



Behaviour and Inclusion Officer

Required as soon as possible

Full time (Term Time only + 5 training days) / Permanent

www.scchs.org.uk

CANDIDATE INFORMATION BROCHURE

INTRODUCTION

Thank you for your interest in St Cuthbert's Catholic High School. When looking for a school for their son, every parent or carer seeks academic excellence, a wide range of vibrant co-curricular activities and a place where their son can truly belong. St Cuthbert's is such a place.

For over one hundred years, St Cuthbert's has been nurturing fine young men, preparing them to take their rightful place in the Church and in the world. We have provided our pupils and students with a challenging yet supportive environment within which to discover and develop their own God-given gifts. One of our distinguishing characteristics is the fact that we are a boys' school. We know from research that boys learn differently than girls, and we strongly believe that we are ideally situated to meet our pupils' learning needs through a balance of tradition and innovation, reflecting best practices in boys' learning.

At our centenary in 1981, the then headmaster wrote:

"The story of St Cuthbert's is an exciting and fascinating one. It has never been an ordinary school nor will it ever be so. It is no mere organisation but a living entity, changing and adapting when circumstances require it, holding firm and steadfast when a principle is at stake. The strength of its traditions does not lie in antiquated rituals or oft rehearsed anecdotes but in promoting a certain outlook on life, in firmness of purpose and in dedication to hard work, the pursuit of excellence and to the Catholic Faith. St Cuthbert's was founded by the clergy to offer a Catholic education to the boys of Newcastle and the surrounding area. It has performed this duty since 1881 under the leadership, guidance, and direction of Catholic educators both lay and cleric alike."

We continue to offer a high-quality Catholic education to boys of all faiths and none.

The St Cuthbert's experience is so much more than a comprehensive education. We offer learning with heart and soul which gives us a difference of a kind that sets us apart. Above all, St Cuthbert's prepares young men to find their God-given calling and answer it with energy and passion. In our school, in our local community and around the world, our young men serve, lead, and strive to make a difference in the lives of others.

If you believe that you can contribute to such a community, if you believe that you have the energy, passion, and commitment to help our boys to excel and to become better men, then I look forward to receiving your application.

Daniel P. Murray
Headmaster

THE STORY OF ST CUTHBERT'S CATHOLIC HIGH SCHOOL

The history of St Cuthbert's is a cause for genuine pride. Academic achievements and sporting successes in abundance are on record. Our formal pupils grace all the professions and make a very valuable contribution to the life of the Church in many parts of the world. However, what is even more important is the number of our Old Boys who have become priests. Tribute must be paid to the many priests, some long dead, for the sacrifice and devotion they showed in their teaching careers at St Cuthbert's. Nor can we fail to admire the foresight and determination of Bishop Chadwick and the pioneer priests who embarked on the daunting task of providing the best in Catholic education for our young men.

The Background

On 16th August 1881, the Rt. Rev. James Chadwick, Bishop of Hexham and Newcastle, entered the premises of 62-64 Westmorland Road, Newcastle upon Tyne, and proclaimed the opening of St Cuthbert's Grammar School.

Because of its reputation and pleasant atmosphere, many notable personalities took an interest in the school. Sir Walter Selby, Col, Sir Francis Blake, Sir George Lunn, Sir Henry Newton, Lord Armstrong and even the Duke of Norfolk, were invited as guests of honour on Prize Days. In 1901, the Grammar School was favoured by a visit from Cardinal Vaughan.

The school soon outgrew its central location, the search begun for larger more suitable premises to the west of the city. Benwell Hill House, the home of the Westmacott family, came up for sale and was bought together with the grounds which extended to 28 acres. It was in July 1922 that the pupils of the school were told to report after the summer holidays to the new school on Benwell Hill. The new school was officially opened by Cardinal Bourne in September 1922. The extensive fields surrounding the building provided ample space for soccer, although the grazing of cattle on the fields did present certain hazards to the players.

In 1927, significant changes took place. The preparatory classes were abolished, and the classes were renamed Form I-V for the pupils aged 11-16. Also, a Sixth Form was established for pupils wishing to take the Higher School Certificate. With the establishment of a proper Sixth Form, the numbers increased dramatically.

The Period of Expansion

In 1958 Fr Cassidy became headmaster, under his leadership the school began a period of expansion such as it had not seen for over forty years. He began a process of broadening the curriculum with the introduction of German as a second foreign language, and before long pupils had the opportunity to study Italian, Spanish and Russian.

Canon Cassidy, as he now was, had other plans. He refurbished one of the old buildings as a biology laboratory and set up a language laboratory in a classroom in the Old Hall. He extended the staffroom and made use of yet another large room to provide further accommodation for the staff. He made many new appointments to the staff, recruited in the main from former pupils of the school as well as from others with different educational backgrounds and with experience in other schools. He built an entirely new block to accommodate the Sixth Form. This building, comprising eighteen classrooms, a common room, a spacious study hall, a library, an entrance hall and a lecture theatre, as well as common rooms for staff on each of three floors, was completed in 1971. It was designed to house over 200 students.

The same period was one of outstanding sporting successes. Indeed, the dominance of St Cuthbert's in nearly every field of sport in these years gave it a reputation which it continues to uphold. New sports were added to the school curriculum: rugby football, athletics, cross country running, hockey and volley ball, to name only a few. Pupils, too numerous to mention all by name, represented the City of Newcastle or the County of Northumberland in the various branches of sport. Canon Cassidy devoted all of his time and energy to promoting the welfare of the school. But the stresses and strains began to take their toll on his health and in March 1972, he died suddenly. Fr. M. Walsh was appointed to succeed as the next headmaster of the school. Like most of the priests there he was a Cambridge graduate. Not only did he have classroom experience, he also

had several years' experience as Prefect. His main task as headmaster was to develop the academic potential of the school.

The late 'seventies saw one of the most dramatic changes in St Cuthbert's history. Various proposals were made and discussed, and in the end plans were drawn up whereby St Mary's Technical School would become a mixed school serving pupils from the east side of the city, and the Sacred Heart and St Cuthbert's Grammar Schools would each form single sex comprehensive schools serving the west and northern areas of the city. This entailed the closing of the secondary modern schools which was not done without regret, for there is no doubt that these schools had served the Catholic community well for many years.

The amalgamation of schools began in 1977 and the following year the last secondary modern schools were closed. St Cuthbert's now had a population of 1400 boys who were taught by over ninety staff. In 1981 at the school's centenary the then headmaster Fr. Walsh wrote:

"The story of St Cuthbert's is an exciting and fascinating one. It has never been an ordinary school, nor will it ever be so. It is no mere organisation but a living entity, changing and adapting when circumstances require it, holding firm and steadfast when a principle is at stake. The strength of its tradition does not lie in antiquated rituals or oft rehearsed anecdotes but in prompting a certain outlook on life, in firmness of purpose and in dedication to hard work and to our Faith. St Cuthbert's was founded by the clergy to offer a Catholic education to Catholic boys. It has performed that duty now for over hundred years under the leadership and guidance of the clergy, and whatever other changes may come about, it will continue to perform that same duty, Ad maiorem Dei gloriam."

In 2012, the school converted to Academy Status and on 1st December 2020, it joined the Bishop Bewick Catholic Education Trust. The school continues to strive for a balance of tradition and innovation. The school has a proud history and an exciting future. It continues to build on the many successes of old Cuthbertians and prepare the young men in its care to take their rightful place in the Church and in the world. The school's motto 'Quies In Caelo' encourages all members of the school community to work for the greater glory of good and the common good. After all, you can 'rest in heaven' but for now, there is plenty of work to do.

JOB SPECIFICATION		
Job Title:		Behaviour and Inclusion Officer
Position Type:	Grade/Hours	<p>N6 £28,371 - £31,099</p> <p>Actual pro rata salary £24,333 to £26,673 based on term time only + 5 training days</p> <p>Monday – Thursday 8.30am – 4.30pm with ½ hour lunch Friday 8.30am – 4.00pm with ½ hour lunch</p>
	Postholder	Vacant
	Contract Status	Permanent
Responsible to:		Deputy Head: Pastoral and Assistant Head: Pastoral
JOB DESCRIPTION – BEHAVIOUR AND INCLUSION OFFICER		
Core Purpose	To manage Damascus (Internal Behaviour Support Centre) to ensure that the school Behaviour policies are implemented. To implement and monitor strategies to develop good behaviour in the school and the local community.	
General	The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.	
Main Duties	<ul style="list-style-type: none"> ▪ to manage Damascus (Internal Behaviour Support Centre), by supervising pupils and supporting learning ▪ ensure appropriate standards of behaviour are maintained in Damascus ▪ ensure that pupils are engaged and on task in Damascus ▪ to provide appropriate personal support and guidance for pupils in the target population and help to develop pupil self-esteem and personal qualities as part of a clear strategy and plan for individual abilities ▪ co-ordinate the provision of work for suspended pupils ▪ liaise closely with the pastoral leaders and the SENCO (Special Educational Needs Co-ordinator) in planning for the support of individual pupils for whom sanctions including internal exclusion and suspension are not leading to the required improvement on behaviour ▪ monitor and evaluate the use of sanctions and rewards across the school to report findings to the Deputy Head (Pastoral) ▪ monitor and evaluation the use of targeted interventions across the school to report findings to the Deputy Head (Pastoral) ▪ work with the Deputy Head and Assistant Head(s) Pastoral to review and evaluate relevant school policies 	

	<ul style="list-style-type: none"> ▪ in conjunction with pastoral staff, monitor the application of relevant school policies using information from the school's internal systems ▪ in conjunction the other Higher Level Teaching Assistants to contribute to, develop and run courses and workshops for teachers and support staff on behaviour support for individual pupils ▪ to prepare and analyse statistical information reports on behaviour records to in order to inform the Leadership Team and pastoral staff on emerging trends and issues ▪ support pastoral staff in responding to the immediate welfare and emotional needs of pupils ▪ support pastoral staff in working closely with parents of particular targeted pupils ▪ attend, as necessary, internal, and multi-agency meetings relating to particular targeted pupils
General	<ul style="list-style-type: none"> ▪ to promote and implement the school's Equality policy in all aspects of employment and service delivery. ▪ to assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.
Child Protection	<ul style="list-style-type: none"> ▪ the postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.
Catholic Life of the School	<ul style="list-style-type: none"> ▪ to play a full part in the life of the school community, to support its distinctive Catholic vision and ethos and lead pupils to do the same ▪ to actively support the school's corporate policies and aspirations ▪ to adhere to the staff professional code of conduct ▪ to comply with the School Health and Safety Policy and undertake necessary risk assessments

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

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and, therefore, this specification is not exhaustive. All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. In the best traditions of Catholic education, we seek to *'welcome the guest as Christ himself, for He will say 'I was a stranger and you made me welcome'* (RB) and we recognise the intrinsic value all people. St Cuthbert's Catholic High School will endeavor to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PERSON SPECIFICATION			
Source Key: A = Application Form, I = Interview, R = References, CC = Checking Certificates			
Faith Commitment	Essential	Desirable	Source
a practising Catholic (fulfilling the requirements of the <i>Diocesan Briefing Note</i>)		✓	A/I/R
secure understanding of the distinctive nature of the Catholic school and Catholic education		✓	A/I/R
involvement in parish community		✓	A/I/R
Qualifications	Essential	Desirable	Source
sound educational background including GCSE's Maths and English (A* - C) or equivalent	✓		A/CC
relevant NVQ3 or relevant qualification	✓		A/CC
relevant Level 4 Higher Level Teaching Assistant Qualification		✓	A/CC
first aid qualification or a willingness to take such a qualification	✓		A/I
Experience and knowledge	Essential	Desirable	Source
experience of working with pupils who present with challenging behaviours	✓		A/I/R
experience of working with young people who are vulnerable and/or who have special educational needs	✓		A/I/R
an understanding of safeguarding issues	✓		A/I/R
an understanding of the principles of child development and learning processes	✓		A/I/R
an up-to-date knowledge and understanding of the practices and procedures within SEND relating to the welfare, safety and education of pupils	✓		A/I/R
experience of delivering to deadlines and achieving set targets to a high standard	✓		A/I/R
experience of allocating and prioritising workload effectively to gain maximum productivity	✓		A/I/R
strong IT skills including Microsoft PowerPoint, Excel, Word and Outlook	✓		A/I/R
experience of delivering intervention to small groups of pupils or on a one-to-one basis	✓		A/I/R
an understanding of the current provision for pupils with special educational needs and current developments in SEND	✓		A/I/R
experience of developing student profiles		✓	A/I/R
experience of working collaboratively with parents to secure better outcomes for pupils	✓		A/I/R
evidence of working with outside agencies linked to school		✓	A/I/R

experience of working in a school environment	✓		A/I/R
experience of working with confidential information		✓	A/I/R
awareness of current issues in education		✓	A/I/R
Skills	Essential	Desirable	Source
ability to motivate and encourage individuals and small groups of pupils under supervision	✓		A/I/R
ability to assess, record, monitor and report on the progress of learners	✓		A/I/R
excellent planning and organisational skills	✓		A/I/R
ability to work independently to organise own workload	✓		A/I/R
strong interpersonal skills	✓		A/I/R
highly motivated individual with an innovative approach	✓		A/I/R
problem solving and analytical skills	✓		A/I/R
ability to demonstrate engaging oral and written communication	✓		A/I/R
Personal Qualities	Essential	Desirable	Source
ability to make effective decisions	✓		A/I/R
ability to work accurately and methodically	✓		A/I/R
excellent time management	✓		A/I/R
ability to remain calm under pressure	✓		A/I/R
flexible	✓		A/I/R
good team player	✓		A/I/R
willingness to undertake further training	✓		A/I/R
full driving licence		✓	A/I/R
appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> motivation to work with children and young people ability to form and maintain appropriate relationships and personal boundaries with children and young people able to work in partnership with other agencies 	✓		A/I/R

Application and Appointment Process

All applicants must submit a Catholic Education Service Application Form giving the names of at least two referees, including your current and previous line managers, covering, where appropriate, the past six years. The form must be fully completed and legible. The supporting statement should be clear, concise (within the required word count) and related to the specific post.

Diversity: St Cuthbert's Catholic High School and the Bishop Bewick Catholic Education Trust are fully committed to the principles of equal opportunity, diversity and inclusion. The Bishop Bewick Catholic Education Trust does not discriminate on the grounds of sex, disability, age, sexual orientation, marital status or racial ethnic or national origin and applications are welcome from a diverse range of backgrounds. As a Catholic school and an apostolate of the Roman Catholic Diocese of Hexham & Newcastle preference may be given to a practising Catholic.

Applications may be sent electronically or in hard copy to:

Human Resources
St Cuthbert's Catholic High School
Gretna Road
Newcastle upon Tyne
NE15 7PX

or by email: recruitment@scchs.org.uk

Applications will be acknowledged by email.

The closing date for applications is 9.00am Thursday 26th January 2023

Interview Date:	Week commencing 30 th January 2023.
Interview Process:	The interview process will be outlined in correspondence following shortlisting.
Outcome Notification:	The successful candidate will be contacted by telephone in the first instance and the appointment will subsequently be confirmed in writing. Unsuccessful candidates will be notified by telephone and by email; we will be willing to provide a debrief on request.



St Cuthbert's Catholic High School is a member of the Bishop Bewick Catholic Education Trust. The **Bishop Bewick Catholic Education Trust**, is a company limited by guarantee registered in England and Wales. Company Registration No. 7841435. It is an apostolate of the Roman Catholic Church under the episcopal jurisdiction of the Bishop of Hexham & Newcastle. **Registered Office:** Fenham Hall Drive, Newcastle upon Tyne, NE4 9YH www.bishopbewickcet.org