



ST. MARGARET'S

CHURCH OF ENGLAND

ACADEMY

RECRUITMENT PACK

Pastoral Manager

Salary Range: Grade 6



PROUD TO BE PART OF
ALL SAINTS
Multi Academy Trust



The distinctiveness and effectiveness of St Margaret's as a Church of England School are outstanding."

SIAMS 2015



The school sets great store by its holistic approach to student achievement such that it works hard to offer rounded opportunities for youngsters to flourish.

Section 48 Inspection 2017



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Letter from our CEO

Thank you for your interest in a position within the All Saints Multi Academy Trust.

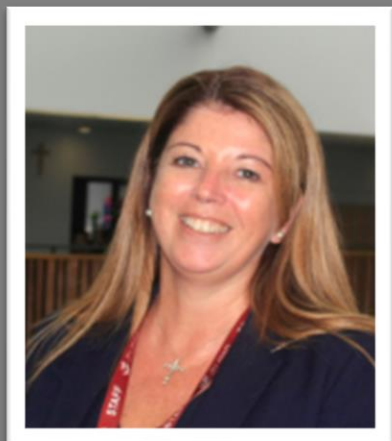
All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an Outstanding candidate who can provide the highest quality of service to Hope Academy and the Trust.

You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential. Ultimately you will ensure that the best possible outcomes for our people are achieved.

Yours faithfully



Heather Duggan
CEO





Letter from our Executive Head

We are delighted that St. Margaret's Church of England Academy has recently joined All Saints Multi-Academy Trust.

One of the major benefits of being part of our family of schools is how we work together across, not only St. Margaret's, but the other excellent secondary and primary schools in our Multi Academy Trust. The embedded systems for collaboration provide opportunities for enhanced professional development for staff and learning across the educational phases from Early Years all the way through to Post 16.

This is an exciting opportunity to be part of a successful boys' secondary school and a mixed Sixth Form.

As Executive Headteacher, I am privileged to work with the four secondary schools across the Trust, focusing solely on school improvement. I am currently leading St. Margaret's in this period of transition.

St. Margaret's is a wonderful school with a committed staff body and lovely student community.

Yours faithfully,



Jeniffer Sing

Executive Headteacher





Academy Information

St Margarets Church of England Academy is an ambitious and progressive 11-18 Academy in Liverpool with approximately 1000 students on roll. St Margarets has a long standing reputation in Liverpool for delivering high quality, Christian education and, as an all boys academy with a mixed sixth form, St Margarets attracts young people from across Liverpool and remains popular choice for parents and young people alike.

St Margarets Church of England Academy is committed to ensuring that every student makes the most of their potential, ensuring that every person within our community can flourish & thrive. The Academy is working hard to ensure that the highest quality of teaching, with bespoke CPD for all staff is in place, that there is the best possible student support, and the most appropriate and innovative curriculum is embedded.

The Academy is part of the All Saints Multi Academy Trust. All Saints Multi Academy Trust is a joint Church of England and Catholic Academy trust, making it incredibly unique. The trust comprises of four secondary schools and one primary school, with five primary schools set to transfer into the trust before the end of the academic year. There is a trust wide commitment to improve, accelerate and enable ambitious life goals amongst all young people in their academies. The headteachers within the trust work closely together to innovate share good practice and most importantly support each other through various networks and opportunities. The trust has a strong central team who support each academy and headteacher with key functions, which allows the headteachers to focus on school improvement and improving standards for the young people that they serve.





Our Mission, Ethos & Values

Inspired by the knowledge and love of God we all come together to learn in a Christian community where we are valued for who we are and who we could become.

Our Ethos:

It is intended that education at St Margaret's should be both life-lasting and life-enhancing. Our mission statement focuses on the work and the life of the school which takes place in an orderly atmosphere where self-discipline, mutual respect and the welfare of each individual is greatly valued. Importance is given to regular worship, religious education in the classroom and on the general presentation of Christianity in the school family.

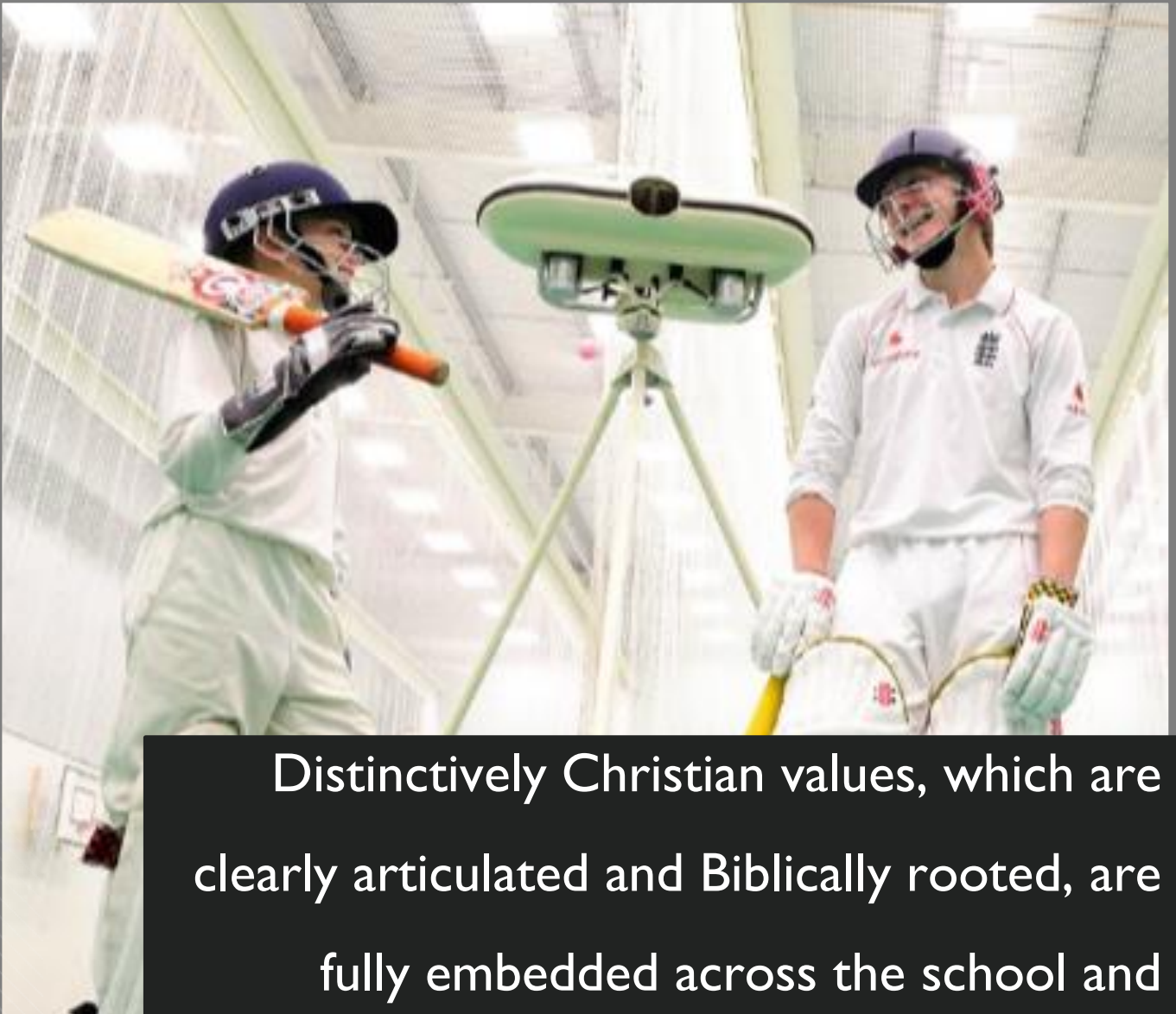
The school presents the teachings of Our Lord but recognises that commitment is a matter which must be left to each individual. We regard the school as an extension of the family. We want everyone to enjoy their time with us, to be proud of their school and to uphold the principles that underpin a Christian School.

Our Values:

As an Academy we have adopted 3 Christian values which we feel are the basis of our community.

Compassion Resilience Respect





Distinctively Christian values, which are clearly articulated and Biblically rooted, are fully embedded across the school and inform its life at every level.

Section 48 Inspection 2017





Application and Interview Process

After the closing date, shortlisting will be conducted by a panel. Please read the job description and person specification carefully before writing your application. All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK.
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate.
- Documentary proof of current name and address (i.e utility bill, dated within the last three months).
- Where appropriate any documentation evidencing changes of name.
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies of certified copies are not sufficient.

References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous employers for information to verify experience or qualifications before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional offer: Pre-employment Checks

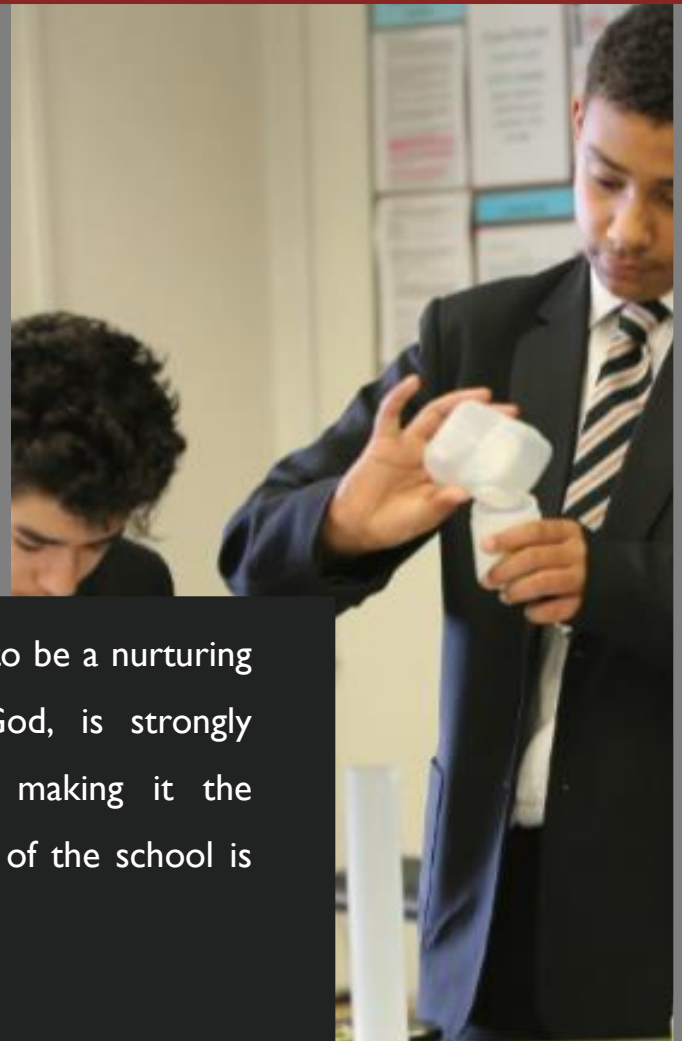
Any offer to successful candidates will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check
- Prohibition order
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.



Leaders are determined to raise the achievement of all pupils at the school, including those pupils who are disadvantaged.

Ofsted November 2021



The Christian vision of St Margaret's, to be a nurturing community built on the love of God, is strongly articulated and deeply understood, making it the foundation on which the whole work of the school is built.

Ofsted September 2021



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ACADEMY

Vacancy Specific Information



PROUD TO BE PART OF
ALL SAINTS
Multi Academy Trust



Pupils are happy and enjoy coming to school. They described their school as a safe and friendly place to learn, where everybody is welcome.

Ofsted November 2021





Job Vacancy

Role: Pastoral Manager

Salary Band: Grade 6 SCP 24-29

Contract: Permanent

Applications are invited for an enthusiastic and ambitious Pastoral Manager

The Academy is part of the All Saints Multi Academy Trust and works closely with its sister schools, Hope Academy, The Academy of St. Nicholas and The Academy of St Francis of Assisi. There is a trust wide commitment to improve, accelerate and enable ambitious life goals amongst all young people in their academies.

The successful candidate must share these values and have the skills, expertise, and determination to translate them into reality. You will join a school and trust committed to your personal development with access to 21st Century CPD opportunities so that you can continue to grow as a professional.

We are determined that the successful candidate will have:

- A passion for supporting our students through the pastoral system.
- Impact on improving outcomes.
- A passion for making a difference for young people in the city of Liverpool.

Closing date for applications: 12 noon Friday 17 May 2024

Interview date: Wednesday 22 May 2024

Application packs are available on the Trust website at www.allsaintsmat.org/vacancies.

Completed application forms should be forwarded to recruitmentapplications@allsaintsmat.org

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

The Trust is an equal opportunities employer.





Job Description

Job Title: Pastoral Manager – Support Staff

Grade and Salary: Grade 6 SCP 24 - 29

Reporting to: Senior Leadership Team

Contract Type: Permanent

Key Duties and Responsibilities

- Work with the AHT and other pastoral staff to ensure the implementation of the Academy's pastoral system.
- Ensure a smooth day to day operation of an allocated year group or cluster of year groups.
- To undertake regular student voice activities and take necessary action on feedback.
- To ensure all students display positive behaviour and learning behaviours across the academy.
- To contribute to the effective operational activities of the Academy, including attendance at meetings, events and activities as required.
- To contribute to the implementation of an ambitious curriculum by helping to create and maintain an appropriate teaching and working environment.
- To ensure continuous improvement in standards, high quality evaluation and improvement planning throughout the Academy.
- To lead, support and encourage the highest possible standards of behaviour, learning, attainment and achievement.
- To manage resources creatively, effectively and efficiently to meet the priorities of the Academy.
- To celebrate success and to implement strategies for continuing improvement while constantly challenging under-performance at all levels.
- To chair subject meetings, as appropriate, to ensure effective consultation communication and implementation.

Specific Responsibilities

- Maintain a focus and overview of student's behaviour and attendance in the year group with a view to continual improvement and high achievements.
- Maintain a focus and overview of student's rewards across the year group.
- Monitor the effectiveness of interventions in place to support students across the year group.
- Induct all new staff into the procedures and practice for the subject ensuring they know about expectations, resources, planning, record keeping etc.
- Liaise across phases and, as appropriate, with primary and secondary schools and outside agencies.
- Promote parental engagement amongst the year groups.





Other Responsibilities

- To provide positive and dynamic leadership of students by creating a supportive and innovative environment that encourages a culture of high performance.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To maintain effective relationships with local, regional and national agencies, as appropriate.
- To develop appropriate external relations with other senior professionals and to represent the Academy at external meetings, as required.
- To report to the Assistant Headteacher as required and chair any relevant subject working groups.
- To participate in the Academy's appraisal process and engage in continuous professional development and networking to ensure that professional and strategic contributions are up to date.

Academy Ethos

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England to education.
- Implement the Academy Improvement Plan to meet the objectives set out in the Funding Agreement.
- Help to meet strategic targets for the Academy set by the Local Academy Council.
- Support and facilitate access to the curriculum for all learners to meet the objectives in the Academy Improvement Plan and targets set by the Secretary of State and Governing Body.
- Enable the Academy to be rooted at the heart of the community.
- Develop links as appropriate with partners, schools, FE and H establishments, sponsors and the Connexions service, thereby ensuring greater opportunities for the young people in the Academy particularly in the areas of work experience and study support.



Communication and Liaison

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the Academy.
- Follow agreed policies for communications in the Academy.
- Take part in liaison activities such as parent's evenings, review days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies

Pastoral System

- Promote the general progress and well-being of individual students.
- Evaluate and monitor the progress of students and keep up to date student records as may be required.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- Contribute to the Learning for Life programme according to Academy policy





Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Academy's Appraisal process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, 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
- An Enhanced DBS Check will be requested on successful application to a position at the Trust
- The Trust operates a no smoking policy





Person Specification

Qualifications, Knowledge and Understanding	Essential	Desirable
Grade 5 or equivalent qualifications in English & Mathematics	✓	
QTS		✓
Pastoral experience within a school setting		✓
A secure knowledge and understanding of the issues associated within the secondary education sector.		✓
Evidence of continuing professional development.	✓	
Knows and understands the characteristics of high-quality care & guidance	✓	
Experience of working multi-agency to support the welfare of young people		✓
Experience of working with Microsoft Office packages with competence.	✓	
Personal Attributes		
Is able to lead our commitment to our Christian ethos through the curriculum, the role of pastoral lead and day-to-day life at the Academy	✓	
Places the welfare and safety of children at the heart of his/her practice	✓	
Enjoys being with children, has a passion for education and for seeing young people learn, achieve and succeed in a positive, safe and enjoyable climate.	✓	
Is of a reflective, focused and determined disposition willing to promote change and innovation	✓	
Is committed, resilient, robust and resourceful	✓	
Has high aspirations for students beyond typical expectations	✓	
Demonstrates fairness, honesty, reliability and integrity in his/her existing practice and conduct	✓	
Demonstrates self-confidence in his/her ability to succeed, maintaining energy and enthusiasm in challenging situations	✓	





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St Margaret's Church of England Academy
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St Margarets Church of England Academy is proud to be a member of the All Saints Multi Academy Trust.
All Saints Multi Academy Trust is the operating name for the The Liverpool Joint Catholic and Church of England Academies Trust (Company Number 07007398).
51 Horrocks Avenue, Garston, Liverpool, L19 5NY.



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