

# St Matthew's RC High School



## Application Pack/ Job Description & Person Specification

### **Inclusion Centre Manager**

**Salary: Grade 7, points 26 – 30**

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 Inclusion Centre Manager (SPACE).

## **Applicants**

You should have significant experience of working with young people either in an educational and/or social care setting. You must be able to establish excellent relationships with pupils, parents and colleagues, and work well within a team. You will have excellent communication skills and a flexible approach to working. You will have plenty of enthusiasm, drive and a good sense of humour.

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 7, points 26-30    (pro rata of £29,636 - £32,878)**

**Actual salary approx. £25,377 - £28,153**

**Hours of work: 35 hours per week, term time only plus 5 days**

**Permanent Post**

## **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 1250 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.

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.

St Matthew's is committed to improving staff at all stages of their career. This year we are working in partnership with St Patrick's RC High School, which is a National Teaching School. This ensures that the high standards which exist at the Teaching School are brought to staff and students at St Matthew's.

### **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 support staff application form, which you can also download from the school website: <http://www.smrchs.com/about-us/vacancies>

You are asked to write a supporting statement outlining how your experience has prepared you for the role. The statement should not be longer than 2 sides of A4.

You should include the names of referees as stated on the application form, one of whom must be your current or most recent employer.

The completed application, together with your statement and completed CES Recruitment Form and CES Rehabilitation of Offenders 1974 Form, should be returned to us either by post or email to Mrs A Espley (PA to Headteacher) at: [contact@smrchs.com](mailto:contact@smrchs.com)

**Closing date: Friday 21 June, at 9.00 a.m.**

**Interviews to be held: w/c 24 June 2019**

## **St Matthew's RC High School**

### **Inclusion Centre Manager (SPACE)**

#### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Inclusion Centre Manager (SPACE)</b>
<b>Grade:</b>	<b>7, points 32 - 36</b>
<b>Hours / Weeks</b>	<b>Full time (35 hours per week), term time only + 5 days</b>
<b>Reports to:</b>	<b>Assistant Headteacher:</b>

**Key Relationships:** Assistant Headteacher (SENDSCO), Heads of Year, Pastoral Managers, relevant teaching and support staff; external agencies; parents; local community.

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#### **Purpose of the Job**

To work closely with SLT to manage a team of staff and co-ordinate pupil support with the aim to reduce permanent exclusions. To remove the need to use pupil referral Units for pupils struggling with SEMH. To provide effective and efficient pastoral support to promote positive attitudes to learning and to behaviour in order to maximise the achievement and wellbeing of students within an identified caseload.

To monitor and report on the progress of students who attend alternative provision

#### **Main Duties and Responsibilities**

The post holder will, under the overall direction of the Assistant Headteacher with responsibility for inclusion, be expected to:

- Co-ordinate and monitor a range of provision for different students who are disaffected through behaviour.
- Provision that will need to be coordinated, tracked and monitored to include:
  - a. The isolation room
  - b. KS3 Respite programme
  - c. KS4 Respite Programme
  - d. KS4 on-site Alternative Provision
  - e. Off-site Alternative Provision
- To manage a team of staff who provide particular and skilled support in the areas of mentoring, target setting, holding review meetings, lesson visits, group work and liaison with parents, staff and outside agencies.

- monitor the progress of students with alternative provision, reporting on attendance, attainment and student well-being once every half-term
- evaluate interventions for each student and provide relevant reports and records to appropriate personnel e.g. student, relevant teaching staff, management, family members, external bodies
- work with and have accountability for students' individual learning and progress, within an identified caseload
- support students' learning needs to ensure their individual targets and deadlines are met and they achieve their 'personal best'
- facilitate sharing of relevant student information with each student, their family members, appropriate teaching and support staff at the school, as well as the wider community (e.g. local agencies, schools, authorities) as appropriate to enhance their learning and achievements
- utilise relevant student data to monitor and track student progress, including action plans, progress reports and additional needs to ensure students remain on track, meet deadlines and targets and achieve their potential
- plan and prepare differentiated resources / learning methods which will remove barriers for students within a caseload in liaison with relevant teaching staff
- organise and contribute to behavioural logs, 'round robins' and Pastoral Support Plan meetings and follow-up work
- monitor and plan interventions on behavioural data, working with the SENCO, school counsellor and other support (both internal and external)
- act on attendance data supplied by attendance officer
- liaise with Key Stage Achievement Coordinators on achievement and participation data
- attend and contribute to Inclusion Team meetings
- liaise with other professionals where appropriate, including the School Nurse, Parent Support Advisor and Targeted Youth Support Worker
- contribute to Internal Exclusion supervision, Corridor Patrol and Twilight Programme rota
- administer first aid

## **General**

- To participate in a programme of self / professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- To complete any other tasks as directed by SLT associated with the responsibilities and specification of the role.
- To carry out any other general office duties consistent with the grade of the post that may be required from time to time.

## **Promotion of School**

- To contribute to whole School events as and when required.
- To promote and maintain the standards of the school's commitment to Safeguarding children.
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

**St Matthew's RC High School**  
**PERSON SPECIFICATION**

<b>Job Title:</b>	<b>Inclusion Centre Manager (SPACE)</b>
<b>Grade:</b>	<b>7, points 32 - 36</b>
<b>Hours / Weeks</b>	<b>Full time (35 hours per week), term time only plus 5 days</b>
<b>Reports to:</b>	<b>Assistant Headteacher</b>

<b>Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ol style="list-style-type: none"> <li>1. Level 2 Qualification (or equivalent) in Numeracy and Literacy</li> <li>2. Level 3 qualification</li> </ol>	<ol style="list-style-type: none"> <li>1. ITQ Level 2 qualification or equivalent</li> <li>2. First Aid qualification</li> </ol>
<b>Experience</b>	
<ol style="list-style-type: none"> <li>3. Significant experience of working with children with SEMH difficulties, young people, parents and families, preferably within an educational context</li> <li>4. Experience of liaising and building relations with internal and external partners in a school environment</li> </ol>	<ol style="list-style-type: none"> <li>3. Significant experience of a similar role in a secondary school</li> <li>4. Experience of using a school management information system</li> </ol>
<b>Knowledge/Skills (Ability to)</b>	
<ol style="list-style-type: none"> <li>5. Ability to remain calm under pressure</li> <li>6. Ability to use solution focused approach</li> <li>7. Excellent listening skills</li> <li>8. Excellent organisational skills</li> <li>9. Ability to demonstrate a good level of oral and written communication skills, with strong attention to detail</li> <li>10. Understanding of the barriers to achievement and wellbeing</li> <li>11. Knowledge of Equality and Diversity and an understanding of issues faced by vulnerable children and young people.</li> </ol>	



12. Willingness to learn and develop new skills	
<b>Personal / Other Relevant Attributes</b>	
<b>Essential</b>	<b>Desirable</b>
13. Commitment to the provision and improvement of quality service provision 14. Demonstrate vigour and persistence to achieve goals and targets 15. Ability to work under pressure and meet deadlines 16. Set consistently high expectations of self and others 17. Self motivated 18. Ability to build on the experience, advice and contributions of others 19. Ability to be flexible and adaptable if required 20. A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills. 21. Resilient and determined to achieve goals and targets set by Senior Leadership 22. Commitment to the highest standards of child protection 23. Undertake an Enhanced Police Check (DBS)	5. Driver's Licence and or access to a vehicle for work purposes

The information on this form will be the basis on which the applicants will be assessed for short listing purposes.