



St Michael's Church of England High School
A Church of England Academy

Growing in Body, Mind and Spirit

Therefore, choose

Pastoral Support Leader



Candidate Information

Letter from the Headteacher

Thank you for your interest in the position of Pastoral Support Leader currently being advertised at St Michael's CE High School, a Church of England Academy.

St Michael's is a special place to learn and work with a strong Christian identity. Our mission statement is:

*As a vibrant learning community
we choose to serve God
pursue excellence
and
celebrate the uniqueness of each individual*

We aim to achieve this mission through a Christian learning experience which focuses on opportunities for growth in body, mind and spirit:-

Body

Where the safety, happiness and wellbeing of pupils are paramount. Where every child matters and more crucially, know that they matter.

Mind

High expectations and aspirations in all areas of school life create a disciplined and ordered learning environment where creativity, passion and enthusiasm help to engender a life-long love of learning and secure excellent pupil outcomes.

Spirit

Where pupils are supported to find for themselves the person that God wants them to be and really experience the joy and hope of 'life in all its fullness'.

As a thriving, oversubscribed Church of England Academy within the Diocese of Blackburn, our values are rooted in the Christian faith. Serving God, pursuing excellence and celebrating the uniqueness of each individual are at the heart of our distinctive ethos as we strive to 'be the best that we can be'. We create and sustain our caring Christian community by encouraging positive supporting relationships based on Christian values and striking a genuine balance between the highest academic standards and opportunities for personal growth.

Worship is at the centre of our school life and is led by various staff, the Christian Youth Worker and/or pupils, with occasional support from local clergy or visitors. The school Chapel Choir (Hughes Tutorial) and Worship Band help to create a contemporary vibrant experience. Each day begins with a year group worship, assemblies and school prayers. In addition we hold Eucharist services in the school chapel throughout the year both at the

start of the day and at lunchtimes. These services are led by various members of the local clergy who are always willing to support the school.

The chapel in the magnificent Armstrong Centre is also used for staff prayers and reflections. We hope that the school's distinctive Christian ethos shines through in all aspects of our life and work here. We have numerous student leadership roles within school and an active charities committee. Each year group within school is linked to a particular charity.

All staff take responsibility for behaviour and wellbeing around school on a day to day basis and model the qualities and Christian values we believe are important for self- worth, respect, responsibility and stewardship.

In 2020 our GCSE results once again reflect outstanding levels of attainment by our pupils and these Centre Assessed Grades are indicative of sustained high levels of attainment over many years. In 2019 92% of pupils achieved 5+ 9-4 grades including English and mathematics and 75% at grades 9-5. Progress of pupils was also above average with a Progress 8 measure of 0.38. The school was in the top 10% of non-selective schools nationally for attainment for the sixth consecutive year. However, we are not complacent and remain ambitious for further success and the opportunities these results will provide for our pupils.

We want all at St Michael's to flourish and experience the hope and joy of life in all its fullness. We are confident that our pupils are provided with a rigorous and productive learning environment where they are both challenged and supported. We have talented, dedicated, caring and dynamic staff who are willing to develop innovative approaches to learning and teaching for our young people, provide outstanding care and guidance and support our distinctive Christian ethos. The support staff are an essential part of 'Team St Michael's' in helping to secure our vision and high expectations.

I hope the information provided on our website gives you a clear flavour of our ethos, of what to expect at St Michael's and also helps you to prepare for the application process.

I look forward to receiving your application.

Yours sincerely

Jayne Jenks

Mrs Jayne Jenks
Headteacher



Information about the Wellbeing Team

The wellbeing team currently comprises of

- 5 Pupil Managers (Year group leaders who are all teaching members of staff)
- SENDCO and Assistant SENDCO
- Pupil Engagement Coordinator – Wellbeing
- Pupil Engagement Coordinator – Behaviour
- Attendance Officer
- Christian Youth Worker
- HLTA

The wellbeing of our pupils is given the highest priority at St Michael's. We work tirelessly to ensure pupils' safety and happiness within a Christian environment that allows them to grow in body, mind and spirit, to flourish and live life in all its fulness.

A growth mindset and emotional resilience are promoted through our work on character education, encouraging pupils to live fulfilled and contented lives. The importance of friendship and healthy, active lifestyles is regularly emphasised. The school works in partnership with outside agencies, where necessary, to encourage pupils to fully embrace the opportunities available to them.

Pupils are placed in tutorial groups from their first day in September with the intention they stay with that group during the five years at St Michael's. Each tutorial group is named after a patron, someone who embodies the Christian ethos and way of life. Our most talented singers and instrumentalists from Years 9-11 form Hughes tutorial group and take part in many acts of worship.

The tutor meets with their tutorial each day and is therefore normally the first point of contact for parents/carers. They have the oversight of the progress of each child across the curriculum and will contact you should there be any concerns. Tutors work extremely hard in ensuring that every child settles into St Michael's and forms effective learning habits quickly.

During the course of the year each child will have personal interviews with their tutor, (Every Child Matters Interviews—ECM) where they will discuss progress, health, wellbeing and safety. Though the daily interactions in the tutorial group and the Living Education programme, tutors promote the core values of the school and encourage pupils to live within a Christian framework, treating others with dignity and respect.

Children with additional needs, whether that be in relation to learning, wellbeing or behaviour for example are given the support they require through programmes within school and-through the support of specialist teachers. Parents/ carers and pupils are also signposted to the help that is available through outside agencies.

Working within the Wellbeing Team, you will need to have a flexible approach towards your work. You will need to be versatile, resilient and responsive to change, in order to be able to adapt to unexpected demands which may arise throughout the day. There will be need to attend some out of hours events, for which TOIL will be agreed.

Letter from the Governors



Thank you for requesting details for the post of Pastoral Support Leader at St Michael's Church of England High School.

Most of the information you will need is displayed on the school website. However, the governors are proud to emphasise the 'excellent' SIAMS inspection in November 2018. This was achieved by a whole school community approach of teachers, support staff, pupils, parents, carers and governors working together.

The strong academic, sport, and performing arts record is supported by the active Christian ethos apparent throughout the school; providing the opportunity for pupils to grow in body, mind and spirit. Staff focus on continually raising attainment, encouraged by inspiring, forward -thinking leadership and management.

The governors will expect the successful applicant to become a full and active member of 'Team St Michael's' and to support our distinctive Christian ethos.

Thank you for your interest and I look forward to hearing from you.

Yours sincerely

Mr C M Metcalfe

Chair of Governors



Head Girl and Head Boy Letter of Welcome

We appreciate your interest in the role of Pastoral Support Leader at St Michael's Church of England High School. St Michael's is an outstanding school with exceptionally high standards, allowing pupils to develop both academically, physically, spiritually and socially.

'Team St Michael's' is a significant phrase used within our school life. The 'team' encompasses parents, pupils, staff and governors, who all work closely together allowing pupils to, "be the best that they can be". This 'team' helps create a strong pupil teacher relationship which is necessary to create mutual respect and a sense of community. Exceptional examination results already demonstrate that this is in place.

Christianity is at the heart of all that happens at St Michael's. 'Growing in body, mind and spirit' is the school's philosophy and this can be seen throughout school. At St Michael's, pupils' faith in Christianity is developed and encouraged. Each year group has a weekly worship, tutorial worship and prayers every morning and Christian values are embedded within lessons, helping to produce a compassionate environment.

St Michael's Church of England High School really is a fantastic place to learn. Pupils experience engaging and productive lessons, which challenge and support us.

'Celebrating the uniqueness of each individual' is another key focus, which is already well integrated into school life. We hope the member of staff appointed will be passionate and enthusiastic and willing to go the extra mile to support us in all that we do.

Yours sincerely

Freya and George

(Head Boy and Head Girl 2022-23)



Pastoral Support Leader

Required 1 September 2022

Term time only plus one week (INSET) (37 hours per week)

Grade 6, point 11-19 £22,129 to £25,927

Pro rata £19,118 to £22,400

Applicants are asked to provide a fully completed application form and a supporting letter (no longer than 2 sides of A4 in length in Arial point 12) that clearly sets out how your experience to date prepares you for the advertised post (with reference to the job description and person specification).

Closing date for the receipt of completed applications: **Thursday 9 June at 9.00am**

Interviews: **Week commencing Monday 13 June**

Applications should be returned by email to: vacancies@saint-michaels.lancs.sch.uk

Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.





Person Specification/Selection Criteria

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the trust deed.

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

Person Specification

Section A Qualifications, Experience and Professional Development

Training and Qualifications		
5 GCSEs at C or above or equivalent, including Maths and English	E	A
Educated to GCE A level or equivalent	D	A
Qualification in relevant children's services e.g. Diploma in Social Work, Level 4 NVQ, Teaching or Youth Work	D	A
Educated to Degree level or equivalent	D	A

Professional Development and Experience

Experience of working with children/young people and/or families within an education or social work setting	D	A/I
Working with a Management information system i.e. SIMs, Synergy	D	A/I
Committed to further professional development and training	E	A/I

Section B Professional Knowledge, Skills and Understanding

Emotionally intelligent	E	A/I
Excellent listening and interpersonal skills with an ability to communicate/engage with a range of people	E	A/I
Ability to provide clear professional advice to parents/carers, school staff and other professionals on matters relating to attendance	E	A/I
Ability to work effectively as part of a team, but with the initiative to work independently	E	A/I
Ability to prioritise, work flexibly and under pressure	E	A/I
Resilience and ability to manage and prioritise workload	E	A/I
Ability to prepare and present reports for different stakeholders	E	A/I
Excellent organisational and time management skills	E	A/I
Excellent ICT Skills	D	A/I
Ability to demonstrate a commitment to the Equal Opportunities policies in practical terms in the context of service delivery, employment issues and commitment to customer care practices	E	I

Section C Personal Skills and Attributes

Fully supportive of the Christian ethos of the school	E	A/I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Enhanced DBS Disclosure will be required	E	A/I
Ability to maintain confidentiality and discretion at all times.	E	A/I
Driving licence and car	D	A
Smart appearance in accordance with the school dress code	E	I

Section D: Confidential References and Reports

Positive and supportive faith reference from the priest/minister where the applicant regularly worships	D
Positive recommendation from all referees, including current employer	E

KEY

E = Essential

D = Desirable

A = Application

I = Interview

R = References

The successful candidate will work under the direction of the Pupil Managers/ Senior Leader Wellbeing / Deputy Headteacher Wellbeing. They will be joining a highly dedicated, committed and effective team, providing excellent support for pupils, to help continue to raise standards of achievement and enhance wellbeing. The ability to deal with sensitive and confidential issues and to relate well to young people, parents and carers and staff are essential for this role.

The role and responsibilities may evolve over time in accordance with the grade of the post. As a vibrant and successful school there are many demands on time, so flexibility and the ability to work under pressure are essential skills for this post; although you will benefit from working alongside supportive colleagues in a well-established team.

This post may involve occasional work beyond school hours in support of school events/meetings such as Parent Consultation Evenings, Open Evening, School Improvement meetings, Pupil meetings.



Job Description

Line Manager: Pupil Managers and Senior Teacher Wellbeing (Deputy Headteacher Wellbeing)

Our mission statement:

*As a vibrant learning community we choose to
Serve God
Pursue Excellence
and
Celebrate the uniqueness of each individual*

Principal Responsibilities

To play a lead role in the learning, wellbeing, safeguarding, behaviour and attendance/punctuality needs of the children in a particular key stage.

To be a 'highly visible' member of St Michael's staff who takes a lead role in breaktime and lunchtime duties every day, actively seeking to engage with pupils and undertake before school and after school duties as appropriate.

To provide support to the Pastoral Leaders (Pupil Managers) of each year group to ensure all pupils are supported to grow in body, mind and spirit and can flourish.

To assist the Pupil Managers at the end of the school day in ensuring 'closure' on matters arising during the day and provide highly effective and timely communication with (and signposting to) parents/carers.

Pupil Progress and Attainment

- To assist the Pastoral Leaders in monitoring pupil progress within the key stage including monitoring and mentoring pupils who are 'on report'
- To assist the Pastoral Leaders in the completion of 'Every Child Matters Interviews' (ECMs)
- To liaise with parents/ carers on behalf of curriculum leaders in relation to home learning
- To assist Pastoral Leaders in monitoring the use of pupil organisers and providing additional support to pupils who require help with organisation
- To be actively involved in key events relating to a particular Key Stage e.g. Options, Transition (KS2-3 and KS4-Post 16), events on Christian Values Enrichment Days
- To facilitate the provision of work for pupils absent from school as appropriate
- To be available to pupils within the key stage throughout the day, especially during social time and before and after school
- To monitor pupils' safety in and out of the classroom, by being a lead figure in and around the school and by undertaking duties as assigned
- To provide additional support to the Pastoral Leaders in the school reporting process, helping to collate information, proof-read and check pupil reports as necessary
- To collate and communicate information to pupils, staff and parents/ carers e.g. information for interim reports

- To support the administration of pupil and parental meetings with Pastoral Leaders and SLT following the reporting process e.g. meetings following reports/ the PIPE project in Year 11
- To support the education of pupils placed in off-site provision by completing necessary paperwork, making visits and attending review meetings as required

Pupil Wellbeing / Safeguarding

- To liaise with Pastoral Leaders (Pupil Managers), parents/ carers/ outside agencies to support the care and wellbeing of pupils
- To liaise with outside agencies to arrange meetings to support pupil wellbeing and behaviour e.g. EHA meetings, school nurse, making the necessary room bookings, gathering information, completing paperwork, taking minutes in meetings and communicating effectively to all stakeholders
- To undertake risk assessments where applicable for pupils
- To liaise with parents/ carers to arrange meetings with members of the Wellbeing Team
- To assist the Pastoral Leaders (Pupil Managers) in the induction of new pupils through in year admissions
- To assist in the checking of the SHARP system and disseminating information as appropriate
- To act as first-aider, assisting the primary first aider
- To assist pupils who may be on crutches and/or injured and require additional support
- To support the Pastoral Leaders in encouraging pupils to walk/ cycle to school and the management of permissions for pupils who cycle to school
- To support pupils so that they are able to remain in the classroom
- To assist SLT and Pastoral Leaders in responding to lesson support for wellbeing
- To liaise with the Designated Safeguarding Leads (DSL's) in helping to identify, report and support children and families with any safeguarding concerns and recording information as appropriate.

Behaviour and Appearance

- To promote a culture of success by supporting pastoral leaders in updating the year group notice boards/ achievement board and website
- To support the Pastoral Leaders (Pupil Managers) with behaviour consequences including supervising detentions, communicating to parents/ carers and maintaining accurate records
- To provide support to pupils to help maintain high standards of uniform e.g. the issuing of spare uniform, facilitating the removal of make-up, liaison with parents
- To collate information for the Wellbeing Team in relation to pupil behaviour
- To assist Pastoral Leaders (Pupil Managers) with collating information on incidents that have occurred e.g. taking statements from pupils, collecting relevant CCTV footage
- To assist SLT and Pastoral Leaders in responding to lesson support for behaviour.

Exclusions

- To assist Pastoral Leaders (Pupil Managers) in the organisation of reintegration meetings, liaising with parents/ carers, disseminating information to staff in relation to reintegration targets
- To collate information for Pastoral Leaders (Pupil Managers) Deputy Headteacher/ Headteacher in relation to exclusions
- To assist in the administration of the exclusion process when necessary

Attendance and Punctuality

- To assist the Pastoral Leaders in monitoring punctuality and attendance in the key stage in line with school targets, and in relation to national averages, liaising with the Attendance Officer and other members of the Wellbeing Team.
- To provide intervention and support strategies for pupils and families of persistent poor attenders

General

- To be supportive of the school's Christian Ethos
- To intervene at an early stage in liaison with the Pastoral Leaders to support pupils showing signs of underachievement, absenteeism, or concerns with behaviour and wellbeing
- To maintain accurate and up to date pupil records and files on School Synergy
- To assist the Pastoral Leaders with routine enquiries, emails, photocopying, maintenance of records
- To assist the Pastoral Leaders in the preparation of and delivery of assemblies
- To participate fully in the support of year group activities e.g. quizzes, inter tutorial sports
- To appreciate the highly confidential nature of the role, ensuring compliance with the schools safeguarding procedures.
- To use ICT and management systems effectively e.g. School Synergy
- To work within school and national policies and procedures including GDPR guidelines, equal opportunities guidelines and the Equalities Act
- To act as a point of contact for parents/ carers
- To promote positive relationships with staff, pupils, parents/carers and outside agencies seeking at all times to maintain and enhance the standing of the school as a highly regarded Christian place of learning
- To take responsibility for professional development, keeping up to date with developments, attend training and engage in the appraisal process
- To be responsible for the health and safety of themselves and others in accordance with the Health and Safety Policy

Note: In addition, other duties at the same responsibility level may be interchanged with/added to this job description.



