



Sacred Heart
Catholic Academy



Proud to be part of

Pope Francis
Catholic Multi Academy Trust

**Welcome to our Academy:
An Introduction for Candidates**



Pope Francis
Catholic Multi Academy Trust

Enabling schools, aspiration
and faith to flourish by;

**Uplifting Hearts,
Inspiring Minds**



Welcome from the CEO



Dear Candidate,

Thank you for your interest in this post at Pope Francis Catholic Multi Academy Trust.

This is an exciting time to join Pope Francis Catholic Multi Academy Trust. Our CMAT is currently made up of St Edmund Arrowsmith Catholic Academy in Whiston, The Salesian Academy of St John Bosco in Bootle and Sacred Heart Catholic Academy in Crosby.

Each of these schools were judged at their last Ofsted to be Inadequate and are in Special Measures; there is a strong appetite to improve these schools and our clear and publicly stated aim is that we expect these schools to be Good at their next inspection. This is the main priority for our Trust and we are unwavering in the support we will give to our school leaders and staff to enable them to bring about the transformation.

Our Catholic Multi Academy Trust is the cornerstone of the Archdiocesan strategy to enable every school to become part of a multi academy trust in the near future. The Pope Francis CMAT will become the MAT for Sefton which will provide a strong platform for expansion.

The Trust is, therefore, at a crucial and exciting part in its development. We are absolutely passionate about tackling the issues our schools face head on and we are looking for a colleague to join our team of academies who shares our determination for excellence and relentless pursuit of this for the schools we serve.

***We encourage visits to the school to tour the site and discuss this opportunity with our team.
Please contact the school directly to arrange an appointment.***

A handwritten signature in black ink that reads "Andrew Dawson".

Andrew Dawson
CEO Pope Francis CMAT

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Welcome from the Chair



Dear Candidate

Many thanks for your interest in working for our academy. After the OFSTED Inadequate judgement in October 2021, the Liverpool Archdiocese and academy leaders reflected deeply on what needed to be done to improve the consistency and quality of outcomes for all pupils, academically and more widely. Sacred Heart Catholic Academy joined the Pope Francis Catholic Multi Trust on 1st of July 2022.

We are proud of our students who readily contribute to the life of the academy. Our community wants to enable everyone to realise their unique hopes and potential. At this key time in the college's journey, the Trust and governors are seeking an exceptional leader with a clear track record of raising academic and pastoral standards. They will manage the necessary change in a way that gains the respect and support of pupils, staff, parents, governors and the Pope Francis Trust.

At Sacred Heart Catholic Academy, we offer:

- A community with a strong Catholic ethos which welcomes and values everyone
- An inclusive community which is striving for the best
- Insightful and supportive governance
- Committed and caring staff
- Pleasant learning environment
- Competitive salary

Informal visits to the school are welcomed. To arrange these please contact the school directly to arrange an appointment.

If you think you could contribute to our mission to make the school good and ultimately outstanding, please make an application. I look forward to meeting you.

Yours sincerely,

(Mrs) C O'Leary

Chair of Sacred Heart Catholic Academy (Acting)



Welcome from the Headteacher



Dear Candidate,

We would like to express our appreciation for your interest in the post at Sacred Heart Catholic Academy.

We are currently going through an exciting phase of transformation after a setback in 2021 when we received an inadequate grading. However, we have joined the Pope Francis Trust, and with their support, we are investing heavily in our new leadership team to ensure that the school is rated as good or better at its next inspection.

Our vision for Sacred Heart is to provide an environment where all children can reach their full potential and become the best versions of themselves. We believe that this can be achieved by instilling Catholic values and creating a culture of mutual respect, aspiration, and achievement through a combination of structure, routine, hard work, and a sense of community.

As a successful candidate, you will join a school with a rich heritage and a strong sense of community spirit. We are confident that with the educational expertise and infrastructure of the Pope Francis Trust, Sacred Heart will become a centre of excellence in Catholic education in the years to come.

Thank you once again for your interest in our school, and we look forward to hearing from you soon

A handwritten signature in black ink, appearing to read 'Mark O'Hagan', with a stylized flourish at the end.

Mark O'Hagan
Headteacher
Sacred Heart Catholic Academy





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Pastoral Head of Year

We are seeking a highly organised and proactive individuals to join a team of Pastoral Heads of Year. These new posts will support students in individual year groups to achieve their best possible educational outcomes. The ideal candidate will have exceptional organisational skills, be able to build relationships quickly, possess excellent communication skills and have an understanding of student wellbeing and safeguarding processes.

The **full-time** salary for this post is NJC 23 to 25 £ 32,076 to £33,945 pro Rata for 40 weeks/ TT + 2 weeks

If you are interested in applying for this role and would like to visit us, please contact our School Business Manager, Mrs Paula McIntosh-Kemp

Applications must be made on the CES support staff application form, completed applications which must include all forms requested, should be returned by email to p.mcintoshkemp@shca.pfcmat.org

Deadline for applications: Wednesday 10th January @ 12pm

Interviews w/c: 15th January

Start date: 1st March 2024

Sacred Heart Catholic Academy

Pastoral Head of Year

Job Description



Salary: NJC Scale (pro rata)

Working Hours: 36 hrs per week, 40 weeks per year (TT + 10 days)

Reporting to: Designated Senior Leader

Main Purpose

Each Head of Year will be responsible for specified year group of students. Working closely with the Safeguarding and Welfare Lead, the role of each Head of Year will be to provide a proactive approach to ensuring the highest standards of safety, attendance, learning, behaviour and conduct for every member of their year group for every pupil to realise their potential.

Main Duties

The Head of Year will be expected to:

- Ensure consistency of behaviour and attitudes across the Year group using academy policy to embed normative routines across the academy
- Model the warm strict approach to behaviour across academy and support colleagues in this approach.
- Proactively patrol classrooms and support the highest standards of behaviour by being a visible presence out and about the academy, moving in and out of corridors and classrooms. You will also be responsible for break and lunch duties assisted by the Pastoral Lead.
- Organise and implement detentions after academy and during the academy day. Be proactive in developing students' resilience and respect so they avoid sanctions.
- Drive consistency across your team of tutors to ensure all students meet the highest of expectations. This will involve holding regular meetings with tutors and holding them to account.
- Report weekly key figures and trends for behaviour, safety and attendance to the Attendance, Pastoral and Safeguarding Leaders and SLT.
- Be responsible for dealing with any behavioural incidents and apply these in accordance with the academy policy.
- Support the Personal Development of students in the organisation and implementation of the Personal Development Curriculum. Including, external and internal trips and visits.
- Celebrate, in a supportive atmosphere of competition, achievement points and attendance to create a positive celebratory culture across the year group.
- Address the Year group as a whole through assemblies on a regular basis, working with the Director of Learning RE and the Academy Chaplain to deliver on our catholic mission and values.
- Act as a safeguarding officer in line with academy policy. Attend relevant safeguarding training and best practice updates as directed.
- Act as the main point of contact for pupils in your year group. Develop effective and positive partnerships with parents and carers (liaise with external partners if necessary) and deal professionally with sensitive issues with students and families.
- Have the ability to recommend further actions to the pastoral and inclusion team panel and lead on some interventions as directed by the Safeguarding and Welfare Lead.

- Be able to deliver small group interventions in a specialist area(s) as part of the wider support package offered by the pastoral team, under the direction of the Safeguarding, Attendance and Pastoral Leaders.
- Work as team when on call and be able to deal with call-outs from across the academy.
- Take an active role in developing professionally and engaging in CPD to eliminate gaps and further development and understanding in areas to offer the very best pastoral provision for SHCA students.
- Support the designated senior leader with transition throughout the academy. This would be linked to your allocated year group and could include primary academy transition sessions, and post 16 college sessions.
- Support exam processes – act as an exam invigilator, patrolling during assessment times and supporting with pupil attendance and behaviour.
- Be First Aid trained, including the administration of medication and provide support within the first aid team for medical issues for pupils.

Support for Pupils

- Establish good working relationships with staff and pupils, acting as a role model.
- Promote inclusion and acceptance of all pupils.
- Promote pupils' self-esteem and independence.

Support for the academy

- Have knowledge of and comply with the academy policies and procedures. Report any concerns of breach of policy or procedure through the correct channels.
- Be aware of and support difference to help ensure that everyone has equal access to the services of the academy and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the catholic ethos of the academy.
- Contribute and support the aims of the academy development plan and evaluation process.
- Contribute and support any external monitoring, evaluation or review processes as required.
- Attend and participate in meetings as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in the academy appraisal process, undertaking personal development through training and other learning activities.
- Accompany teaching staff and pupils on visits, trips and out of academy activities as required.
- Assist with the supervision of students out of directed lesson time, including before and after academy, if appropriate and within working hours.
- Act as a First Aider, including the administration of medication. (Training will be provided)
- Act as a Fire Marshall. (Training will be provided)
- Hold a full UK driving licence to facilitate home visits.

Note

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, consummate with the grade.

Personal Qualities

This is a challenging role that requires a high level of discretion and the capacity to multitask effectively. If you are a motivated professional with a passion for education and supporting students to achieve their very best, we invite you to apply for the Pastoral Head of Year position here at Sacred Heart

Qualifications and Experience

- Qualified to degree level or possesses equivalent experience in a similar role,
- Proven experience as a Pastoral Head of Year or similar role.
- Working knowledge/understanding of safeguarding practices and procedures.
- Excellent organisational and time management skills, with the ability to prioritise tasks effectively
- Outstanding verbal and communication skills
- Discretion and ability to handle confidential information,
- Strong interpersonal skills and ability to work collaboratively with diverse stakeholders.
- Familiarity with school information management / recording systems, such as Sims and CPOMs.

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