

St Matthew's RC High School



Application Pack/ Job Description & Person Specification

Alternative Provision Assistant Manager

Salary: Grade 5, point 14

Term Time Only plus 5 Days

Temporary, to be reviewed after one term

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 Alternative Provision Assistant Manager

Applicants

We are looking to appoint a hard-working and committed member of Staff. In this key role, you will:

- Be passionate about inclusion;
- Have significant and successful experience of working with children with challenging behaviour in an educational and/or social care setting.
- You must be able to establish excellent relationships with pupils, parents and colleagues.
- Possess excellent management and organisational skills combined with the ability to prioritise time and tasks in order to meet deadlines and provide a friendly and efficient service.

The post holder will report to the appropriate SLT member. Apart from other colleagues in the school, the main contacts of the job are: Assistant Head Teacher, teaching staff, other support staff and pupils.

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 5, point 14 (pro rata of full time equivalent salary of £22,462)
Hours of work: 35 hours per week, term time only + 5 days

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 1400 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.

Our ethos is very important to all members of our Community. We have religious assemblies, acts of worship in classrooms, Masses on feast days and other services throughout the year. All pupils follow RE at KS3 and KS4 all pupils take GCSE RE. Furthermore, we believe that the school is a place where we live out our Christianity on a day-to-day basis, making sure that each member of our Community is respected and appreciated.

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.

We have a strong programme of training and development for all staff which is based both school development needs as well as personal ones.

St Matthew's is committed to improving staff at all stages of their career development, by providing not only the CPD, but support, coaching and opportunities that are more personalised, supporting each individuals needs and ambitions.

At St Matthew's, we provide opportunities for staff to take on additional roles and responsibilities within their subject areas. We also offer opportunities for staff to shadow current TLR post holders, in order to provide exposure to duties and tasks required of the role, providing staff with experience to support ongoing career development.

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 enclosed CES Support Staff Application Form, which you can also download from the school website: <http://www.smrchs.com/about-us/vacancies/> or the CES website: <https://www.catholiceducation.org.uk/recruitment-process/item/1000042-model-application-forms>

You should include the names of referees, one of whom must be your current or most recent employer. Please ensure you provide correct and up-to-date email addresses for your referees.

The completed application, together with the following documents should be submitted to: a.espley@smrchs.com by the deadline:

- Consent to Obtain References
- CES Recruitment Monitoring Form (optional)
- CES Rehabilitation of Offenders Act 1974 Form (optional)

Closing Date: Wednesday 16 October 2019, at 12 noon

St Matthew's RC High School
Job Description

Alternative Provision Assistant Manager, Grade 5 (Temporary, review after 1 Term)

The post holder will report to the appropriate SLT member. Apart from other colleagues in the school, the main contacts of the job are: Assistant Head Teacher, teaching staff, other support staff and pupils.

Main purpose of the job:

To support pupils with SEMH difficulties and provide CBT intervention programmes.

Support the Teaching and Learning in the Savio Centre, an alternative provision for pupils with SEMH difficulties.

Teach small groups of pupils PE with SEMH difficulties

Coordinate the provision when The Centre manager is absent.

Main duties and responsibilities:

1. To organise the efficient deployment of resources, monitoring their effectiveness.
2. Facilitate and encourage a learning experience which provides students with the opportunity to realise their full potential and secure good progress and attainment.
3. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
4. To support pupils with SEMH difficulties by providing bespoke support and provide them with coping strategies to implement in lesson.
5. To undertake personal development to improve own practice.
6. To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils.
7. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
8. To be fully conversant with statutory requirements and procedures relevant to the needs of pupils, and to provide advice about these to a range of stakeholders.
9. To monitor the systems in place to support pupils and report these to the appropriate SLT member and/or lead professional.
10. To monitor the progress of pupils, acting where appropriate to ensure effective interagency support for that individual.
11. To challenge and support school, governors, parents/carers and agencies to improve outcomes for pupils.

12. To liaise closely with schools and settings, and parents/carers to develop and provide packages of support for pupils.
13. To contribute to capacity building through training programmes for school, parent/carers and staff involved in casework.
14. To have due regard to school policies, business and other plans, strategies and objectives.
15. To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.