

# St Matthew's RC High School



## Application Pack/ Job Description & Person Specification

### **DP Intervention Tutor**

**Salary: Grade 3, point 4**

**Term Time Only plus 5 Days**

**Fixed term for one year**

St Matthew's RC High School has a new Headteacher and a new vision. We have embarked upon a journey of rapid improvement, working in partnership with St Patrick's RC High School, which is a National Teaching School.

We are looking for an enthusiastic, hard-working, team player, who will join us for the position of Attendance Officer.

## Applicants

We are seeking to appoint a graduate to join our team of dedicated, passionate staff to work as a Pupil Premium Intervention Tutor.

This is an excellent opportunity for graduates who want to secure excellent secondary school based experience, working with students aged 11 – 16 of mixed abilities on a one to one basis and in small groups.

In your role as successful Literacy and Reading Intervention tutor, you will be supporting students on a small group basis usually consisting of no more than six students. The appointed Intervention tutor will be supporting KS3 and KS4 disadvantaged pupils (i.e. pupils in receipt of pupil premium funding) who require additional learning support to help them increase rates of progress and close the current attainment gap.

Alongside this, a small proportion of your timetable will be allocated to in class support in the English department.

Each term, you may also be required to collaboratively plan and deliver targeted intervention days, taking disengaged learners off timetable to refocus and support further progress.

The post holder, directed by the Assistant Head with responsibility for disadvantaged pupils will liaise closely with the Director of Learning for English to deliver and support the schemes of work provided, or other skill based learning.

Applicants should be fully supportive of St Matthew's Catholic foundation.

*The Head Teacher and the Governing Body of St Matthew's RC School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for all posts prior to commencement.*

**SALARY :     Grade 3, point 4**  
**Hours of work: 35 hours per week, term time only + 5 days**

## Our School

St Matthew's has a strong reputation for its welcoming and supportive environment. On visiting the school, our overwhelming feedback from interview candidates and potential new staff is the sense of community and belonging, and the warm welcome extended to them by all pupils and staff.

St Matthew's is a diverse and energetic comprehensive school, with approximately 1400 pupils forming our school community. We have strong, long standing links with all our partner primary schools and sixth form colleges, which allows us to work well in supporting our pupils through key transitional points in their education.

As a Catholic school, we place Christ at the heart of all we do, and encourage of staff and pupils to be ambassadors of Christ. Through this, we are able to offer new staff the opportunity to join our St Matthew's family, where we all value and support each other, recognising good in all that others do.

### **Our Catholic Ethos**

St Matthew's RC High School is dedicated to promoting a distinctive Catholic ethos by upholding the teachings of the Catholic Church. This means that everything we aim to achieve will be based on the teachings and practice of the Catholic Church.

Our motto is "Quaerite primum regnum dei" - "Seek first the Kingdom of God" - and our aim is to achieve this motto in our school life. We are committed to developing the full potential of every individual, regardless of culture, race, religion, disability, or special need by creating a safe, orderly environment where all members of the community work diligently in a spirit of co-operation and treat each other with courtesy and respect at all times.

Our ethos is very important to all members of our Community. We have religious assemblies, acts of worship in classrooms, Masses on feast days and other services throughout the year. All pupils follow RE at KS3 and KS4 all pupils take GCSE RE. Furthermore, we believe that the school is a place where we live out our Christianity on a day-to-day basis, making sure that each member of our Community is respected and appreciated.

The school is a member of the Manchester Catholic Education Partnership (MANCEP) and so has strong curriculum and pastoral links with the other Manchester Catholic High schools and Sixth form colleges. There is a joint training day each year. We also have very strong links with other schools across Greater Manchester.

### **Our staff**

Our staff, both teaching and non-teaching, are extremely professional, hardworking and very supportive of each other. There is a good balance of staff who have worked for many years at the school and others who have joined us more recently. Staff are actively encouraged to maintain a healthy work / life balance. A notable feature of the school is the number of former pupils who are now members of staff.

We have a strong programme of training and development for all staff which is based both school development needs as well as personal ones.

St Matthew's is committed to improving staff at all stages of their career development, by providing not only the CPD, but support, coaching and opportunities that are more personalised, supporting each individuals needs and ambitions.

At St Matthew's, we provide opportunities for staff to take on additional roles and responsibilities within their subject areas. We also offer opportunities for staff to shadow current TLR post holders, in order to provide exposure to duties and tasks required of the role, providing staff with experience to support ongoing career development.

### **Our Facilities**

Our modern school buildings and facilities work well to provide an inspiring and purposeful teaching and learning environment, supporting our pupil's development during the school day and beyond. The majority of departments have their own resources base, for staff to meet or use as work space. We recently enhanced our sports facilities by investing in a state of the art 4G all-purpose AstroTurf pitch, used by our students and sports teams, as well as the local community.

September 2017 saw major developments to our school campus. We have a new building on site providing 12 additional classrooms, reconfigurations to provide additional classrooms in MFL, new labs in Science and changes to Art classrooms, as well as an extension to our dining room providing space for an additional 150 students to use during social times.

### **Your application**

You are asked to complete the enclosed CES Support Staff Application Form, which you can also download from the school website: <http://www.smrchs.com/about-us/vacancies/>

You should include the names of referees, one of whom must be your current or most recent employer. Please ensure you provide correct and up-to-date email addresses for your referees.

The completed application, together with the following documents should be submitted to: [a.espley@smrchs.com](mailto:a.espley@smrchs.com)

- Consent to Obtain References
- CES Recruitment Monitoring Form (optional)
- CES Rehabilitation of Offenders Act 1974 Form (optional)

**Closing Date:** Monday 23 September 2019, at 12 noon

**Interviews to be held:** w/c Monday 23 September 2019

**St Matthew's RC High School**

**Disadvantaged Pupils Intervention Tutor (Literacy)**

**JOB DESCRIPTION**

<b>Salary Scale:</b>	Grade 3, Point 4 Term time (38 weeks) + 5 days
<b>Hours of work:</b>	35 hours per week
<b>Responsible to:</b>	Assistant Headteacher
<b>Liaison with:</b>	Teaching staff, associate staff, parents, students, external agencies

**Main Duties**

**Support for pupils**

- To teach withdrawal groups
- To deliver engaging and effective intervention sessions to identified disadvantaged pupils
- To run literacy and reading catch up sessions before and after school if required
- To track and monitor the progress of identified pupils and inform staff of the progress pupils have made as a result of intervention undertaken.

**Working in partnership with others**

- To support and monitor volunteer tutors when necessary, sharing intervention strategies and resources delivered to identified pupils.
- Meet regularly with the designated line manager to report on progress of identified pupils.
- Liaise closely with staff in school, so that everyone understands and supports the strategies being used in support of the identified DPs.

**Support for the School**

- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Assist in maintaining high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities when required.
- Attend relevant meetings.
- Participate in training, including relevant learning strategies and other learning activities and performance management where required.

**Qualifications:**

Undergraduate Degree at least 2:2 or above in a related subject along with good literacy skills (A Level or above in English Language or Literature)

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature

of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

## **Personal specification**

### **The person appointed will:**

- Be committed to the Catholic ethos of the school.
- Demonstrate the ability to maintain effective and supportive relationships with identified pupils.
- Demonstrate the ability to communicate effectively in speech and in writing.
- Demonstrate a commitment to the wellbeing and safeguarding of young people.
- Demonstrate the ability to enthuse, enable and negotiate with others.
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Demonstrate self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- Demonstrate the flexibility to adapt to changing workload demands and new school challenges.
- Demonstrate personal commitment to continuous self-development.
- Possess strong communication skills both one to one and with large groups and be able to build interpersonal relationships.
- Be well organised with good time management skills.

## PERSON SPECIFICATION

### POST: Attendance Officer

Qualifications	Essential	Desirable
GSCE English and Maths Grade C or above or be able to demonstrate this level of literacy and numeracy	x	
Level 3 qualification or above in a relevant area		x
Driver's Licence and access to a vehicle.	x	
<b>Experience</b>		
At least one year's related experience of work within a school attendance related service.		x
Working with children, young people, parents and families preferably within an educational context.	x	
As a part of a team, as well as on your own initiative.	x	
Working with professionals from other agencies and in multi agency context.	x	
Using IT systems to compile reports as well as analysing statistical data for monitoring purposes.	x	
<b>Knowledge</b>		
School systems and an understanding of the issues affecting non-school attendance.	x	
Demonstrate an understanding of issues linked to confidentiality.	x	
Demonstrate knowledge of attendance regulations.		x
Demonstrate an understanding of issues that may affect a student's ability to attend school.	x	
<b>Skills</b>		
Experience of using SIMS.		x
The ability to write to a good standard of literacy to include excellent report writing skills	x	
Ability to communicate effectively both orally and in writing especially with student's, parents, school staff, social workers and other professionals.	x	
Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups.	x	
Ability to persuade and negotiate as well as good interpersonal / communication skills	x	
Able to use own initiative and work alone when necessary.	x	
Ability to overcome communication barriers with children and students.	x	
Ability to listen effectively.	x	
Ability to maintain accurate and up to date records.	x	
Ability to meet tight deadlines and plan and manage own time effectively.	x	
Demonstrate an ability to cope with stressful / conflict situations.	x	
The ability to write to a good standard of literacy to include excellent report writing skills	x	
To uphold and promote the Catholic ethos of the school.	x	