



Intervention Centre Manager

Start date: As soon as possible

Closing date: Wednesday 18th September 2019



Welcome to Mount St Joseph Catholic School

Thank you for your interest in the position of Intervention Centre Manager at Mount St Joseph.

Mount St Joseph is a vibrant secondary school situated in the South of Bolton serving a richly diverse community. Our pupils come from a variety of backgrounds including families newly arrived in this country and low income families. A number of our pupils have English as an additional language (37%) and our pupil premium is 42%. We place a strong emphasis on inclusion.

Our ethos is underpinned by the gospel values of serving others, tolerance, compassion and forgiveness. As a community of learners, believers and friends, we are committed to the spiritual, moral, educational and social development of our community.

We believe strongly in the power of high expectations of our students and of ourselves, and in the importance of personal goals that are meaningful to each individual. We know that every student has their own potential and we are determined to help them to fulfil it. We aim to enable all students to take part in exciting learning inside and outside the classroom, so that they can make rapid and sustained progress.

We are proud of our team of dedicated staff who provide an inspiring, structured and supportive learning environment, in which every student is challenged to realise their full potential and encouraged to be ambitious for their futures. Our school continues to celebrate good results; they are attributable to the hard work and high aspirations of our students, the strong teaching from our committed and talented staff, the outstanding pastoral support and a clear commitment to raising achievement from all members of the school community.

There is a strong emphasis on providing opportunities for students to further build their confidence, self-esteem, interpersonal relationships and to develop the resilience to overcome problems. We aim for all our students to enjoy their time at Mount St Joseph School, to have memories and friends that will last a life time and to leave with the qualifications, personal skills and attributes needed to be successful young adults.

We are looking to appoint an outstanding enthusiastic leader to facilitate and encourage a learning experience which provides all pupils with the opportunity to fulfil their individual potential.

The last Ofsted inspection concluded that we are a good school with outstanding leadership qualities. Our aim is to be an outstanding school - that is what we, our students and our whole community deserve and expect.

This is an exciting opportunity for a person who is an excellent practitioner, who possesses the energy and enthusiasm to bring their skills and innovation to our community; a person who will be a role model and leader and ambitious for both students and staff.

If you are inspired and share our vision, please apply and we look forward to considering your application and meeting you.

Yours faithfully,

A Devany

About the School

Mount St. Joseph is a Roman Catholic voluntary-aided 11-16 comprehensive under the trusteeship of the Salford Diocese. The Instrument of Government of the school states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford.

Our aim is to secure the highest academic achievement for each child, a full awareness of personal and social responsibility and a deepening love and understanding of the Catholic Faith and our Mission Statement is the reference point for all our work:

As a **community of learners** we aspire to achieve our full, academic potential in a happy, safe and caring environment.

As a **community of believers** we aim to develop a full awareness of our spiritual and moral responsibility and a deepening love and understanding of our faith.

As a **community of friends** we influence the people around us by using our unique gifts and talents to develop one another socially and culturally to build a better world.



Safer Recruitment

Mount St Joseph is committed to safeguarding and promoting the welfare of children and young people. We undertake thorough checks to ensure that we meet our obligations to protect our students. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced Disclosure and Barring Service check.

Key facts and Statistics

Age range	11- 16
Location	Bolton
Attendance	94%



Job Description

Job Purpose

- To provide suitable intervention provision .
- To ensure students achieve academically and that they are able to reintegrate back into mainstream lessons and re-engage with education.
- To ensure a positive ethos in the centre.
- To ensure that there are positive relationships with parents of students attending the centre.
- To ensure there is improved learning and development for all students.
- To ensure efficient and effective use is made of staff, accommodation and resources to provide good value for money.
- To work closely with the leadership team to ensure an appropriate and effective curriculum pathway for all learners.



Principal (Core) Responsibilities

- To inspire students and staff to realise their potential.
- To liaise with the SEND, Pastoral and the Inclusion Team as required.
- To review, as appropriate, policies, procedures and processes, including health and safety and to maintain a staff and student learning culture.
- To ensure high standards of teaching and learning within a stimulating and well-structured environment.
- To monitor, evaluate and review the quality of teaching and learning within the centre.
- To develop, implement and review an effective and innovative curriculum that will meet the needs of students for this stage and their next stage of learning.
- To promote and support the professional development of all staff.
- To develop and maintain an ethos in which all staff feel valued.
- To ensure effective performance management for all staff within your department.
- To write, implement, develop and review appropriate policies .
- To set, manage and monitor budgets to ensure effective and efficient use of resources.
- To maintain a high standard of student behaviour through strong discipline, effective teaching, appropriate student guidance and effective communication with, and involvement of, parents and carers.
- To maintain an approachable and visible presence in the centre and around school.
- To provide accurate and comprehensive information and advice to SLT on the progress of the unit.
- To ensure parents, carers and students are regularly provided with good quality information and advice on curriculum, attainment and progress.
- To listen, question and respond to what is being communicated by children, young people and those caring for them.
- To promote mindfulness and wellbeing across the school.



Person Specification

Professional Qualifications & CPD:

- Good honours graduate
- Relevant experience
- Competence in the effective use of ICT on a day to day basis
- Evidence of relevant professional development
- Interest in/already registered for professional leadership development qualification
- Appropriate qualification, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people

Experience:

- Proven high standards of classroom practice or equivalent
- Teaching or equivalent experience across the full ability and age range in a variety of school contexts Successful leadership experience in a secondary school or equivalent
- Proven record of raising standards of achievement and sustaining improvement through self-evaluation and strategic planning
- Experience of building and maintaining effective relationships with parents, carers, partners and the community
- Experience of working with SLT and other stakeholders



Personal Qualities

- Excellent attendance and punctuality record
- High level of commitment to inclusive education and Equal Opportunities
- Committed to raising standards for all students in pursuit of excellence
- High level of integrity, honesty and fairness
- High professional standards
- Demonstrate high levels of energy and ability to work under pressure
- Have leadership skills which recognise and respond to difficulties as well as celebrate the achievements of the school
- Ability to lead, inspire, motivate and manage people
- Committed to effective working relationships, giving and receiving support from others
- Lead by example and model excellent practice
- Ability to communicate as an active listener, orally and in writing
- Good reasoning powers and the ability to make considered decisions in a variety of situations
- Readiness to reflect on practice
- Self-motivated and able to work with initiative
- Demonstrate effective time management skills
- Strong commitment to the school ethos
- Committed to developing the global dimension of the school
- Has a real presence and personal impact within school



Reporting to

Assistant Headteacher (Pastoral)

Hours

37 hours per week

Contract type

Term time + 5 training days – Permanent

Salary

Grade H point 27 to 31

Application Details

Thank you for taking the time to view the details for the Intervention Centre Manager position.

If you require any further information about the post or would like to arrange a visit to the school, please contact Miss K Pasquill – 01204 391800.

Please send all completed forms to recruitment@msj.bolton.sch.uk

