



Standish Community High School

**Pastoral / Community Support
(Level 4)
Candidate Information Pack**



Closing Date: Friday 9th September 2022 at 9.00 a.m.
Interviews to be held on Thursday 15th September 2022





MULTI ACADEMY TRUST

Standing Together, Learning Together

Chief Executive Officer: Andy Pollard

Who we are:

The Mosaic Multi Academy Trust was established in 2017. The schools in the Trust are Standish Community High School, Southlands High School and Golborne Community Primary School. The work for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments by dedicated members of support.



Standish Community
High School

At Standish Community High School, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.



SOUTHLANDS
HIGH SCHOOL
Endeavour for Excellence

Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.



At Golborne Community Primary School, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

August 2022

Dear Applicant,

Post: Pastoral / Community Support (Level 4) – Permanent Contract

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Information about Standish Community High School
- ❖ Exam Results
- ❖ Job Description
- ❖ Person Specification
- ❖ Arranging a Visit/Application Process
- ❖ (Further Trust Information) Mosaic MAT Strategy 2021 – 2025

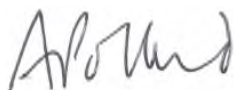
Standish Community High School is advertising for a permanent Pastoral / Community Support (Level 4) to start **as soon as possible**.

The working hours will be 37 per week, term time plus 2 weeks, 8.15 a.m. to 4.15 p.m. Monday to Thursday and 8.15 a.m. to 3.45 p.m. Friday.

Your completed application form found on the Standish Community High School website should be accompanied by a covering letter which outlines your suitability for the post. Completed application forms can be forwarded by email to: recruitment@standishchs.wigan.sch.uk. You can now also apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](https://www.teachingvacancies.service.gov.uk) and TES <https://www.tes.com/>.

Applications will be considered as soon as they are received, and the closing date will be Friday 1st July 2022 at 9.00 a.m. Interviews are scheduled to take place Thursday 7th July 2022. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Mr A Pollard
Executive Headteacher



Standish Community High School

August 2022

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent post of Pastoral / Community Support (Level 4) at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1300 students. In our most recent Section 8 Ofsted Inspection carried out in October 2021, we retained the judgement of “good”. However, we continue to work relentlessly to achieve “outstanding” (<https://files.ofsted.gov.uk/v1/file/50173438>)

Our attainment figures for 2015 placed us in the top non-selected state-funded schools in England. This accolade has contributed to our designation as a Leading Edge school by the Secondary Schools and Academies Trust (SSAT). For the fourth year running we were placed in the top 10% of non-selective schools nationally for attainment and in 2016 and 2017, we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication and professionalism of our staff. We were delighted that our successes continued in 2018 and 2019 achieving positive progress 8 scores.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focussed on and determined to unleash the potential in all students irrespective of background or ability.

Standish Community High School has formed a Multi Academy Trust, as the lead school, with another local secondary school and more recently a local primary school. This has provided the potential to open greater career opportunities in the near future. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Headteacher at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker
Headteacher

EXAM RESULTS

	2017	2018	2019	2020	2021
Attainment 8	54.26	55.8	54.6	n/a	n/a
Progress 8	0.37	0.24	0.24	n/a	n/a

Standish	2017	2018	2019	2020	2021
5 x 9 – 4 including English and Maths	80	79	81	81	85
English and Maths Grade 4 and above	84	85	85	85	88
3 9 – 7	37	40	38	40	41
5 9 – 7	29	29	24	28	25

English Grade 9 – 4	94	95	92	93	94
English Grade 9 – 5	80	86	82	84	86
English Grade 9 – 7	43	47	44	42	40

Maths Grade 9 – 4	85	86	85	85	87
Maths Grade 9 – 5	64	70	62	66	66
Maths Grade 9 – 7	32	33	24	29	30

Standish Subjects	Grade 9s – 2017	Grade 9s – 2018	Grade 9s – 2019	Grade 9s – 2020	Grade 9s – 2021
English Language	22	15	21	20	24
English Literature	35	19	16	21	26
Maths	16	15	12	16	17

JOB DESCRIPTION

INTRODUCTION	
Post Title:	Pastoral Community Support Level 4 (Permanent Contract)
Purpose:	The main purpose of the role is to provide pastoral care to, and support students for their mental and physical welfare, encouraging positive attitudes and behaviour around the school.
Responsible to:	Reporting to - Head of School and nominated SLT Members Responsible for – No line manager responsibility
Responsible for:	No line manager responsibility
Liaising with:	Head of School, Senior Leadership Team, teachers, support staff, students, parents/carers and outside agencies
Working time:	37 hours per week, term time plus two weeks Monday to Thursday 08.15 am to 16.15 pm and Fridays 08.15 am to 15.45 pm
Salary /Grade:	Grade 7, SCP 20 - 25 (£26,446.00 – £30,095.00) Actual salary £23,127.51 - £26,318.62 per annum
Disclosure Level	Enhanced
Conditions of Employment	No holidays are permitted during the 190 day teaching year.
Main Duties and Responsibilities	
<ul style="list-style-type: none"> • To provide pastoral care and guidance for students in the school and provide routine administrative support. • To be a designated Safeguarding Officer. • To liaise with a range of people including parents/carers and outside agencies. • To assist with the development and implementation of education, behaviour, support and mentoring plans. • To develop, monitor and implement appropriate strategies for the pastoral care function within school. • To deliver pre-determined IEP's to students reporting those in need of particular support. • To deliver intervention strategies and intervention packages, both internal and external for vulnerable students. • To plan and deliver workshop sessions on a range of issues and to plan, lead and deliver extra-curricular opportunities. • To liaise with and work in conjunction with the multi-agency team. • To develop, maintain and implement robust systems in order to record relevant information and to have responsibility for child protection documentation. • To develop and implement relevant school policies and procedures. • To contribute to the development of effective links with partner schools, the community. • To manage and co-ordinate the supervision of students who are not working to a normal timetable. • To be responsible for the day-to day management of the pastoral team. • To monitor and evaluate student attendance and behaviour management systems. • To monitor and evaluate student's responses and progress against action plans through observation and planned recording and to provide objective and accurate feedback and reports as required. • To manage record systems and processes and be responsible for child protection documentation. 	

- To undertake, through multi agency reference the information of medical plans for students with particular medical needs.
- To ensure effective delegation of responsibility to members of staff so that they have clear understanding of how to carry out the care plans.
- To undertake a review, amendment and update when necessary but no later than annually.

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To support the development and promotion of an image which is consistent with the aims of the school.
- Provide general clerical/admin support, when necessary, for example; photocopying, filing, completing standard forms, responding to routine correspondence.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Commitment and support to ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- To undertake any duties as may be determined by the Head of School commensurate with the grade to support the effective, efficient operation of the school curriculum and activities.
- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging all staff and students to 'be outstanding'.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessment as appropriate.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, when necessary and reasonably directed.

Communications

- To maintain effective links throughout the school, promoting and raising awareness of the work of the ICT Support Team.
- To communicate and consult with other staff and students.
- To promote a positive service to both staff and students.
- To communicate and co-operate with internal/external individuals and bodies as appropriate.
- To follow agreed policies for communications with the school.

Health, Safety and Training

- To participate in continuing professional development.
- To continue professional development in the relevant area.
- To participate in the staff review and development appraisal process.
- Attend and participate in relevant meetings as may be reasonably directed.
- To undertake Health & Safety Training on areas within the designated work area.

SCHOOL ETHOS

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.

SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request

from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed
(Pastoral / Community Support Level 4)

Signed
(Headteacher)

Dated
(Pastoral / Community Support Level 4)

Dated
(Headteacher)

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION PASTORAL / COMMUNITY SUPPORT (LEVEL 4)

Requirements	Essential/ Desirable	Application/ Interview / Reference
Experience		
Experience of working with young people aged 11 -16 year in a voluntary or professional capacity	E	A, I
Experience and understanding of Every Child Matters within a school setting	D	A, I
Training & Qualifications		
Minimum of 3 GCSE's Grades (A to C) including English & Maths or equivalent qualifications	E	A, I
Willingness to undertake further relevant training	E	I
Willingness to undertake basic first aid	D	I
Knowledge & Understanding		
Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
Basic knowledge and understanding of Education and child protection issues.	E	A, I, R
Ability to demonstrate good numeracy and literacy skills	E	A, I, R
Ability to communicate effectively both verbally and in written form with a wide range of children and adults with varying abilities and needs	E	A, I, R
Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals	E	A, I
Ability to effectively plan and manage your own workload and that of your team to meet deadlines	E	A, I
Ability to work alone with minimum supervision	E	A, I
An awareness of current issues facing schools and education	D	A, I
An appreciation of the different levels of accountability within the school, Governing Body, LA	D	A, I
Understanding of relevant policies/codes of practice in behaviour management	E	A, I
Understanding of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to students	E	A, I
Understanding of LEA support services	E	A, I
Knowledge of how to use a range of computer programmes	E	A, I
Personal Skills, Abilities and Competencies		
Applicants should be able to provide evidence that they have the necessary skills and abilities required		
Excellent communication skills to deal with adults and children	E	A, I
Ability to use initiative to respond to and resolve problems	E	A, I
Ability to work effectively as part of a team and individually	E	A, I, R
Ability to respond to and resolve routine problems	E	A, I
Ability to work in accordance with the schools health and safety policies	E	A, I
Resilience and confidence to work efficiently in a busy and demanding environment	E	A, I, R
Maintain confidentiality where appropriate	E	I, R

Adaptable, flexible, diplomatic, tactful and committed to success	E	I, R
Willingness to work occasional unsocial hours	E	I, R
Understanding procedures with regard to Safeguarding	E	A, I
Be aware of Best Practice with regard to working with young people	E	A, I
Ability to monitor systems to evaluate and improve the activities of pastoral care	E	A, I, R
Demonstrate a commitment to promoting and achieving equal opportunities for students	E	A, I
Ability to engage and influence others	E	A, I, R
Ability to deliver objectives and targets within agreed timescales	E	A, I, R
Ability to identify own training and development needs	E	A, I, R
PERSONAL QUALITIES		
Tact and a sense of humour	E	A, I
A personal and friendly nature	E	A, I, R
A flexible approach and a strong work ethic	E	A, I
APPLICATION		
Accurate completion of school application form	E	A
Letter which addresses person specification, evidence in letter and application	E	A
High standards in spelling and writing	E	A
LEGAL ISSUES		
Legally entitled to work in the UK	E	A
Enhanced DBS Clearance	E	
Valid UK Driving Licence, access to a vehicle with business insurance	D	

Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Rachael Atherton, School Payroll and HR Manager, who will arrange a suitable time: 01257 478731.

Application process:

To apply, please visit [Standish Recruitment](https://www.standishchsh.wigan.sch.uk). Completed application forms can be forwarded by email to: recruitment@standishchsh.wigan.sch.uk. You can now also apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](https://www.findajobinteaching.com) and TES <https://www.tes.com/>

Advertising date: 22nd August 2022
Closing date: 9th September 2022
Short listing: 9th September 2022
Interview date: 15th September 2022

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Standish Community 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 and adhere to the school's child protection policies and procedures. Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website www.standishchsh.wigan.sch.uk

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your application. Your supporting Information should be no more than 2000 words. Please note that late applications will not be considered.



MOSAIC MULTI ACADEMY TRUST STRATEGY 2021 – 2025

Vision

“The Mosaic Multi-Academy Trust exists to help all Headteachers, school leaders and their schools flourish”

Mosaic MAT partner schools will treat each student as a unique individual, tailoring the curriculum to academic, vocational and extra-curricular, to ensure each achieves their optimum potential. Our chief aim is that the curriculum ensures that students become successful lifelong learners, confident inspired individuals and responsible aspiring citizens.



Values

Care: *We are considerate of others and execute our responsibilities with attention to detail.*

Hope: *Our decisions are made on a positive expectation of success.*

Openness: *We conduct all conversations with transparency and frankness.*

Integrity: *Our work is characterised by honesty and a strong moral purpose.*

Collegiality: *Our aim is to work in collaboration, cooperation and companionship with all colleagues.*

Endeavour: *We aim to be the best we can be in all that we do.*

Service: *Our work is primarily for others; our success is measured by the success achieved by others.*

STRATEGY 1

Excellent quality of education with ambitious curriculum design and delivery. Implementation by professionally developed and expert senior and middle leaders.

- 1. Curriculum development** - We will ensure that each school's curriculum meets the needs of all students
- 2. Teaching development** - We will ensure that curriculum design and excellent teaching are complementary strengths led by subject leaders
- 3. Appraisal** - We will ensure that appraisal processes maximise the potential in our teachers and create a culture of development and innovation in our schools
- 4. Inclusivity** - We will make sure our learning intentions and experiences are provided for all students irrespective of background or ability. We will ensure that personal development intentions ensure that barriers to learning are removed and extra-curricular pursuits are open to all.

STRATEGY 2

Partnership and accountability. All of our students will benefit from being a part of a wider family of schools

1. **Ofsted** - We will ensure that all schools provide excellent overall effectiveness
2. **School Improvement** - We will have strategic approach to school improvement where all of our schools will be both supported and challenged
3. **ESFA and ICFP – Integrated Curriculum Financial Planning** - We will ensure that key performance indicators that relate to the curriculum inform sound financial planning
4. **Governance** - The Trust will have established a governance structure with active participation from all trustees and governors. All skills needed to fully address the scope of governance will have been achieved
5. **Growth** - We aim to grow in proportion to our success. The first phase is to achieve between 5000 and 8000 students in the MAT.



STRATEGY 3

Sustainable, efficient and effective and cost-efficient planning and management to ensure the best learning opportunities for our students.

1. **Virtuous Circle** - We will ensure the Trust establishes principles of organisational sustainability – economic, effective and efficient
2. **Central Services** - We will develop a highly capable central function that will provide efficient and effective services trust-wide
3. **Estate Management** - We will ensure that the fundamentals of good estate management are in place so that we will make the most of our resources
4. **Risk** - We seek to ensure that trustees and senior leaders work effectively through the context of risk: risk assessment and risk management
5. **Workload** - We will reduce the burden of unnecessary work on the workforce
6. **Safeguarding** - We will ensure the safety and well-being of all associated with Mosaic MAT.