



**SAINTS PETER AND PAUL**  
CATHOLIC HIGH SCHOOL

**BE A PART OF  
OUR SCHOOL  
COMMUNITY.  
BE P AND P.**

**INCLUSION MANAGER | BEHAVIOUR**

**HBC SCALE 7 | 37 HOURS/WEEK | TERM TIME ONLY**

**ACTUAL SALARY £27,615 - £29,890**

**(BASED ON PAY AWARD PENDING, £1925 (PRO RATA) 2023/24**

**START DATE SEPTEMBER 2023**

COMPASSION | RESPECT | ASPIRATION



# A WARM WELCOME FROM OUR PRINCIPAL

It is an absolute privilege to introduce myself to you as Principal of Saints Peter & Paul Catholic High School and to personally invite you to learn more about our excellent educational community as you consider applying for a role with us.

Year after year, our exam results continue to exceed our/national targets, placing us as one of the highest attaining secondary schools in Halton, but we are vigilant to complacency and remain driven to aspire further and higher for our students.

We expect the very best from our students, focussing on academic excellence and high standards of conduct and behaviour guided by our values of 'respect', 'compassion', and 'aspiration'. In return, we aim to provide them with the very best too, as shown through our exciting and diverse curriculum, and our programme of continued investment to develop and improve facilities and resources throughout the school at all levels.

As a Catholic school, our faith guides us in inspiring every student to be the best they can be through inclusive opportunities that enable students from every background to find their passion in life and place in the world.



**"PUPILS ARE PROUD TO  
ATTEND SAINTS PETER  
AND PAUL CATHOLIC  
HIGH SCHOOL"**

Ofsted, July 2022

Every child is unique and deserves an education that captures and nurtures their gifts, talents and interests and helps them to shine. Whatever their ambitions, at Saints Peter and Paul Catholic High School you will find an educational experience that will prepare them to succeed, whether they attend a top University or take a vocational or practical route into further education, employment or training. In recent years, we have seen our students experience tremendous success in securing placements with high profile and well-respected employers and vocational providers, and enrolling in the most prestigious academic destinations, including Oxford and Cambridge universities.

A great deal of this success is derived from employing a team who are committed to making continuous improvements, and working in partnership with families who are invested in the academic journey and personal growth of their children and are fully supportive of the school's ethos. When we go the extra mile together, we can achieve great things.

We will be honoured to welcome you into our school family, and look forward to beginning an exciting journey together.

Yours Faithfully

A handwritten signature in black ink that reads "Mrs D. Scott". The signature is fluid and cursive, with the "Mrs" and "Scott" parts being more legible than the middle initials.

**Danielle Scott**  
**Principal**



# JOIN OUR CARING AND ASPIRATIONAL HIGH SCHOOL COMMUNITY IN THE NORTH WEST

Saints Peter and Paul Catholic High School in Widnes (or 'P&P' as it's known locally) was established in 1994 when the former Saints Fisher and Moore and Saint Joseph's High Schools combined.

Since then, our school has gone from strength to strength, becoming one of the highest attaining secondary schools in the borough of Halton and is a popular choice of high school for families across Widnes, Runcorn, and the surrounding areas of Liverpool and Warrington.

**"THE SCHOOL JUST HAS THIS FRIENDLY, WARM AND JOYFUL ATMOSPHERE WHEN YOU WALK AROUND."**

Year 9 parent visitor

**"YOUR STUDENTS ARE A CREDIT TO YOU, TO THEIR FAMILIES, AND TO THE TOWN"**

Member of the public, via Facebook

## OUR VISION

An inclusive community of excellence and opportunity

## OUR MISSION

Faith guides us to inspire every student to be the best they can be

Our dedicated team of teachers and associate staff ensure we continuously raise standards in learning, behaviour, and every aspect of teaching, embodied in our school values of:

### OUR VALUES

#### COMPASSION

We are kind and loving towards others and the world around us so as to promote the dignity of the individual.

#### RESPECT

We take care of ourselves, each other and our environment.

#### ASPIRATION

We expect the best of ourselves and aspire to be better tomorrow than we are today.

# A 'GOOD' SCHOOL WITH AMBITION

In July 2022, we were delighted to be once again awarded 'Good' status by Ofsted. During this inspection, we received exceptional praise over the quality of teaching in our school, the pastoral support we provide to our children, and our ambitious subject curriculum.



**VISIT [WWW.SAINTSPETERANDPAUL.HALTON.SCH.UK/OFSTED-POLICIES](http://WWW.SAINTSPETERANDPAUL.HALTON.SCH.UK/OFSTED-POLICIES) TO VIEW THE OFSTED REPORT IN FULL.**



## LEADING THE WAY IN THE NORTH WEST

A National Centre for Excellence in the Teaching of Mathematics (NCETM), our Mathematics faculty is an established hub of best practice in the north west, providing education and support for teaching partners across Cheshire and Wirral.

## A REGIONAL NETWORK OF SUPPORT AND COLLABORATION

As a Catholic school, we have access to and work closely with a network of teaching colleagues and educational partners within the Liverpool Archdiocese region, sharing best practice, training, and resources to optimise the wide range of professional support available.



## DEVELOPMENT OPPORTUNITIES

Working in close partnership with Wigan and West Lancashire Catholic School Direct, we support prospective teaching trainees through a range of opportunities including teaching internships and the Train to Teach programme.

# OUR TEAM

**Our team of teaching and associate members of staff are at the heart of our happy, friendly, and supportive school community.**

You will be part of an ambitious and highly effective team who are committed to driving innovation, celebrating success, and supporting each other, in addition to giving their all for our students.

**“STAFF TOLD INSPECTORS THAT THEY APPRECIATE LEADERS’ EFFORTS TO SUPPORT THEIR WELL-BEING AND TO ENSURE THAT THEY HAVE A REASONABLE WORKLOAD.””**

Ofsted, July 2022

## P&P PERKS

- Staff room (with free tea and coffee)
- CPD zone with computer access
- Free parking onsite
- Cycle to work scheme
- Local government pension
- Half Term Hero staff recognition award
- Access to occupational health services
- Staff health check programme
- Partnerships with local sports clubs
- Partnerships with local lifestyle businesses including Slimming World and hair and beauty salons
- Staff social events
- Access to running track and gym facilities
- End of term breakfast

## YOUR PROFESSIONAL DEVELOPMENT

**Your development is a priority for us, and we invest in the ongoing professional education and learning of the team around us throughout the academic year.**

Staff have access to a range of learning and development opportunities including:

- Our annual review system
- Formal qualifications
- Training via The National College
- Peer support and mentoring
- Access to regional professional networks
- Leadership development opportunities including access to National Professional Qualifications programmes



# ABOUT WIDNES

Sitting in the north west of England, Widnes is a growing town in the north of Cheshire with lots of character and a rich history of industry and rugby achievements.

It's excellent location means it's just a thirty minute drive to the bustling heart of Liverpool and 20 miles away from Manchester, perfect for those who want to explore these exciting city centres from an easily accessible and central base. For those looking to experience the great outdoors, the coastline of North Wales is less than an hour away, and the Lake District is less than two.

Our school is just a short walk from the town centre, filled with popular eateries and coffee shops. There's also plenty to keep you occupied in and around town, from walks along the River Mersey to Pickering's Pasture nature reserve and relaxing in beautiful Victoria Park, to visiting the cinema, ice rink, Catalyst science museum and the famed Spike Island.



**“HALTON WILL BE A THRIVING AND VIBRANT BOROUGH WHERE PEOPLE CAN LEARN AND DEVELOP THEIR SKILLS, ENJOY A GOOD QUALITY OF LIFE WITH GOOD HEALTH; A HIGH QUALITY, MODERN URBAN ENVIRONMENT; THE OPPORTUNITY FOR ALL TO FULFIL THEIR POTENTIAL; GREATER WEALTH AND EQUALITY; SUSTAINED BY A THRIVING BUSINESS COMMUNITY; AND WITHIN SAFER, STRONGER AND MORE ATTRACTIVE NEIGHBOURHOODS”**

# BEHAVIOUR AT P&P

Our school outlines clear expectations for behaviour, taking a consistent approach to behaviour management and recognising and rewarding positive behaviours, to facilitate a disruption free environment.

**"PUPILS BEHAVE WELL IN THEIR LESSONS. THEY LIVE UP TO LEADERS' HIGH EXPECTATIONS. PUPILS ARE POLITE AND TRY THEIR BEST IN CLASS. THEY ALSO BEHAVE WELL AROUND SCHOOL."**

Ofsted, July 2022

Promoting positive behaviour is everyone's responsibility at Saints Peter and Paul, and we work together to ensure every member of our school community feels welcome, safe, listened to and is treated with respect and treated fairly, without discrimination

Our work focuses on how we can work with our mainstream colleagues, the local authority and our local health and social care partners to make sure each student feels like they're achieving and feels like they can do their best, not just in the classroom or around school, but in their home life too.

## INCLUSION MANAGER | BEHAVIOUR

This role requires a proactive and motivated individual to join our school community, who will contribute towards our mission, to be 'an inclusive community of excellence and opportunity'.

We are proud of our open, collaborative, supportive and forward-thinking culture and we are at an exciting point of our development.

You will be part of a supportive, committed, experienced team and will take pride in supporting and mentoring our students with behavioural and SEMH needs and be able to lead and motivate the team around you.

You will have the opportunity to join an experienced specialist team, that is soon to embark on expanding our provision to students with SEND.

Like us, you will be dynamic, creative and hardworking. You will have a strong desire to positively impact upon students' behaviour and show a firm commitment to improving and supporting social and emotional mental health. Above all you will be dedicated to giving all our students every opportunity to improve their life chances.

We offer a comprehensive induction and encourage all of our staff to be ambitious for their futures.

# JOB DESCRIPTION

**The Inclusion Manager for Behaviour will manage the behaviour of pupils and work effectively with other staff, families and carers to overcome behavioural obstacles to learning within the framework of the schools Behaviour Policy.**

## CORE RESPONSIBILITIES

- To collaborate with the team of Inclusion Managers regarding all aspects of intervention and support in order to drive forward CPD and lead whole school developments and strategies.
- To contribute to and oversee the implementation of the school's Inclusion strategy.
- To support the Associate Assistant Principal in developing a shared vision for success for Inclusion and to ensure wide ownership of the values, purposes, standards and principles which underpin it.
- To work at all times as a leader within the team towards the creation of a positive culture and climate ensuring effective collaboration across the school and wider community/agencies.
- To contribute to the self-improvement cycle in school including, internal and external quality assurance to provide and evaluate a development plan.
- To provide high quality leadership development and line management of all within the team, including the work of all the mentor team,
- To manage and track the Inclusion cohort including ensuring effective communication to all stakeholders.
- To identify and escalate appropriately children who require early intervention and/or additional support internally/externally.
- To engage and be supportive of families and children who are experiencing difficulties in attending and engaging in school
- To lead PDR cycles for students with additional needs, including the quality and consistency of documentation with clear measurable impact measures to inform next steps.
- To produce half-termly reports to demonstrate the impact of interventions for the Senior Leadership team and school Governing body.
- To make referrals and liaise with professionals outside of the school – this could include psychologists, health and social care providers, speech and language therapists and occupational therapists, acting on recommendations, advice and strategies.
- To liaise with external partnerships, the local community, Local Authority and others where appropriate, including participating in the various networks, locally and nationally
- To model and lead student and family intervention that exemplifies best practice for colleagues.
- To quality assure the statutory requirements for all documentation and individual plans and referrals for students with additional needs i.e. Child development, Social care, PEPS, CAMHS, EHCP etc

## CORE RESPONSIBILITIES CONTINUED

- To manage the transition and destinations of students in the Inclusion cohort as they move through the key stages and post-16 destination.
- To ensure that all aspects of safer working practices are adhered to within the area.
- To keep up-to-date with the latest research and statutory guidance and lead CPD updates where necessary.
- To act as team leader to ensure an effective and robust appraisal system.
- To manage the day to day provision including staff briefings, student and staff timetables, room bookings and development of high-quality spaces.
- Provide training for staff working with students with complex need
- To supervise, train and develop skills of other support staff
- Undertake personal development through training and other learning activities as required.
- To attend and participate in meetings as required
- Be aware of and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns as appropriate
- Be aware of and support difference to help ensure everyone else has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background

### Key duties:

1. Liaise with Assistant Headteacher: Pastoral/Transition in managing pupil behaviour.
2. Work with staff to produce and implement whole school plans, initiatives and strategies to improve student behaviour.
3. Support a caseload of students in improving their behaviour and learning via their Pastoral Support Plans.
4. Securely maintain case files of excluded students, recording contact with the pupil and their families/carers.
5. Report student behaviour issues in line with school behaviour policy.
6. Support the monitoring and evaluation of student progress, including production of assessment reports where necessary.
7. Liaise with external agencies to improve student behaviour and communicate with students, parents/carers.
8. Manage the supervision of students excluded from school or following a different timetable.
9. Liaise with parents / carers of excluded students, either from school or in the seclusion room, to explain the reasons for exclusion and be responsible for agreeing a way forward, including procedures for return to school.

## KEY DUTIES CONTINUED

10. Responsible for the day to day running of the seclusion room, arranging work and intervention for students.
11. Support the re-integration of students back to school to help prevent future exclusions.
12. Responsible for the supervision of individual or groups of students to provide advice, motivation and support on behaviour and welfare issues.
13. Liaise with AP providers; link between school and ongoing external provision.
14. To lead CALM, our internal behaviour monitoring system
15. As appropriate to need support in the writing of EHCP and PEP; supporting school caseworkers.
16. To produce documentation where necessary to support behaviour and behaviour plans.

### **Individuals in this role may also:**

1. Work with feeder school to ensure a smooth transition of pupils between phases.
2. Organise and deliver training sessions on behaviour management to other staff.
3. Assist in the supervision of pupils during out of school activities.
4. Demonstrate own duties to new or less experienced staff.
5. Model and deliver CPD; best practice in terms of pastoral care and support with ECTs.

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND EXPERIENCE</b>		
Degree or relevant professional qualifications	✓	
Mental Health First Aid training or willingness to undertake	✓	
Experience liaising/referral with external agencies to support assessment and/or support beyond the school setting	✓	
Experience of delivering effective interventions with individual students and small groups	✓	
Experience of leading or contributing to an Education, health care plan	✓	
Very sound literacy and numeracy skills	✓	
<b>STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL</b>		
The ability to work constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents, governors, other schools, external agencies and the local community	✓	
The commitment to develop a positive, diverse and inclusive Christian ethos which values each individual and challenges any form of discrimination.	✓	
Knowledge of recent educational thinking and developments and how they may impact on our provision and students	✓	
<b>SKILLS</b>		
Excellent organisational skills and the ability to have a flexible and adaptable approach.	✓	
Excellent listening, written and oral communication skills.	✓	
The ability to manage time effectively.	✓	
The ability to use data and ICT to analyse pupil progress and identify intervention strategies	✓	
<b>LEADERSHIP AND MANAGEMENT</b>		
Proactive, self-motivating ability to work independently and in liaison with other colleagues	✓	
Higher order communications skills to appropriately reach a wide variety of audiences	✓	
Ability to handle data, track and analyse impact and progress; and prepare reports for a variety of audiences.	✓	
The ability to lead, motivate and manage staff effectively and work as a team member.	✓	
The ability to self-motivate, use initiative and lead pro-actively.	✓	
Excellent organisational skills and the ability to have a flexible and adaptable approach.	✓	
The ability to manage time effectively.		

## PERSON SPECIFICATION CONTINUED

	ESSENTIAL	DESIRABLE
<b>PROFESSIONAL SKILLS AND QUALITIES</b>		
Ability to build relationships, to challenge and nurture students and drive forward standards	✓	
Ability to be creative and engaging with students	✓	
Ability to assess students' needs and identify intervention strategies	✓	
An ability to use data to plan and differentiate for personalised learning		✓
High level of self-reflection to respond to emerging needs	✓	
Ability to collaborate across a number of faculties and departments	✓	
<b>PERSONAL QUALITIES</b>		
Open and engaging personality	✓	
Ability to work as part of a team in the formulation and review of policy	✓	
Ability to motivate others through personal influence and concern for individual needs.	✓	
Able to operate under pressure.	✓	
The drive and enthusiasm to make a substantial personal investment in all aspects of the life of the school	✓	
A commitment to school improvement driven by a clear, shared vision of the school's future.	✓	
Ability to conduct meetings productively, to present reports and communicate information coherently in both verbal and written forms.	✓	
An unceasingly optimistic approach and a sense of humour.	✓	

# HOW TO APPLY

This vacancy has been advertised on our school website, and the TES website.

Further information about our school, this post, and an application form can be found here:

**[www.saintspeterandpaul.halton.sch.uk/vacancies](http://www.saintspeterandpaul.halton.sch.uk/vacancies)**

Please send completed application forms to:

**Mrs T Wilson, Personnel Officer, at Saints Peter and Paul Catholic High School, Highfield road, Widnes, WA8 7DW**

Alternatively, they can be e-mailed to:

**[wilsont@saintspeterandpaul.halton.sch.uk](mailto:wilsont@saintspeterandpaul.halton.sch.uk)**

Strictly no CVs. CES Application forms only with supporting statement.

## Timeline for applications

Closing date for applications is 9am Friday 16th June 2023

Please telephone 0151 424 2139 if you have any questions about this vacancy



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COMPASSION | RESPECT | ASPIRATION