projects.
- Be responsible for any ICT.
- Take responsibility for valuables from students on a daily basis.
- Take responsibility for mobile phone for First Aid duty if required.
- Resources used to support families in relation to outside agencies.
- Resources used to support students in relation to learning, personal development and outside agencies.

Job Activities

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To take responsibility for promoting and safeguarding the welfare of students in the school.
- To work positively and inclusively with colleagues so that the school provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the school - this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities, safety and welfare, emergency, evacuation and security.

Person Specification

Attributes	Essential	Desirable	How identified
Relevant experience	Recent management experience with people Ability to present information to a variety of audiences	Evidence of work with children/young people and involvement with parents Teaching experience Sound understanding of the team around the Child/Child Protection process Relevant experience of working with supporting agencies such as CAMHS, Children's Services, Early Help, Sensory Support Service etc	Application form/supporting statement Interview/presentation Application form/supporting statement
Education and training	Good general standard of education Maths and English to GCSE grade C or above	Further/higher education or professional qualification Full first aid certificate	Application form Application form / Certificates
Special knowledge and skills	Ability or potential to use and interpret data Computer literate Ability to find solutions to complex problems Good communication skills written and oral	Knowledge of child protection issues Understanding of professional boundaries and when it is appropriate to refer Understanding of issues affecting young people	Supporting statement Interview/presentation References Supporting statement Interview/presentation References Supporting statement Interview/presentation References
Interpersonal skills	Ability to relate to teachers, other professionals, parents and students Good listening skills Ability to work as a member of a team and work on own initiative		Supporting statement Interview/presentation References Supporting statement Interview/presentation References
Other	Ability to relate to and promote the ethos of the school Willingness to undertake training as required		Supporting statement Interview/presentation References Supporting statement Interview

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.