

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, MONDAY 5TH FEBRUARY 2024

INTERVIEW DATE: THURSDAY 15TH FEBRUARY 2024



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



OUR MISSION STATEMENT

I can do all things through **Christ** who strengthens me to be a **safe, happy, proud, 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. 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 2024, our ongoing school priorities are:

- *To uphold the Catholic nature of the school by ensuring **all** pupils achieve in line with national averages. Teaching will be inspirational and evidence-informed with highly effective use of assessment that checks for understanding of the curriculum, all of which ensure a high level of attendance for all students*
- *To develop well-behaved young people who are able to think ethically, morally and technologically. They will be able to reflect their dignity and the dignity of others as sacred individual created by a loving God. This will result in motivated, respectful, tolerant learners who make a tangible contribution to the life of the school through engagement and good attendance.*
- *To enhance the provision of Catholic Life Personal Development curriculum including the statutory curricula for Citizenship, Careers, RSE (Relationships and Sex Education) and PSHE (Personal, Social, Health and Economic education); including sixth form. Thus, ensuring a high level of attendance for all students.*
- *Developing colleague and student understanding, leadership and involvement with collective worship and Catholic life.*

All of the above is underpinned by a Relationships & 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.

Our 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 around 200 applications for Sixth Form annually. The catchment area of the school is very diverse in terms of a 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 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

CHAIR OF 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=1dByhzIFu8U&feature=youtu.be>



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, Yoga 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.



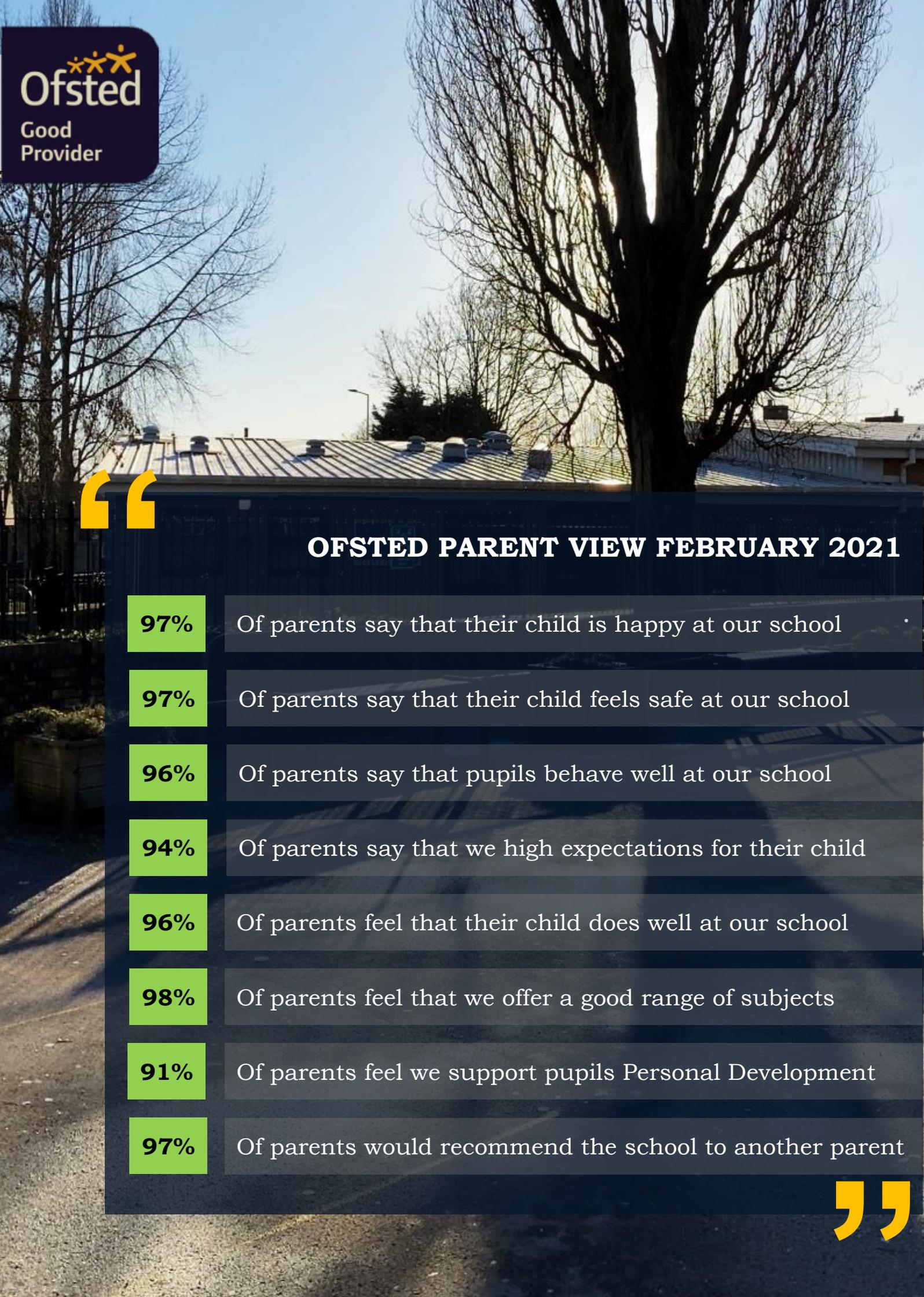


ST. MARY'S SIXTH FORM CENTRE

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



“ 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 have 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

”



ADDITIONAL INFORMATION

Our Mission as a Catholic school

The successful candidate will be joining a school that puts Christ at the centre of all we do, knowing that from Him we will be strengthened and upheld through the challenges and joys of school life. Throughout the school year, we offer pupils numerous opportunities to share liturgies, and we see this as central to the life of the school. Leading and supporting these opportunities will be a key aim for the appointed Chaplain.

A major event on the school calendar is the Year 7 Mass of Welcome, to which all parents are invited. We mark the end of each term with liturgies and observe the Church's calendar, holding services or Masses, as appropriate at Christmas and to mark Easter. We have a fortnightly Mass in the local parish church of St. Ambrose and throughout the year, all of our students will have the opportunity to attend Mass there.



We also see opportunities to respond to others and the needs of the world, as a key part of educating our students in their Catholic faith. To that end, we invite them to take part in harvest festival, a Reverse Advent Calendar, CAFOD Lent fast and encourage students to seek other ways that they can act in a socially responsible way. Our Sixth Form Students are also invited to take part in the HCPT Pilgrimage to Lourdes at Easter, and those who attend always make us really proud in the way that they conduct themselves and work with the children.

Collective Worship

Assemblies



All assemblies provide the opportunity for praying together as a school community, and collective worship is their prime function. Assemblies are planned and delivered by students in their form groups, the Chaplain and SLT and follow liturgical themes throughout the year. Assemblies take place in the school hall, which is the extension of the school chapel.

Year Group Assemblies

Each year group has an assembly once a week, on a designated day, at 8.30am as follows:

- Year 7 – Monday
- Year 8 – Tuesday
- Year 9 – Wednesday
- Year 10 – Thursday
- Year 11 – Friday

Collective Worship in forms

Each morning will begin with prayers in form tutor groups. Pupils are encouraged to take an active part and on occasions lead the reflections and prayers. The school day normally ends with a prayer too.

RE Ambassadors and Chaplaincy Team

The RE Ambassadors are a group of students who wish to promote RE and Chaplaincy in school. They are involved in the planning and delivery of school events and form part of the student Chaplaincy Team.

The Chaplaincy Team meets on a half termly basis and is made up of RE Ambassadors, Flourishing Life Leaders and members of staff.





SCHOOL CHAPLAIN (An additional market enhanced recruitment & retention allowance may be available to secure an outstanding candidate)

Support Staff Grade 7 (SCP 20-25)
Salary Band: £27,274 - £30,558 per annum (based on working 41 weeks)
Starting Salary: £27,272pa (annual increment through the pay scale)

Hours of Work: 37 hrs per week (Term Time + 3 weeks)
 (8.00am start time, some flexibility and evening work may be required)

REQUIRED AS SOON AS POSSIBLE

What our students say:

Could you be our next chaplain?

*'We are looking for our next school chaplain to come and work at our school, which has a caring environment and a great group of staff. We think our students are hard-working and offer support to each other. We need a school chaplain who is approachable and positive, with **amazing** communication skills, who is a good listener and will support our students at stressful times. It is important to us that our chaplain will help the spiritual life of the school to grow.'* (Written by our RE Ambassadors)

The role of Chaplain at St Mary's is a highly valued role within the school, which holds at its heart the mission, 'I can do all things through Christ who strengthens me to be a safe, happy, proud person who flourishes in life'. The person appointed will be faith-filled and enthusiastic in their commitment to inspire the school community to live out its mission as a Catholic school.

The governors of this popular high school are therefore looking to recruit a committed and inspiring chaplain to support the faith lives of our students and staff and to ensure that the Catholic faith of St. Mary's permeates all aspects of school life. The successful candidate will be a practising Catholic with a deep sense of faith commitment and have an approachable and friendly way of relating to young people. The person appointed to this post will need to have diverse skills and interests underpinned by a well-articulated faith. The nature of the role will require the person to have a strong faith and commitment to Catholic education.

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

Closing Date: 9.00am, Monday 5th February 2024

Date of Interview: Thursday 15th February 2024

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

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.

APPLICATION PROCESS



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

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

- CES Lay Chaplain Application Form (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.

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.

JOB DESCRIPTION



POST TITLE: School Chaplain

Background

The Chaplain has a distinctive role in the life of the school community at St Mary's and works with all the members of the school community, including the Governors. The role is integral to the development of the Catholic life and nature of the school working and to the implementation of the school vision statement and the ethos of the school. The Chaplain will work across school to ensure colleagues have appropriate resources, materials and training to make sure that the Catholic nature of the school is reflected in classrooms and on corridors. The successful candidate will receive the support and training needed to be successful in the role.

The Chaplain will be a practising Catholic who can lead the school in its prayer life. With Gospel values at their core, the Chaplain will treat all members of the community with dignity and build relationships rooted on mutual respect.

The chaplain will work alongside all departments in the school, especially the RE department at various times throughout the year.

The purpose of the post:

- To be a visible presence and witness within the school community, developing Collective Worship and Catholic Life across the whole school.
- Engage with young people, staff and the school community to develop opportunities to explore their faith and ethos
- To develop and facilitate a chaplaincy team of students and staff
- Work alongside the existing pastoral team by contributing to the pastoral system in school through supporting the emotional wellbeing of the community.
- This job description should be read alongside the National Standards document for School Chaplains.

Reporting to: Assistant Headteacher – Head of Religious Education

Job Outline

The Chaplain will:

- Organise the school's Collective Worship and be an example of prayerfulness.
- Be attentive to the needs of all members of the school community accompanying them through their joys and sorrows and reaching out to those who are most in need.
- To develop and facilitate a chaplaincy team of students and staff
- As a leader, with an understanding of the liturgical life of the Church, lead pupils and staff in the appreciation and marking of this.

- Engage young people in prayer, maintain a space for prayer and ensure the Catholic nature of the school is reflected in classrooms and on corridors. Helping pupils and staff to develop confidence in planning and leading worship, providing training as needed.
- Providing opportunities for retreats.
- Have a good knowledge and understanding of the Catholic faith so that they can support the formal and informal learning that takes place across school life, lead and support the professional development of staff in terms of the Catholic Life of the school and contribute to the RE department, where appropriate.
- Make arrangements for the regular celebration of Mass and the sacrament of reconciliation, liaising with local clergy to facilitate partnership between school and parish.
- Maintain good working relationships with colleagues and the governors, as well as reporting to governors, when required.
- Contribute to writing and monitoring the Self Evaluation Form in preparation for a Denominational Inspection. This will involve identifying needs within the school and ensuring a positive impact on the Collective Worship and Catholic Life of the school.
- Manage the chaplaincy budget and other resources in school, as well as developing policies that are relevant to the post.

General Responsibilities

- To work flexibly in the interests of the school and undertake such additional duties identified by the Headteacher that are reasonably commensurate with the post and level of responsibility.
- 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 training as required to maintain skills and knowledge base. Review and develop own professional practice, undertaking training as required.
- Support the development of other colleagues by providing training to staff. Participate in the school development planning processes.
- Contribute, support and positively promote the overall ethos/work/aims of the school.
- The postholder must carry out their duties with due regard for all school policies but in particular safeguarding and child protection, equal opportunities, data protection, confidentiality 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. Training will be provided on these matters.
- Develop good working relations with other colleagues and promote a positive impression of the support services in all circumstances, identifying areas for improvement

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate alternative duties that are commensurate with the job role, skills, grade and level of responsibilities.

PERSON SPECIFICATION

	Essential	Desirable	Source
Qualifications			
Relevant degree or comparable level knowledge and experience (i.e., Chaplaincy, Youth Work)		√	A/I
Appropriate Level 3 qualification or demonstrable equivalent level of comparable/appropriate work experience	√		A/I
Knowledge & Experience			
Recent experience of working with young people and or young adults.	√		A/I/R
Experience of managing own workload to meet deadlines.	√		A/I/R
Knowledge and understanding of liturgical seasons, scripture and Church teachings to support the Catholic Life of the school	√		A/I/R
Thorough understanding of appropriate Church teaching and liturgy.	√		A/I/R
Experience and understanding of the faith development of young people, such as <i>Little Church</i> or involvement in leading a church youth group.	√		A/I/R
Professional Skills & Experience:			
Ability to show initiative, negotiate and influence others and work well as a team member.	√		A/I/R
Ability to listen, empathise and provide appropriate advice & guidance to young people in regard to spiritual, moral, social and cultural values.	√		A/I/R
Have excellent organisation and time management skills.	√		A A/I/R /I/R
ICT skills including the use of a range of software i.e., Microsoft Office, Word and Excel.	√		
Ability to communicate through written and spoken word	√		A/I/R
Excellent communication skills – empathy with children with the ability to relate well to staff and parents.	√		A/I/R
Understand and support issues of inclusion.	√		A/I/R
Respects confidentiality.	√		A/I/R
Willingness to understand whole school developments and range of educational issues.		√	A/I/R
Be able to network and liaise with other agencies, such as local clergy or the Youth Ministry team.	√		A/I/R
Be able to guide the school around matters of faith	√		A/I/R
Developed interpersonal, negotiating and persuasive skills	√		A/I/R
The ability to challenge and support on standards, morals and values within a faith school	√		A/I/R

Personal Qualities:			
Be a committed and practising Catholic, with a reference from a priest.		√	A/I/R
To be passionate and committed to the development of the faith journey in school		√	A/I/R
Be inspired to share the values of the gospel		√	A/I
Be approachable, reliable, honest and friendly		√	A/I/R
To have excellent listening skills and be non-judgemental		√	A/I
Other Requirements			
Positive recommendation from current employer		√	R
Good health and fitness level		√	R
Legally entitled to work in the UK		√	A
First Aid certificate or commitment to achieve within agreed timescales. (Appropriate training will be provided)		√	A/I
Written Application	A well-constructed and concise application showing evidence of knowledge, experience and enthusiasm for the role.		

Applicants must meet all of the essential requirements for this post.

The School Governing Body are committed to safeguarding and promoting the welfare of children.

This post is subject to the Enhanced Disclosure procedures. (A: Application, I: Interview, R: References)