

# **Pastoral Leader**

## **Candidate Information Pack**

### **St Michael's Church of England High School**



# About Liverpool Diocesan Schools Trust

## We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

## What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

## What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.

- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

## Our Core Values

### We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

### We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

### We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

### We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

# About St Michael's Church of England High School



St Michael's Church of England High School, Crosby is an over-subscribed 11-18 mixed comprehensive school which is part of LDST (Liverpool Diocesan Schools Trust).

The school is situated in Crosby, in a popular residential area, close to open countryside and an impressive coastline, and offers excellent transport links.

Our Church of England status is extremely important to us, and our Christian Vision and Values underpin every decision that we make for our young people. As the only Church of England secondary school in Sefton we offer a distinctive education based upon our Christian Vision and Values.

## **Post: Pastoral Leader, Permanent contract**

### **Start date: as soon as possible**

We are seeking to appoint a non-teaching Pastoral Leader, to support the school's values and ethos in raising student achievement. The postholder will lead one or more year groups and will manage the attendance, progress, and well-being of our students, ensuring the highest standards of behaviour are upheld.

The successful candidate will:

- Demonstrate the skills necessary to make a real difference to the lives of children
- Have the drive and commitment to deliver outstanding support to our students
- Be experienced at building good relationships
- Have a strong understanding of strategies which address barriers to learning
- Be able to communicate effectively with a range of audiences
- Demonstrate excellent time management and organisation skills

The closing date for this application is **Monday 19<sup>th</sup> February 2024**. To apply for the post, please return your application form to:

[smh.recruitment@ldst.org.uk](mailto:smh.recruitment@ldst.org.uk)

# Job Description

**Title: Pastoral Leader**

**Salary:** (Grade F) SCP 12-19 £26,421 pa - £29,777 pa pro rata

Approximate salary range: £22,240 pa - £25,065 pa

**Hours:** 36 hours per week, term time. Start and end times will be determined by mutual agreement but may range from 8:00am – 4.15pm.

**Contract type:** Permanent

**Accountable to:** Assistant Headteacher/Head of Year/Progress Leader

**Location:** St Michael's Church of England High School, St Michael's Road, Crosby, L23 7UL

## Key Purpose

- To be a key member of the Pastoral Support Team for a Key Stage, working with SLT, Head of Year/Progress Leader and wider staff, to support all aspects of a student progress.
- To monitor and support attendance within a designated year group/Key Stage.

## Key Responsibilities

- Work with the Head of Year/Progress Leader, monitoring the achievements and welfare of students across the Key Stage.
- Support the Head of Year/Progress Leader in maintaining good attendance.
- Liaise with other professionals to ensure the maintenance of accurate and up to date information concerning the Key Stage.
- Form good relationships with students.
- Be the first point of contact for parents/carers, ensuring effective communication and consultation, as appropriate.
- Support the implementation and reinforcement of school policies and procedures across the Key Stage, in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person.
- Support the implementation of the Behaviour for Learning Policy across the year group/Key Stage, liaising with pastoral and academic staff to enhance the progress of students.
- Contribute to the celebration of success across the year group/Key Stage.
- Mentor and offer guidance to students within the year group/Key Stage.
- Be involved in assemblies and Parents Evenings.

- Support the Progress Leader in the setting of targets, reporting and reviewing student progress and evaluation of processes.
- Support the design of an appropriate curriculum/timetable for individuals or cohorts of students when appropriate.
- Have knowledge and appreciation of the range of activities, courses, opportunities, agencies, and services that could be drawn upon to provide support for students.
- Motivate students to complete the tasks and encourage them to interact and work co-operatively with others, as appropriate.
- Respond to questions from students in respect of processes and procedures.
- Manage the behaviour of students to promote and maintain order and a calm working environment for students.
- Refer behavioural issues, arising in class, to the appropriate Head of Department, using the school's agreed referral processes.
- Collect completed work at the end of the lesson and return it to the class teacher/Head of Department, as appropriate.
- Support and help coordinate the delivery of effective student leadership.

### **Support for the School**

- Examination invigilation.
- Accompany teachers and students on educational visits.
- Complete Appointed First Aid at work training as required.
- Be aware of, and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Attend and participate in appropriate meetings and training courses.
- Participate in the school's Performance Management Programme and engage in appropriate continuing professional development.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To undertake any other duties commensurate with the level of the post, as required from time to time.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

## Person Specification- Pastoral Leader

Requirement	Essential (E) or Desirable (D)
<p><b>Qualifications and Training</b></p> <ul style="list-style-type: none"> <li>• Level 2 qualification or equivalent in Maths and English</li> <li>• Relevant qualification of working with children relevant to the post</li> <li>• Willingness to participate in relevant training and development opportunities</li> <li>• Willingness to undertake appointed person certificate in first aid administration</li> </ul>	<p><b>E</b> <b>D</b> <b>E</b> <b>E</b></p>
<p><b>Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• Proven track record of working with children and young people</li> <li>• Understanding of principles of child development, learning styles and independent learning</li> <li>• Understanding of inclusion, especially within a school setting</li> <li>• Working knowledge of relevant policies/codes of practice/legislation</li> <li>• Understanding of statutory framework relating to teaching and learning</li> <li>• Ability to relate well to children and adults</li> </ul>	<p><b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>D</b> <b>E</b></p>
<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• <b>Communication &amp; Influence</b> Selects the appropriate content and delivery style to communicate ideas, plans and decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in an effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.</li> <li>• <b>Team working</b> Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own expertise with others to enable them to achieve their goals.</li> </ul>	<p><b>E</b> <b>E</b></p>

<ul style="list-style-type: none"> <li> <b>Adaptability</b>            Contributes personally to the change process. Helps others to understand the need and reasons for the change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges existing practices and conventional thinking.         </li> <li> <b>Organisational Awareness</b>            Keeps up to date with educational developments, analysing and interpreting how this impacts on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school. Regularly networks inside and outside the school to exchange ideas and information.         </li> <li> <b>Use of technology</b>            Can use and understands the purpose of Information Communication Technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.         </li> </ul>	<p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p>
<p><b>Professional Values and Practice</b></p> <ul style="list-style-type: none"> <li>Willingness to support the school and Trust’s Christian ethos and character</li> <li>Demonstrates high expectations for all pupils.</li> <li>Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.</li> <li>Ability to work collaboratively with colleagues and carry out the role efficiently, knowing when to seek help and advice.</li> <li>Ability to improve own practice through observations, evaluation and discussion with colleagues.</li> </ul>	<p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p>



# How to Apply

## Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [smh.recruitment@ldst.org.uk](mailto:smh.recruitment@ldst.org.uk) or call 0151 924 6778.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: Monday 19<sup>th</sup> February 2024 at 12 noon**

**Interview date: TBC**

**Start Date of Post: As soon as possible**

**School visit dates: Please email [smh.recruitment@ldst.org.uk](mailto:smh.recruitment@ldst.org.uk) to arrange a visit.**

## **Trust Prayer**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen