

Information pack for candidates



ST HILDA'S
CE HIGH SCHOOL

WISDOM

HOPE

COMMUNITY

DIGNITY

EQUALITY



Dear Candidate

Many thanks for your interest in St Hilda's and the post of Pastoral DSL & Attendance Manager.

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 and equality'. Students helped to choose our 5th value of equality. 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 and William Roscoe 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. Our SIAMS Report in March 2017 graded us as outstanding across all areas, and our more recent Keeping on Track report in December 2019 states '**The strong, vibrant and inspirational vision, which proudly celebrates Christ as the cornerstone of this nurturing, inclusive and flourishing school, genuinely lies at the heart of this Christian community.**' We are unashamedly a Christian school.

Our most recent Ofsted report graded us as Good in 2021. Ofsted reported that '*Pupils, including those students in the sixth form, are full of praise for this school. They feel that it is a happy and safe place to be. Pupils said that staff support them to thrive as individuals.*'... '*Leaders, governors and staff have high ambitions for all pupils. They do all that they can to help pupils do well in school and to be prepared for their future lives. Pupils, including those students in the sixth form, receive a strong quality of education and they achieve well. This includes those pupils with special educational needs and/or disabilities (SEND), and disadvantaged pupils.*'

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 DSL & Attendance Manager 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, share excellent practice, teaching and learning strategies to support those students who need additional support. Your vision to lead St Hilda's Pastoral department to the next level is paramount.

Academically, St Hilda's intake is above 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 Tracey Cain/Margie Lee by email should you wish to arrange a visit recruitment@st-hildas.co.uk



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 DSL & Attendance Manager 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'.

Mrs Jo Code, Headteacher

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 1100 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** and **equality**, 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

Lynne Noon, School Business Manager

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

Roy Bellmon, Deputy Headteacher, Curriculum, Admissions and Appeals, IT Strategy, PHSE.

Suzanne Harrison, Deputy Headteacher

DSL, Behaviour and Inclusion.

John Martin, Assistant Headteacher

Behaviour and Celebration, Deputy DSL, Behaviour support, Student Welfare, House System, Rewards and celebration.

Liz Cowdell, Assistant Headteacher

Curriculum- Teaching and Learning, CPD. Staff Appraisal; Teacher Targets; Mentoring/Support; T & L innovation and development, Development Thursdays.

Andrea Howard, Assistant Headteacher

St Hilda's College.

Katie Pritchard, Assistant Headteacher

SENCo, SEND, Looked after Children.

Carina Bird, Assistant Headteacher

Academic Catch-up.



Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!



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Location and Transport Links

Liverpool enjoys superb communication links. St Hilda's CE School is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

Facilities and Amenities

St Hilda's CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.

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 Designated Safeguarding Lead and Attendance Manager

Working time:	Full Time Term Time + 5 days
Grade:	Scale PO2
Disclosure level:	Post is subject to a current enhanced disclosure
Reporting to:	Deputy Headteacher - Inclusion
Working with:	Teaching and support staff Head of House Assistant Heads of House Wider Pastoral Team EWO Students Parents

PURPOSE OF POST

The Pastoral Designated Safeguarding Lead (DSL) will take lead responsibility for safeguarding and child protection across the school (including online safety). Alongside the Deputy Headteacher- Inclusion. You will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.

They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police. Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video call in exceptional circumstances.

In this role you will oversee attendance and the Assistant Head of House, ensuring our legal attendance obligations are met.

MAIN DUTIES AND RESPONSIBILITIES

Managing referrals

Refer cases of suspected abuse and neglect to the local authority children's social care.

Support staff who make referrals to the local authority children's social care.

Refer cases to the Channel programme where there is a radicalisation concern.

Support staff who make referrals to the Channel programme.

Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child.

Refer cases to the police where a crime may have been committed.

Working with staff and other agencies

- Manage and lead the pastoral team, supporting the Safeguarding and Attendance Procedures.
- Act as a source of support, advice and expertise for all staff.
- Act as a point of contact with the safeguarding partners.
- Inform the headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member.
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically.
- Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced.
 - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school.
- The above includes:
 - Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort.
 - Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential.

Managing the child protection file –alongside Teaching DSL

Ensure child protection files are kept up to date.

Keep information confidential and store it securely.

Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached and the outcome.

Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE).

Where children leave the school (including in year transfers):

Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE.

Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place.

Raising awareness

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff.
- Work with the governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Ensure the child protection policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing.

Attendance Management

- To ensure that the Assistant House Officers are administering student attendance within Synergy.
- To ensure that the Assistant House Officers work closely with Heads of House, form tutors, Heads of Year and outside agencies to analyse data and compile and present reports on student attendance.
- To oversee the Assistant House Officers and ensure they obtain explanations for unexplained student absences in conjunction with tutors, Heads of House and parents/carers.
- To work with the Pastoral team to promote and celebrate good attendance and the raising of standards and to develop practice that improves attendance across the school.
- Plan appropriate interventions to improve attendance and/or punctuality of targeted children with the support of the EWO where appropriate.
- To communicate with parents/ carers via home visits , letters, texts, email and telephone to support improved pupil attendance.
- To ensure that attendance data is accurately maintained, providing clear information as required to appropriate senior colleagues, Governors, Heads of Year and the Local Authority Education Welfare Officer.
- To analyse attendance information and data and work with pupils and their families , where there is poor attendance or risk of developing poor attendance.
- To complete the DFE annual attendance returns, providing accurate information for the school census and school audit.



Training

- Undergo training annually to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C.
- Undertake Prevent awareness training.
- Refresh knowledge and skills at regular intervals and at least annually.
- Ensure that all Deputy Designated Safeguarding Leads undergo regular training.


Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters.
- Support staff during the referrals process.
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.
- To lead the Pastoral team, carrying out line management duties including regular one to ones and annual appraisals.
- To work closely with form tutors and the SENCO to identify where pupils require specialist behavioural intervention.
- To work with staff to implement a programme of rewards for positive behaviour choices.
- Ensure staff are aware of internal procedures for reporting behavior.
- Supporting and leading other staff who have concerns with behavior.
- Support the work of the Year Heads, teaching staff and other colleagues in their pastoral duties.
- Alert other staff members to issues of quality and risk.

Understanding the views of children

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them.
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.
- To work with staff to ensure all behaviours are appropriately communicated and discussed with parents, working as part of a team approach for the pupil.
- Provide objective and accurate feedback and reports as required on pupil behaviour, ensuring the availability of appropriate evidence.
- Work towards further developing a culture of positive reinforcement for pupils and staff in the school.
- Where necessary support in the production and implementation of Individual Support Plans (ISPs).
- To monitor and celebrate the success of pupils using formal and informal structures to celebrate their achievement.

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners.
 - Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
 - Keep detailed, accurate, secure written records of concerns and referrals.
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Other areas of responsibility

- You will have oversight of the pastoral Team and ensure that they supervise the Isolation Unit on a rota basis.
- You will have oversight of the pastoral Team and ensure that they to supervise detentions on a rota basis.
- Line management of identified staff and undertake their Performance Management Reviews.
- To develop and implement an intervention programme of activities to address behavioural, social and emotional needs of individuals and small groups.
- Working with individuals and groups to support learning activities and develop behaviour for learning Support for staff and school in general.
- To be responsible for First Aid cover (Qualified First Aider) – when necessary to attend to sick and injured pupils and staff and to keep an accurate Accident Book.
- Assess own performance and take accountability for own actions, either directly or under supervision.

Support for the School

- To assist with the general supervision of pupils during break times and lunch times and/or when required.
 - To treat all information relating to a pupil as strictly confidential.
 - take responsibility for own professional development and duties in relation to school policies and practices and operate at all times within the stated policies and practices of the school.
 - establish effective working relationships and set a good example through excellent presentation and personal and professional conduct.
 - endeavour to give every child the opportunity to reach their potential and meet high expectations.
 - 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 and management systems necessary to coordinate the management of the school.
 - When required, take part in marketing and liaison activities such as parents evenings, inset days and any other appropriate school events.
 - To assist with school activities involving pupils where appropriate and according to individual skills.
 - When required liaise effectively with parents and governors.
 - 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.
 - 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 and any school-specific procedures / rules that apply to this role.
 - To support the Headteacher in promoting the Christian ethos of the school.
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Person Specification

In your letter of application under section 8 Person Specification, 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
GCSE Maths and English (Grade C above/ equivalent)	E		A
Evidence of recent professional development		D	A
Designated Safeguarding Lead Training	E		
First Aid Qualification		D	A

[B] Experience

	Essential	Desirable	Source
Current/ Recent experience in the pastoral care of school aged children	E		A/I/R
Experience of line managing a team	E		
Experience of working within an educational establishment	E		
Experience of liaising with external organisations	E		
Experience of work with safeguarding practice	E		

[C] Knowledge/Understanding

	Essential	Desirable	Source
Good IT skills on Microsoft Office and a willingness to train on bespoke school systems	E		A/I/R
An understanding of safeguarding considerations for all our students	E		A/I/R
A understanding of SEN and vulnerable groups and how to address their needs	E		A/I/R
Up to date knowledge of attendance legislation	E		A/I

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Outstanding communicator with young people and colleagues	E		A/I
Ability to prepare and plan effectively and prioritise work	E		A/I
Outstanding interpersonal skills and professional manner	E		A/I
Sensitivity to understand to help to build good relationships with students	E		A/I

Ability to deal with conflicting demands, deadlines and interruptions	E		A/I
ICT literate	E		A/I
Able to communicate effectively with parents and carers, conveying timely and relevant information	E		A/I
Commitment to the school Christian values and vision	E		A/I
Able to take initiative when appropriate and work independently	E		
Ability to lead and influence people	E		

[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

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

[F] 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: 9th May – 20th May 2022

Deadline for applications: 9.00am Friday 20th May 2022

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.

