

Information pack for candidates



ST HILDA'S
CE HIGH SCHOOL

WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY
DIVERSITY

Dear Candidate

Many thanks for your interest in St Hilda's and the post of Pastoral Support Officer.

St Hilda's is unique. St Hilda's is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We live by our values and are educating for 'wisdom, hope, community, dignity, equality and diversity'. Students helped to choose our 6th value of diversity. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda's family. We chose our 5 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker, Kitty Wilkinson, John Brodie, William Roscoe and Levi Tafari on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. In 2023 SIAMS Keeping On Track report highlighted 'The school's Christian vision and associated values are at the heart of this church school. The inclusivity and celebration of the diversity of the school's community ensure that all feel welcome and valued as unique children of God.' We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2021.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the key position as Pastoral Support Officer who champions all of our students, challenges where necessary and celebrates at every opportunity. You will support and develop the people in your team, ensuring all opportunities are taken to lead and share excellent practice. Your vision to support St Hilda's to the next level is paramount.

Academically, St Hilda's intake above is national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. Is this you?

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Michelle Phillips/Jacqueline Draper by email should you wish to arrange a visit

recruitment@st-hildas.co.uk



Mrs Jo Code, Headteacher

I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special **Pastoral Support Officer**, whose vision can take the department to the next level.

Thank you for your time,

A handwritten signature in purple ink that reads "Jo Code". The signature is written in a cursive, flowing style.

St Hilda's CE High School

St Hilda's CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1065 Students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family, with Jesus Christ as our cornerstone.

Building on foundations of **wisdom**, **hope**, **community**, **dignity**, **equality** and **diversity**, we nurture and support each other to be or very best. We rejoice in our diversity and celebrate our many achievements.

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and last year, over 88% of Year 11 chose to continue their education at St Hilda's. The College is growing year on year.



The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St Hilda's College have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda's staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our NQTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.



Senior Leadership Team

Jo Code, Headteacher

Vision and values, curriculum, data, SEP, SIP, admissions, monitoring and tracking, QA systems policies.

Karen Kearns, School Business Manager

Strategic Finance, Premises; Maintenance, Development and staffing, Health & Safety, School Calendar, Service Contracts and performance, Catering, Lettings.

Roy Bellmon, Deputy Headteacher

St Hilda's College, IT strategy, Admissions and Appeals, Worship, SIAMS.

Suzanne Harrison, Deputy Headteacher

Behaviour and Inclusion. Deputy DSL, Inclusion, SEND, Attendance, Director of STEM.

John Martin, Assistant Headteacher

Deputy DSL, Behaviour support, Student Welfare, House System, Rewards and celebration, Friends of St Hilda's, parent engagement, transition.

Liz Cowdell, Assistant Headteacher

Quality of Education, Curriculum, Teaching and Learning. Exams & Assessments KS4, CPD.

Andrea Howard, Assistant Headteacher

Head of College, Teaching and Learning KS5, Data, ARR, Examinations and Options.

Lisa Franks, Executive SENDCo

SENCo, SEND, Looked after Children Champion, Vaccinations.

Carina Bird, Assistant Headteacher

Academic Catch-up and Lead T&L Team, Summer School. Quality of Education, PP Champions.

Conor Merrick, Associate Assistant Headteacher

Head of English, Literacy and Reading Intervention.

Ben Norton, Associate Assistant Headteacher

Early Careers and Appraisals. ECF Lead, ITT Lead.

Nancy Martin - Associate Assistant Headteacher

Head of Christian Distinctiveness & RE.



Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and Job Title.



ST HILDA'S
CE HIGH SCHOOL

Pastoral Support Officer

Working time:	Full time, 35 hours, term time plus 1 week
Grade:	SCP 12-17, Grade 5
Disclosure level:	Post is subject to a current enhanced disclosure
Reporting to:	Headteacher/DSL/Deputy Head Inclusion
Working with:	Heads of House/Form Tutors/Wider Pastoral Team/Data Manager/SLT/Heads of Department/Students/Parents/Carers

PURPOSE OF POST

The Pastoral Support Officer role is key in supporting the work of the wider Pastoral team. The role compliments their pastoral work and provides important administrative support to the whole school.

REPORTING TO

Headteacher/DSL/Deputy Head Inclusion

MAIN DUTIES AND RESPONSIBILITIES

- 1 Provide friendly, professional and efficient first point of contact for visitors, callers, parents/carers and staff and students.
- 2 Making and taking telephone calls to parents and carers and taking appropriate action within the appropriate timescales including notify parents of pastoral issues as instructed by the Heads of House or wider pastoral team.
- 3 To work closely with the Deputy Designated Safeguarding Lead (DDSL) & DSL to ensure the safety and wellbeing of all children.
- 4 Following the inputting of attendance data to send the absence and late text on a daily basis and follow up on any queries.
- 5 Maintain signing in/out records for students, Notification of absence requests and provision of exit/entrance notes to ensure recorded on SIMS correctly.
- 6 To monitor and support students who access alternative educational and vocational provision.
- 7 To take accounts from students, receive reports from teaching staff, complete incidence reports and refer incidents appropriately.

- 8 Liaising with Heads of House/Form Tutors and Pastoral team to ensure issues are identified, dealt with and appropriate action taken.
- 9 Updating of SIMS and Synergy and other systems to record pastoral information and whereabouts of pupils.
- 10 Produce and maintain exclusion, pastoral and attendance paperwork/reports for Heads of House and SLT.
- 11 To be the first point of contact for Parent Pay, Show My Homework and other school application queries and deal with these as required.
- 12 To support Heads of House with admin tasks such as praise postcards, letters home and behaviour paperwork, allocate the task of inputting reward and consequence points as requested by Heads of House. Maintain and update details of detentions and record attendance at detentions together with notification to parents as required.
- 13 To be responsible for the filing and archiving of all pastoral paperwork including attendance documentation.
- 14 To support Heads of House with preparation for assemblies, celebration assemblies, and other House events.
- 15 Ensure confidential, tactful and secure management of sensitive information.
- 16 Follow school policy and procedures for site security and child protection, in accordance with school policy.
- 17 To actively eliminate bullying of all kinds within the year group in line with school policy.
- 18 To be a strong role model for all students and parents and to uphold the policies of the school.
- 19 To act as first response on; a. Day to Day issues with students (ensure that school policy is being adhered to especially operational matters, e.g. behaviour, uniform, equipment, mobile phones).
- 20 To play an active role around school in promoting culture and minimising potential behaviour issues.
- 21 To be a first-aider.
- 22 To support the Head Teacher in promoting the Christian ethos of the school and the school values.
- 23 To act as an ambassador for the school liaising with external agencies and companies.
- 24 To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- 25 To undertake any other duties of a similar level and responsibility as may be required.
- 26 To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- 27 To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the health and safety policy and any school-specific procedures / rules that apply to this role.
- 28 St Hilda's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- 29 To perform duties as required by a duty rota; before, during and after the school day.
- 30 Play a full part in the life of the school community, support the school's priorities and ethos and encourage staff and students to follow this example.
- 31 The post holder will be expected to ensure that output and quality of work is of a high standard and complies with current legislation / standards.

- 32 Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.
- 33 The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.
- 34 To work with visitors to the school in such a way that it enhances the reputation of the school.
- 35 To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. 1 professional, and appropriate, appearance at all times including when out of school, e.g. trips, CPD etc.

GENERAL

- To support the Headteacher in promoting the Christian ethos of the school.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to the corporate life of the school through effective participation in meetings.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety Policy.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the school, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

In your letter of application, please *demonstrate* how you meet these criteria.

Do not include a curriculum vitae.

Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualification requirements

	Essential	Desirable	Source
ICT or equivalent qualification or experience	E		A
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2	E		A/I
Further professional development relevant to the post or a willingness to attend relevant training		D	A/I

[B] Experience

	Essential	Desirable	Source
Previous experience working within a data management or highly systematic administrative environment in a school	E		A/I/R

[C] Knowledge/Understanding

	Essential	Desirable	Source
Use of data to support Heads of House and Attendance Officer in their roles	E		A/I/R
To be able to use SIMS and other software, such as CPOMS, to support the safeguarding of students and staff	E		A/I/R
To understand safeguarding procedures and referral points	E		A/I/R

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Outstanding communicator	E		A/I
Outstanding interpersonal skills	E		A/I
Professional reliability re attendance, punctuality and deadlines	E		A/I
Team player	E		A/I
Ability to meet deadlines/manage time	E		A/I
Resilient	E		A/I
Empathetic	E		A/I
Ability to prioritise workload and work under pressure and to tight deadlines	E		A/I
Commitment to the school Christian values and vision	E		A/I

[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer/ITT trainer	E		R
DBS Clearance post appointment	E		N/A
Full and Valid Driving License	E		A/R

(Source: A=Application (form+letter); I=Interview; R=Reference)

[F] Application Form and Supporting Statement

The supporting statement should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

How to apply and the Selection Process

Application Window: 25th September 2024 to 9am 14th October 2024.

Applications should be sent to: recruitment@st-hildas.co.uk

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates.

Formal interview at the school: To Be Arranged

