

Broughton Hall Catholic High School

**Start Date:** As soon as possible

**Closing Date:** Monday, 3rd June 2024

**Shortlisting Date:** After the closing date

**Interview Date:** To be confirmed

**Salary Scale:** NJC Grade 6: points 19 – 22

£29,777 to £31,364

**Contract Term:** Permanent

**Hours:** Full-Time / Annualised Hours

http://www.broughtonhall.com/information/vacancies.php

**Application Pack**

**Student Support Manager**

**Broughton Hall Catholic High School**

Founded in 1928 under the trusteeship of the Sisters of Mercy, Broughton Hall Catholic High School, an all-girls Catholic secondary school in Liverpool, provides the very best in modern education based on the Gospel values of mutual respect and care.

The central aim of our school is to provide excellent educational opportunities enabling each pupil to develop their God given talents, to grow in confidence and self-esteem and to fulfil their potential.

As a Catholic school Broughton Hall centres its mission on the person of Jesus Christ, and promotes the Gospel values throughout the school community and in all aspects of school life: spiritual, academic, pastoral, and personal. By proclaiming and living out the faith of the Catholic Church, we support each other in shared experiences of teaching and learning, prayer, worship and charity. Our mercy values permeate throughout our community.

Our facilities are bright, spacious, high tech and designed to meet the needs of all our pupils. We have a separate 6th Form facility, which is shared with our neighbouring boys school Cardinal Heenan Catholic High School. A full range of extra-curricular activities are provided to further the creative, sporting and academic talents of each pupil and offer Outward Bound and Duke of Edinburgh Award schemes as well as the opportunity to attend educational visits and residential trips.

We pride ourselves on our high expectations of all pupils and have an **‘Ambition for All’** policy. Whatever your role within the school, you will share these values and be able to encourage and motivate pupils with your passion, presence and personality.

Our school motto ‘**Cor Unum et Anima Una’** - One Heart and One Mind, reflects the strong sense of community amongst pupils, staff, parents and Governors.

**We Offer**

* Pensions Scheme – Teacher Pension Scheme for teaching staff or Merseyside Pension Fund for support staff
* Regular training and development programme
* Access to occupational health and well-being services App
* Cycle2Work Scheme
* Tax Free Childcare Vouchers
* Supportive work environment where all staff are valued

And that’s not all, we place the outcomes of the children in our school at the heart of everything we do, so you’ll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

**Equal Opportunities**

Broughton Hall Catholic High school is an equal opportunities employer.

We welcome applicants from all backgrounds and value everyone as an individual. We are committed to organisational practices, which promote diversity and inclusion for all employees and volunteers regardless of age, gender reassignment, marriage or civil partnership status, pregnancy and maternity status, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Connecting these differences creates a productive environment in which everyone feels valued.

Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant’s monitoring information.

To assist us in monitoring the operation of equal opportunities policy, and for no other reason, please ensure you complete and submit the Equal Opportunities Monitoring Form with your application form.

**Safeguarding & Enhanced DBS Checks**

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of young people and expect all pupils, staff, volunteers and visitors to share this commitment

All posts are subject to an enhanced DBS check and full pre-employment checks to comply with the current Keeping Children Safe in Education statutory guidance for schools.

All staff will be expected to follow Broughton Hall Catholic High School’s child protection policies, code of conducts and managing allegations against staff procedures.

All roles in school, including this post, are exempt from the Rehabilitation of Offenders Act (ROA) 1974. The Ministry of Justice’s guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and can be accessed [here](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered ‘spent’ except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Information about filtering offences can be found in the DBC Filtering Guide, which can be accessed [here](https://www.gov.uk/government/publications/dbs-filtering-guidance).

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.

**Welcome**

Thank you for your interest in the position of Student Support Manager. This pack has been designed to help you should you choose to submit an application form, which we sincerely hope you do. We hope it answers your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application process.

Broughton Hall Catholic High School is the largest all-girls school in Liverpool and serves many different areas making us a vibrant a diverse school. In November 2022 Ofsted inspectors acknowledged the work taking place at Broughton Hall. Pupils are proud to be part of Broughton Hall Catholic High School and enjoy strong relationships with their teachers and pastoral staff.

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We work hard to ensure Broughton Hall Catholic High School remains a friendly and welcoming environment for all those who work, study or visit here and staff do all that they can to help pupils do well in school. We hope that you are the person we are looking for to bring creativity and innovation to the role.

Our Governors are seeking to appoint an enthusiastic and committed Student Support Manager to our dedicated and caring Student Support and Safeguarding Team. This is an important role which will include a range of responsibilities.

We believe that to enable our pupils to learn effectively, they need to feel safe in their environment and be both socially and emotionally ready to learn. We understand the importance of holistic development and look to offer nurturing and enriching experiences to enable to the development of the whole child and look forward to welcoming the right person to our team.

We look forward to hearing from you.

Gerard Preston

Head Teacher

**ADVERT**

**STUDENT SUPPORT MANAGER**

**FULL TIME / ANNUALISED HOURS**

**SALARY:** NJC Scale 6 points 19 to 22 (£29,777 to £31,364)

**CONTRACT TYPE:** Permanent

**HOURS:** Full-Time/Annualised Hours

**CLOSING DATE:** 3rd June 2024

**INTERVIEWS TO BE HELD:** As soon as possible after the closing date

**START DATE:** As soon as possible

Governors are seeking to appoint an enthusiastic and committed Student Support Manager to our dedicated and caring Student Support and Safeguarding Team. The role will include a range of responsibilities as well as working in partnership with and supporting students, parents and colleagues.

We believe that to enable our pupils to learn effectively, they need to feel safe in their environment and be both socially and emotionally ready to learn. We understand the importance of holistic development and look to offer nurturing and enriching experiences to enable to the development of the whole child and look forward to welcoming the right person to our team.

This post is subject to satisfactory references being received and a satisfactory Enhanced Disclosure being obtained from the Disclosure and Barring Service (DBS).

Application forms, together with a job description are available from the school’s website.

Our Trustees are the Sisters of Mercy.

**How to Apply:-** Please complete the school’s Application Pack and email to smithg@broughtonhall.com

All posts are subject to an enhanced DBS check and full pre-employment and on-line checks, to comply with the current Keeping Children Safe in Education statutory guidance for schools.

All staff will be expected to follow Broughton Hall Catholic High School’s child protection policies, code of conducts and managing allegations against staff procedures.

Induction, support and training will be offered to the successful candidate.

***Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

**Job Description**

**Student Support Manager**

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| --- | --- |
| **Reporting to:** | Headteacher, Senior Leadership Team, Head of Year. |
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| **Purpose:** | * Actively supporting the work of the Head of Year for the Year Group. * Proactive management of pupil behaviour for the cohort(s) of students. * Liaising with parents/carers to ensure all students make progress in learning. * Improving, monitoring and evaluating attendance strategies to raise levels of attendance from all groups of students. * Liaise with parents and carers to support pupils and their families in ensuring good attendance. * Liaising with parents/carers to ensure all students have good attitudes to learning. * Liaising with virtual school to support Looked After Children. * To proactively safeguard both children and adults within the school community. * Promoting smooth and effective transition for new pupils to the school. |
| **Liaising with:** | * Leadership Team * Designated Safeguarding Lead * Other Student Support Managers * SENCO * Student Support staff * Form Tutors * Teaching and Support Staff * External agencies * Primary schools * Parents |
| **Areas of Responsibility:** | **Operational/Strategic Planning**   * To support the Head of Year in the day to day management, control and operation of all aspects of provision for students in the cohort(s). * To support the calm and order of the school day including during break and lunch times. * To monitor actively track pupil behaviour and follow-up incidents of unacceptable conduct. * To monitor attendance and suggest approaches to improving attendance and punctuality for all students in the cohort(s). * To work with colleagues to ensure that the aims, objectives and specific plans for the cohort of students ensure maximum progress for all, and provide evidence regarding the impact of these. * To organise and support school trips, including managing payments into the appropriate school system. * To co-ordinate and arrange parents’ evenings and other year appropriate school events for the year group.   **Curriculum Provision**   * To provide students with a secure working environment, and proactively manage incidents of poor behaviour including contributing to staffing the Reflection Room. * To provide opportunities to troubled students and those facing challenging circumstances to talk in a secure environment with a sympathetic adult as per the best practice of the mentoring programme. * To provide detailed records of all intervention strategies used for each individual student in our continuous efforts to raise standards and improve attendance and punctuality, within and to school. * To undertake cover for absent teaching colleagues during lessons within year group * To undertake general exam invigilation from time to time and assist with the organisation of exams for the cohort * To provide support during assemblies * To provide appropriate support for the effective delivery of PSHE to the year group   **Quality Assurance**   * To work with the Head of Year to provide effective quality control of all areas of responsibility: * Monitoring and tracking student records and evaluating the impact of behaviour modification programmes for all students. * Monitoring the impact of parental liaison to ensure that this is productive for all parties involved. * Monitor the impact of strategies designed to raise attendance and improve punctuality. * To make effective use of the common standards of practice regarding behaviour modification, mentoring, parent liaison and improving attendance. * To contribute to school policies and procedures for safeguarding welfare of pupils. * To actively support the mental health and well-being of pupils in their year cohort. * To provide support and professional challenge to work effectively with pupils, parents / carers, the DSL and outside agencies to safeguard pupils   **Communications and Liaison**   * To ensure all students are familiar with, and ensure the adherence to, the ethos, aims and expectations of the school and all its staff. * To ensure effective communication/consultation with parents of students, in particular to lead on the organisation of annual pupil progress reports and the arrangements for parental consultation evenings, in collaboration with the Head of Year. * To liaise with external agencies and other providers as directed by the Head of Year. * To represent the views and interests of the students in the cohort. * To attend parents’ evenings, open evenings and other school events or their year cohort and play an active part in their organisation. * To liaise with parents and carers and pupils to capture their voice. * To support the DSL and safeguarding team.   **Pastoral System**   * To provide day-to-day management for the BfL system as operated in this school including undertaking lunch time, break time and breakfast time duties. * To assist with the organisation and co-ordination of school trips and visitors to school as part of the curriculum and attend school trips as required. * To direct the Year tutor team with a focus on behaviour and attendance.   **School Ethos**   * To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos and to encourage and ensure staff and students follow this example. * Promote actively and adhere to the school’s corporate policies. * Participate in continuous professional development. |
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| **Disclosure level:** | Enhanced |
|  |  |
| **Salary:** | NJC Scale 6 points 19 – 22 = £29,777 to £31,364 |
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| **Contract:** | Permanent/Full-Time/Annualised hours |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |

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| This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. |

**Person Specification**

**Student Support Manager**

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| **Qualifications** | **Essential** | **Desirable** |
| Qualified to work in the UK | **🗸** |  |
| NVQ 2 or equivalent qualifications or relevant experience | **🗸** |  |
| 5 GCSE’s or equivalent, Grade C/ 4 or above, including English, Maths and Science grade | **🗸** |  |
| Qualifications relevant to working with young people and families |  | **🗸** |
| DSL Trained or willingness to complete | **🗸** |  |
| Qualified First Aider (or willingness to undertake) | **🗸** |  |
| **Abilities** |  |  |
| The ability to communicate well, to work as a member of a team, and able to have effective working relationships with students, staff and parents | **🗸** |  |
| The ability to contribute to the wider work of the school and other activities. | **🗸** |  |
| Ability to identify and analyse the underlying issues that may lead to underachievement and barriers to learning and participation. | **🗸** |  |
| Ability to be resilient and flexible and to try different approaches with children whose needs may be very different. | **🗸** |  |
| The ability to develop positive working relationships with all young people. | **🗸** |  |
| Ability to plan, monitor, evaluate and review all interventions with students. | **🗸** |  |
| **Skills** | **Essential** | **Desirable** |
| The ability to lead, coach and motivate students within the systems and structures in school, challenging underperformance whilst building self-esteem. | **🗸** |  |
| Excellent written communication skills, a professional and clear written style. | **🗸** |  |
| Highly developed ICT skills; the ability to use Outlook, Excel, Word, PowerPoint with a high level of proficiency. | **🗸** |  |
| Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff, parents and other professionals. | **🗸** |  |
| Values and respects the views and perceptions of young people and knows how to respond appropriately to what they are communicating. | **🗸** |  |
| Well-developed planning & organising skills including time management, prioritisation, delegation and administration. | **🗸** |  |
| Sound judgement and problem-solving skills. | **🗸** |  |
| An understanding and empathy towards individuals with ASD and wider SEND needs. | **🗸** |  |
| To be responsible for keeping up to date records | **🗸** |  |
| **Motivation** | **Essential** | **Desirable** |
| Willing to be fully engaged in the whole life of the school including extra-curricular activities. | **🗸** |  |
| Committed to the personal professional development of themselves and of others. | **🗸** |  |
| Committed to teamwork and working collaboratively with colleagues. | **🗸** |  |
| A commitment to the safeguarding and welfare of all pupils. | **🗸** |  |
| Experience or knowledge of the National Curriculum and the National Literacy and Numeracy Strategies and of intervention or ‘catch up’ programmes |  | **🗸** |
| **Attributes** | **Essential** | **Desirable** |
| The ability to enthuse and inspire others. | **🗸** |  |
| Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. | **🗸** |  |
| Confidence and self-motivation to work well and be decisive under pressure. | **🗸** |  |
| Genuine belief in the potential of every student. | **🗸** |  |

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children. No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Head Teacher. In addition, candidates should understand their role may well broaden and that all roles will be reviewed regularly to ensure the team is working as efficiently as possible.



