

St Mary's Catholic High School and Sixth Form College

This prospective applicant pack provides you all the relevant information you need to apply for the vacancy being advertised. The pack also provides a lens into our flourishing school community through the videos and content that we have created for you.

CLOSING DATE FOR APPLICATION: 9.00AM, WEDNESDAY 17TH JANUARY 2024

INTERVIEW DATE: TO BE ADVISED



“ I can do all things through Christ who strengthens me to be a **safe, happy, proud, loving** person who **flourishes** in life ”

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OUR MISSION STATEMENT

I can do all
things through
Christ who
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loving person
who **flourishes**
in life. ”

HEADTEACHER'S WELCOME



Dear Applicant

Thank you for your interest in our school. We have pleasure in enclosing this information pack, which we hope you will find useful in deciding whether to apply for a role in our school. We are very much aware that a decision to apply for a new job is a two-way process; if appointed you would be committing at least the next few years of your professional life to the school and you will want to ensure that you are happy coming to work each day, be professionally challenged and prepared for the next stage of your career. The aim of the pack is to provide you with a flavour of our school community and we of course welcome visits and conversations before the closing date.

We are very much first and foremost a Catholic high school. That means our values and vision are rooted in the teachings, example and life of Jesus Christ. This does not mean we expect every member of staff to be a practising Catholic, but we do expect every member of staff to share our values and be active in promoting the Catholic life of the school through their daily interactions. Our Mission Statement is focused upon helping every person have a sense of self-belief so that they feel safe and happy, proud to be associated with St Mary's so that we are able to share God's love and thrive in our lives. To enable us to make this happen we have put a great emphasis on character education where we outline the virtues we aspire to in order to fulfil the school's mission. These virtues are Christ centred and are used in all aspects of school life. These are:



FIND OUT MORE ABOUT OUR SCHOOL'S CHARACTER VIRTUES HERE

<https://cutt.ly/yk8HcOQ>

We expect every adult in school to embrace these virtues and act as role models for them. The character virtues were introduced in 2020 and are becoming embedded within our school. They mark the latest phase of our school's development. In 2019, the school was judged to be **"Good"** noting the impact of the, **intelligent and determined leadership** in our school.

We are looking forward to building on our successes as a transformational school. We are ambitious to provide the best possible education for our students and constantly challenge ourselves to improve. In 2023, our ongoing school priorities are:

- *Ensure our SEND Provision is front and Centre of all that we do*
- *Ensure all our students have literacy skills to ensure they can flourish academically and socially*
- *Ensure we provide the highest quality of Teaching and learning experience for all our students*
- *Ensure our target setting, assessment and reporting processes are widely understood and impact positive on learning*
- *Ensure we have consistently highest standards of behaviour in school*
- *Ensure our Pastoral provision meets the growing needs of all of students, particularly the most vulnerable, to overcome barriers and enable them to flourish*
- *To ensure what we have a Curriculum that has a clarity in its vision and a structure, sequence and coherence in its implementation*
- *Ensure that our Personal Development Curriculum prepares our students effectively for the challenges of adulthood to enable them to flourish*
- *Within the context of faith, local, regional, and national developments ensure that the school uses every opportunity to continue to flourish, that we develop a clear leadership structure at all levels to build capacity and succession planning, which enables our staff to enjoy a professionally challenging life whilst maintaining a healthy work life balance*
- *Ensure that Christ is at the centre of all that we do, and our distinctive Catholic identity is lived out across all aspects of school life.*

All of the above is underpinned by a Behaviour Policy rooted in the warm strict approach, which incorporates the highest expectations and absolute consistency delivered in a manner founded in love, which is at the core of Christ's examples and teachings.

The school originates from the post-war expansion of secondary education; it was originally a separate boys and girls' school that merged. We have 1600 pupils and employ 168 staff. The site is large, extending over 33 acres, and has a campus style with blocks housing specific departments with generous playing fields, an astro-turf, sports hall, gym and fitness suite. The school is situated in Astley, a community village serving Manchester and Liverpool and our pupils come from the local area as well as Leigh, Tyldesley, Atherton, Boothstown, Hindley and Lowton. We have eight partner primary schools but draw pupils from 30 different schools in the locality. We are oversubscribed for applications in Year 7 and have well over 200 applications for sixth form next year. The catchment area of the school is very diverse in terms of socio-economic basis and it is truly comprehensive in this sense but less so in other areas, as most pupils are of white British and Irish heritage.

As I indicated earlier, we are more than happy to welcome prospective candidates with an informal call or to visit the school before the application deadline. If you would like to take advantage of this, please contact Tricia Foster, Human Resources Manager who will arrange a mutually convenient time.

Yours faithfully,



Denise Brahms
Headteacher

GOVERNORS



Dear Applicant

Thank you for your interest in our school. We are very proud of our school community as it goes from strength to strength. We believe strongly that the quality of our provision is entirely dependent on the professionalism, energy, commitment and skill of every single member of staff and each individual has a vital role to play. We understand that working in a school is a really demanding vocation and as a governing body we want to ensure that systems are in place to support and professionally challenge everyone. Our Catholic faith underpins this. This does not mean that you have to be a practising catholic to work in our school, (*with the exception of Headteacher, Deputy Headteacher and Head of Religious Education*). We welcome applications from people of all faiths and fully recognise that diversity brings about strength. We do ask that candidates support the values of the school and understand that every adult in the community has a key role to play in developing this.

I hope the information pack is of use to you. Please take the opportunity to visit us and ask any questions you have. You will find a warm, welcoming community that is truly supportive of everyone and we very much hope to receive an application from you.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'NG', written over a white background.

Dr Neil Gredecki
Chair of Governors



Y11 Head Flourishing Life Leaders



Dear Applicant

A famous man once said “with confidence, you have won before you have started”, and this idea is one we think our school achieves in developing every member of the community, and the reason we have the confidence to be who we are today, not only as Head Pupils, but as our authentic selves as well. Starting at a new school will always be scary, you can’t get past that, but from personal experience we know that our school exceeds in making everyone feel accepted and welcome, especially when one of us joined midway through Year 9 and settled like they’d been there since the beginning. One of our favourite things about our school is our exceptionally strong sense of community, which is rife in every aspect of our school life (no matter how cliché it sounds), from our student leadership team to our senior leadership team. We genuinely feel everyone can be themselves and that everyone has the potential to grow in our environment as we have such a diverse and vibrant splash of individuals. Overall, we are certain that no matter if you are a student, teacher, caretaker, you are loved and appreciated as a vital part of our school community. We hope that we have given you a flavour of what it's like at St Mary's and hope you would like to work here.

Jada Mitchell and Zach Wahed

Y11 Principal Students - Flourishing Life Leaders

Sixth Form Flourishing Life Leaders



Dear Applicant

To us, St Mary’s Sixth Form is the place where young people finally find their place in the world. You see the special part of St Mary’s Sixth Form is that the community acknowledge the fact that this is particularly a hard time in a young adult’s life, especially when you’re transitioning between high school and going onto university or the world of work. However, the daunting feelings seem a little less difficult to comprehend with the help of the caring and compassionate staff. The bonds that grow between each other, whether it’s in the common room, in our form rooms, in lessons, reflect the love and care that encompasses the school. As we develop our independence, we know staff at St Mary's will help us to gain the balance between healthy individual strength and also knowing when to reach out for support when necessary. Each day is an opportunity for us to shine brighter than the day before and accomplish our ambitions. St Mary’s Sixth Form provides us ‘hope’ of a flourishing future.

Molly Withers

KS5 Principal Student – Flourishing Life Leaders

VIRTUAL TOUR OF OUR SCHOOL



Please click the follow link to see the virtual tour we have created for you. This will provide you a lens into our flourishing school community.

CLICK HERE <https://www.youtube.com/watch?v=1dByhzlFu8U&feature=youtu.be>

VIDEO FOR PROSPECTIVE PUPILS



OUR OFFER TO STAFF



Staff wellbeing is important at St Mary's. Working in a school is a tough job. It can be immensely rewarding but also physically and emotionally draining. Therefore, it is vital that as a Catholic community we look after one another at all levels and in all posts so that we form a cohesive and effective workplace. Should you be successful in your application the school offers access to a wide range of facilities to support staff health and well-being including the following:

HEALTH AND WELLBEING

- An induction process that collates all information needed to become part of the community along with support from a designated wellbeing buddy for the first half term to help with any concerns. Mental health resources, such as the wellbeing employee service, reflection sessions with mental health professionals and 1-1 in house counselling.
- A Mental Health Lead that is responsible for wellbeing for both staff and students and an opportunity to join the staff wellbeing team that have been involved in both physical and virtual wellbeing weeks.
- Personal mentors for RQTs/NQTs/Trainees.
- SLT open door policy.
- Offer of a reflection session with mental health professionals.
- Regular staff surveys to allow for discussion around key priorities during the school year.
- Wellbeing work with students in Curriculum for Life to enable better behaviour, more focus etc.
- PPA/Frees are allowed to be taken off site providing the guidelines are followed.
- Duties happen once a week on a day you have a free and consist of one break and one bus duty.
- New appraisal process including the absence of numerical targets.
- Restructure of after school meetings so that these allow for departmental, whole school and personal development time (teaching staff).
- Discussion and changes of the assessment calendar to help with work-life balance.
- Updated marking policy created at a department level.
- Access to free refreshments (tea & coffee) for all staff.
- Access to an onsite fitness suite with dedicated time for staff usage along with exercise and Mindfulness sessions all free of charge.

This is by no means an exhaustive list and wellbeing is very much a fluid offer that adapts and changes to the needs of staff and students at St Mary's constantly. We look forward to welcoming you into our Catholic community and hope you have some creative ideas to share that will enhance our offer further.





The image shows the exterior of a modern building with a dark, grid-patterned facade. A crest featuring a crown and the motto 'SUBSAPIENTIAE' is mounted above the entrance. The words 'ST. MARY'S', 'SIXTH FORM', and 'CENTRE' are displayed in large, white, three-dimensional capital letters on the wall. To the left, there are large glass windows. The overall scene is in a muted, greyish-blue tone.

ST. MARY'S SIXTH FORM CENTRE

“ This school has been transformed since the last inspection as a result of intelligent and determined leadership, including in the Sixth Form.

Leaders, including governors, have secured evident and significant improvement throughout all aspects of the school, most particularly in the behaviour of pupils, their attendance, the quality of teaching and the achievement of disadvantaged pupils currently in the school

OFSTED REPORT

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OFSTED PARENT VIEW FEBRUARY 2021

97%	Of parents say that their child is happy at our school
97%	Of parents say that their child feels safe at our school
96%	Of parents say that pupils behave well at our school
94%	Of parents say that we high expectations for their child
96%	Of parents feel that their child does well at our school
98%	Of parents feel that we offer a good range of subjects
91%	Of parents feel we support pupils Personal Development
97%	Of parents would recommend the school to another parent

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Science Technician (0.56FTE)



Support Staff Salary: Grade 5 (SCP 8-14)

Salary: £11,619pa - £13,627pa (based on working 40 weeks per year)

Hours: 21 hrs per week (08.00am – 3.30pm Wed – Friday)
Term Time + 2 weeks

REQUIRED FOR AS SOON AS POSSIBLE

The Governors of this Catholic high school are looking to appoint a permanent part time Science Technician to provide the Science Faculty with high quality technical and scientific assistance, in order to enhance the quality of educational experiences offered to students in science. The post is suitable for someone with an interest in science who would like the opportunity to train and develop as a technician in this area. As a Science Technician, you will work flexibly as part of a small team across all sciences and be responsible for preparing equipment and laboratories for practical classes, assisting with demonstrations and maintaining all standard laboratory equipment and resources; ensuring the safe storage of chemicals and working to high levels of health & safety.

This is a good opportunity for a highly organised, methodical and enthusiastic individual to gain valuable experience in a school environment. Our ideal candidate will have a keen interest in science, hold an appropriate science qualification (ideally to A Level standard) and should have some background science knowledge. A willingness to learn is essential with appropriate training being available for the suitable candidate. We are looking for a candidate to have good communication and interpersonal skills, the ability to work independently as well as being a strong team member with a flexible approach to meet the changing demands and priorities of the role.

If you require any additional information please contact Tricia Foster, Human Resources Manager by e-mail t.foster@st-maryshigh.wigan.sch.uk

Closing date: 9.00am, Wednesday 17th January 2024

Date of Interview: To be advised

St Mary's is an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check.

Full details of this post including the CES Support Staff application form and the associated application documents are available to download from the school's web site <https://www.stmaryschs.org.uk>

APPLICATION PROCESS



To apply for the post your completed application must be submitted to include the following documents:

- CES Support Staff Application Form; including a supporting statement (current version December 2020)
- CES Consent to Obtain References
- CES Monitoring Form

Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs D Brahms, Headteacher to recruitment@smchs.org.uk.

JOB DESCRIPTION



POST TITLE: Science Technician (0.56FTE)

Job Purpose

To work as part of a team of technicians in order to support and develop the practical element of learning within the science department. You will be responsible for preparing class practical and assessment resources to support curriculum delivery and demonstrations across the science curriculum.

To work within health & safety guidelines to develop & maintain science resources including chemicals & stock and to arrange for the safe storage of equipment and chemicals within the science preparation room .

Assist and support the preparation for extra-curricular activities, school open evenings, including sixth form, and any other appropriate school events.

MAIN DUTIES AND RESPONSIBILITIES

1. To be responsible for the preparation, removal, cleaning and storage of materials and equipment required for practical lessons.
2. To carry out regular maintenance checks and minor repairs on equipment and be responsible for the effective maintenance and general good order of science teaching areas.
3. To be responsible for the application of good practice when dealing with the use and storage of materials and equipment ensuring compliance with Health and Safety, COSHH and other relevant regulations.
4. To be responsible for the safe disposal of chemical and biological waste in accordance with safe working practices.
5. To assist in the organisation of the effective/efficient use of science equipment in the department, including relevant record keeping.
6. To assist in the preparation of resource materials including learning packs.
7. To maintain reasonable stocks of relevant materials which will include ordering goods and supplies from authorised staff requisitions and liaise with suppliers as required.
8. To assist in the maintenance of record systems relating to stock and equipment within the faculty.
9. To co-operate and actively participate with others in providing quality learning for all within the school.
10. To contribute to and develop initiatives which may benefit the department and the school.

11. To follow strictly the requirements of the school in relation to Health and Safety, COSHH and risk assessment.
12. To provide cover/support for the Senior Laboratory Technician in his absence and for the other science technicians as and when required.
13. To undertake such duties as may be determined by the Head of Department and Senior Laboratory Technician commensurate with the grade to support the effective and efficient operation of the department and the school.

General / Other Duties

- To undertake and comply with any reasonable request from the Headteacher/Deputy Headteacher/Senior Assistant Headteacher to undertake work that is commensurate with the job title and grade of a similar level, but may not be specified in this job description.
- Conduct your duties in a professional and confidential manner that promotes a positive impression of the support services and ethos of the school in all circumstances.
- Positively participate in continuous professional development and training to develop own professional practice, undertaking safeguarding and other forms of training as required to maintain skills and knowledge base. Review and develop own professional practice, undertaking training as required. To engage & participate in the school's performance review processes.
- Contribute, support and promote the overall Catholic ethos, Mission statement, work and aims of the school. Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the school.
- To be aware of the school's duty of care in relation to staff, students and visitors and
- to comply with the health and safety policies at all times. Act in a courteous professional way, at all times, in communications with both colleagues and other school stakeholders.
- Carry out duties with due regard for all school policies but in particular safeguarding, equal opportunities, data protection, confidentiality, child protection and health & safety policies.
- Be familiar with and ensure compliance of all current legislative requirements i.e., data protection, copyright and computer misuse and advise staff as appropriate.
- Develop good working relations with other colleagues and promote a positive impression of the support services in all circumstances, identifying areas for improvement.
- To work flexibly in the interests of the school and carry out duties in the most effective, efficient and economic manner.
- Be a designated First Aider and maintain a valid First Aid Certificate. Review and develop own professional practice, undertaking training as required.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION



	Essential	Desirable
QUALIFICATIONS AND ATTAINMENTS		
Higher Level Science qualification (i.e. A Level or BTEC, Degree)		√
Appropriate Technicians qualifications (i.e. Health & Safety, CLEAPPs		√
Good standard of Maths, English & Science (min GCSE C or current equivalent)	√	
Basic First Aid Training or Willingness to undertake as soon as possible.	√	
KNOWLEDGE & EXPERIENCE		
Experience of working in a school context or working with young people		√
Knowledge of common hazards and how to dispose of biological, chemical and microbial waste.		√
Previous experience of researching or working in a laboratory environment and the preparation of laboratory substances and equipment		√
Experience of working with chemicals		√
General knowledge & understanding of Health & Safety legislation as it relates to the role in school		√
Understanding of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals		√
General knowledge and understanding of safe working practices in relation to the handling and usage of hazardous equipment and tools		√
A basic understanding of key science principles; gained through science studies or research.	√	
SKILLS & ABILITIES		
Good oral, written, communication & numeracy skills	√	
Ability to work constructively on own initiative or as part of a team to organise and prioritise workloads whilst working to agreed timescales.	√	
Ability to communicate, consult and work well with colleagues and students, at all levels, on work related matters.	√	
Reliable and flexible approach to work as working some hours outside of normal school hours may be required (i.e. Open Evening, extra -curriculum events)		
Basic IT skills (i.e. Microsoft word, excel).	√	
Excellent organisational skills and the ability to multi-task, work under pressure and use own initiative to resolve queries or problems.	√	
Willingness to learn and to be proactive in own personal development.	√	
Awareness & understanding of Equal Opportunities within the workplace.	√	
Respect and maintain confidentiality & in a tactful and diplomatic manner.	√	
Professional appearance and approach to work.	√	
Excellent time management skills.	√	
Special Working Conditions <ul style="list-style-type: none"> • Legally entitled to work in the UK . • Good references from previous employers • Hold a current driving licence and have access to a car for work. 		
A well-constructed and concise application showing evidence of knowledge, planning and enthusiasm for the role.		

The School Governing Body are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short listing and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet all of the essential criteria in your application and supporting statement.