



ST PATRICK'S
— Roman Catholic High School —



THE ST PATRICK'S CENTRE
— of Educational Excellence —

Amazing things happen here

Job Application pack

Pastoral Lead



Helping every child to be the very best version of themselves

Headteacher: Mrs A Byrne



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56 NEW LANE, ECCLES, MANCHESTER M30 7JJ T-0161 921 2300 E1: stpatricks.rchighschool@salford.gov.uk
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WELCOME

FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the post of Teaching Assistant.

At St Patrick's it is our mission to ensure that children experience a truly great Catholic education that enables them to flourish academically and shine personally, preparing them for a happy and successful adult life. We are committed to helping every child become the very best version of themselves.

Our school motto is, 'amazing things happen here' and you only have to spend five minutes in our school to realise that this is absolutely true. We have a strong and dedicated team of professionals who challenge and support students to achieve amazing things and they work hard to create an environment, built on mutual respect, whereby students rise to the challenges set for them. Our strength comes from our drive for excellence in all that we do and our consistent and persistent approach.

We are committed to providing an inclusive workplace where staff feel valued and trusted and where collaborative working is at the heart of everything we do. We also recognise the importance of supporting our staff to continuously develop in order for them to achieve their own professional career goals.

If you meet the role criteria and are an excellent practitioner and believe that a great education can transform a child's life and future, we would love to hear from you!

Mrs Alison Byrne
Headteacher



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Why St Patrick's?

Our People Values

Our core people values are at the heart of every decision that we make as an employer. Our aims are:

- To fulfil our Catholic mission, to ensure our children and staff **live life to the full**
- To **attract, recruit, develop and retain** high performing staff, to ensure that we allow pupils to become the best version of themselves.
- To provide a workplace where staff feel **valued and trusted**.
- To develop and support the growth of **leadership and management**.
- To promote a culture focused on **diversity, inclusivity and wellbeing** by creating a healthy work environment to enable staff to perform at their best.
- To provide **strong and consistent HR services** for all staff, across all school areas.
- To serve the wider education system and **provide opportunities** for our staff to lead across other schools

Our Benefits

We have a range of employee benefits available to all our staff. We are always looking at ways in which we can improve our offering to ensure the benefits are valued by our staff.

CPD

We have a strong focus on CPD for our employees, ensuring that learning and development opportunities are offered throughout the academic year. This includes exciting career opportunities to work across other schools.

Pension

An employee earning more than £10,000 and who is more than 22 years of age will automatically be enrolled into one of our workplace pension schemes with excellent employer contributions.

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Family Leave

Enhanced family leave is available to support our staff with family commitments and emergencies.

Flexible working

Where possible, we support staff with the ability to work flexibly and recognise the need to work/life balance.

Subsidised Gym Membership

Via our payroll provider, Salford City Council, we are able to offer discount on Salford Council run leisure facilities.

Wellbeing strategy

We are focused on bringing staff wellbeing to the forefront of our people agenda. With an annual wellbeing calendar place, we run events throughout the year to celebrate staff and our school.

We also have an independent Employee Assistance Programme and Occupational health provider in place to support staff with any wellbeing needs.

We are always looking for ways to improve our offering and staff feedback is at the heart of this.

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Job Title: Pastoral Lead

Contract Details: Full time, Fixed term 1 year

Hours of work: Mon-Fri 36 hours per week, Term time only

Salary/Grade: 2C point 12, £22,571 FTE (will be on a pro rata basis for term time only)

Start date: 1st September 2022

Job Summary

The Governors of St Patricks RC High School is looking to appoint an excellent Pastoral Lead who is committed to ensuring pupil enjoyment and progress within our successful department.

The non-teaching Pastoral Leads will work alongside the current teaching HOYs in each Key stage group to support vulnerable and at risk pupils.

The successful candidate will:

- Have a love for education and learning
- Have high regard for their learning environment and resources
- Aspire to be a talented, dynamic and an ambitious teacher in the future
- Have the desire to inspire, engage and enthuse students
- Engage with professional development opportunities, training sessions and CPD to help you develop your skills and knowledge.

To arrange an informal visit, please contact **Fahyia Uddin, HR and Payroll Assistant**, on **0161 921 2340** by email at **fahyia.uddin@salford.gov.uk**.

Closing date for applications: 29th June 2022

Interview date: TBC

Application packs can be downloaded from the school website www.stpatricksrchigh.co.uk. Completed applications and supporting documentation should then be submitted by email to Fahyia.Uddin@salford.gov.uk.

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.

The successful applicant will be required to complete an enhanced DBS check.

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Job Description

Responsibilities:

- To work with pupils (and parents) at risk of exclusion to enable them to become the best version of themselves. Pupils to be allocated through year group Deep Dives and exclusion records.
- Lead on pastoral initiatives that positively support the culture and climate of the school, as well as pupils themselves
- Support with the investigating and handling of pastoral incidents as and when they happen
- Work with our vulnerable pupils and parents in relation to attendance, behaviour, punctuality and safeguarding
- To attend all relevant, EHCP reviews, Early help, TAC meetings, Deep Dives, reintegration meetings and Pastoral meetings/briefings
- Maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to secure positive family support and involvement.
- To support pupils with development targets including behaviour coaching, attendance and punctuality monitoring, support with organisation, restorative justice and co-curricular engagement.
- To keep records of initiatives, interventions and meetings for monitoring and impact measuring.
- To gather pupil voice and address pupil concerns by forming plans to overcome barriers.

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- To liaise with the Form Tutor, HOY, SEND Team, teaching staff and pupil services to ensure consistency of communication and expectations.
- To monitor and analyse attendance and behaviour data for caseload of pupils (using SIMS and Class Charts).
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance/post 16 progression.
- Carry out 1:1 or group interventions for identified pupils including Why Try, Emotional regulation intervention and anxiety de-escalation sessions.
- Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes where appropriate
- Accompany teaching staff and pupils on trips and visits and other school activities as required

Cover Duties

On occasion, you may be asked to provide cover to assist with staff absence. This involves:

- Assisting with cover lessons to ensure continuity in teaching and learning set out by teacher.
- To cover absences and emergencies.

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Person Specification

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following essential criteria in your application. The Graduate Teaching Assistant programme is a chance to work within a school setting, before applying for Teacher Training courses. During your year as a Teaching Assistant you will be expected to attend training and CPD sessions related to Teacher Training in order to prepare you for your Teacher Training Application.

Criteria	<u>Essential</u>	<u>Desirable</u>	<u>Measured by</u>
Qualifications	<ul style="list-style-type: none">• Good Numeracy/literacy skills.• Willingness to participate in development and training opportunities during and out of contracted hours.• Maths and English at GCSE grade C or above (or equivalency).•	<ul style="list-style-type: none">• Completion of DfES Teacher Assistant Induction Programme.• Working towards VQ for support staff in schools or NVQ 2 (or equivalent qualification or experience).	<ul style="list-style-type: none">• Application form / Interview• A / I• A• A/I• A
Skills	<ul style="list-style-type: none">• Ability to use basic technology ie, computer, video, photocopier.		<ul style="list-style-type: none">• A / I

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<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>Measured by</u>
	<ul style="list-style-type: none"> Ability to relate well to children and adults. Work constructively as part of a team, understanding classroom roles and responsibilities. 		<ul style="list-style-type: none"> A / I A / I
Experience		<ul style="list-style-type: none"> Working with or caring for children of relevant age. 	<ul style="list-style-type: none"> A / I
Other		<ul style="list-style-type: none"> The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment 	<ul style="list-style-type: none"> A/I

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