

Information pack for candidates



ST HILDA'S
CE HIGH SCHOOL

WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY
DIVERSITY



Dear Candidate

Many thanks for your interest in St Hilda's and the post of Mental Wellbeing Team Member.

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

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

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

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

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

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Tracey Cain/Jacqueline Draper 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 Mental Wellbeing Team Member, whose vision can take the department to the next level.

Thank you for your time,

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 1065 Students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family, with Jesus Christ as our cornerstone. Building on foundations of **wisdom**, **hope**, **community**, **dignity**, **equality** and **diversity**, we nurture and support each other to be our very best. We rejoice in our diversity and celebrate our many achievements.

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



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

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

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

Senior Leadership Team

Jo Code, Headteacher

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

Karen Kearns, School Business Manager

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

Roy Bellmon, Deputy Headteacher

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

Suzanne Harrison, Deputy Headteacher

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

John Martin, Assistant Headteacher

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

Liz Cowdell, Assistant Headteacher

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

Andrea Howard, Assistant Headteacher

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

Lisa Franks, SENCo

SENCo, SEND, Looked after Children Champion, Vaccinations.

Carina Bird, Assistant Headteacher

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

Conor Merrick, Associate Assistant Headteacher

Head of English, Literacy and Reading Intervention.

Ben Norton, Associate Assistant Headteacher

Early Careers and Appraisals. ECF Lead, ITT Lead.



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.

St Hilda's CE High School

Croxtheth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709

E: info@st-hildas.co.uk

I: www.st-hildas.co.uk

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

Mental Wellbeing Team Member

Working time:	30 Hours per week
Grade/Salary:	NJC Scale 5 (12-17) Term Time only £26,421-£28,770 (pro rata plus 3 inset days) Actual salary £20,193-£21,471)
Disclosure level:	Post is subject to a current enhanced disclosure
Reporting to:	<ul style="list-style-type: none"> Deputy Headteacher (Pastoral) SENCo
Working with:	<ul style="list-style-type: none"> Heads of House Pastoral Support staff Students Parent/carers Outside agencies SEND team F/T's and subject teachers


PURPOSE OF POST

1. To enable students to overcome personal barriers to learning and to help provide a structure that supports the safety and well-being of students, particularly with regard to the mental health of students.
2. To work with pastoral staff to support engagement, attendance, behaviour, transition and progression in order to improve student progress achievement. This may include working with wider children's and adult partner services where appropriate.
3. To demonstrate the effectiveness of the intervention and impact on student achievement/progress.
4. To share and support the school's ethos of Faith, Vision and Nurture and to commit to the highest standards of achievement and personal growth and development for students' mind, body and soul.

SPECIFIC RESPONSIBILITIES

1. Coordinate and oversee the systems for school counsellor and YPAS worker and produce referral documentation.
2. Source, or create appropriate resources.
3. Attend all TAC and CORE meetings.
4. To work with school staff and external agencies to identify students in need of extra support.
5. To develop plans of support that, for the majority of students, will develop resilience and the ability to work towards their educational and life goals.
6. To develop either 1:1 or group mentoring relationships with students identified as needing support.
7. To monitor and respond to CPOMS and other e-safeguarding systems to protect the interests of the student.
8. To work with small groups of Year 6/7 students identified as 'vulnerable' as part of the Year 6/7 transition process.
9. To provide a 'safe haven' for those students and colleagues that need it.
10. To provide information and advice to enable students and adults to make good choices about their own mental health and wellbeing. Utilise person centred planning approaches.
11. To input into and adhere to relevant risk assessments to manage any identified risks.
12. To liaise with colleagues in school and with outside agencies to work towards the best outcomes for students.
13. To organise bereavement support for students.
14. To organise other mental health support services in-house.
15. To liaise with parents as necessary.
16. Be involved in planning and delivering activities for Mental Health Awareness Days/Weeks.
17. To maintain accurate records and help with any administration relevant to referrals to outside agencies.
18. To work with the pastoral and SEND team to perform staff training and provide guidance to staff on mental health issues as requested.
19. Perform any other duties necessary to aid the growth and development of the post.
20. Any other duties as directed by the headteacher or Senior Leadership Team commensurate with the general level of this appointment.
21. To participate in and deliver training and other learning activities as required.
22. To participate in regular supervision.

GENERAL RESPONSIBILITIES

1. To support the Head Teacher in promoting the Christian ethos of the school and the school values.
 2. To act as an ambassador for the school liaising with external agencies and companies.
 3. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
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4. Comply with all policies, procedures and good practice relating to Child Protection, health, safety and security and data protection, reporting all concerns to appropriate staff.
5. To undertake any other duties of a similar level and responsibility as may be required.
6. Act as a positive role model to staff and students.
7. To have personal responsibility for own continuing professional development.
8. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
9. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the health and safety policy and any school-specific procedures / rules that apply to this role.
10. St Hilda's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
11. 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.
12. Play a full part in the life of the school community, support the school's priorities and ethos, and encourage staff and students to follow this example.
13. The post holder will be expected to ensure that output and quality of work is of a high standard and complies with current legislation / standards.
14. Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.
15. The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

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.

In your letter of application, please demonstrate how you meet these criteria.
Do not include a curriculum vitae.



[A] Qualification requirements

	Essential	Desirable	Source
Relevant safeguarding/mental health qualifications.		D	A
Demonstrate levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2.	E		A
Further professional development relevant to the post or a willingness to attend relevant training.		D	A

[B] Experience

	Essential	Desirable	Source
A minimum of two years' experience of working with children supporting their mental well-being.	E		A/I/R

[C] Knowledge/Understanding

	Essential	Desirable	Source
Experience of working in a school setting in a pastoral capacity.	E		A/I/R
DSL Training.		D	A/I
Knowledge/Experience of writing EHATs and MARFS and referral documents.		D	A/I/R
An ability to establish good relationships with students to motivate and inspire them to do their best.	E		A/I/R
A desire to continually improve in the role, valuing the support of other staff and professional development.	E		A/I/R
An ability to support the progress of LAC students.	E		A/I/R
An ability to manage own workload and liaise with Heads of House to offer relevant support.	E		A/I/R
An ability to lead an in-house bereavement support programme.	E		A/I/R
An ability to measure and demonstrate the impact of the role on student achievement/progress.	E		A/I/R
An ability to liaise with other staff to ensure the best educational experience for our most vulnerable students.	E		A/I/R
An ability to liaise with the relevant external agencies.	E		A/I/R
Ability to maintain accurate and timely records and to devise and utilise efficient admin procedures.	E		A/I/R

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Outstanding communicator.	E		A/I
Outstanding interpersonal skills.	E		A/I
Professional reliability re attendance, punctuality and deadlines.	E		A/I
Ability to meet deadlines/manage time whilst being both flexible and reactive.	E		A/I
Team player.	E		A/I
Resilient.	E		A/I
ICT Literate.	E		A/I
Commitment to the school Christian values and vision.	E		A/I

[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer.	E		R
DBS Clearance post appointment.	E		N/A

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

[F] Application Form and Supporting Statement

The form must be fully completed and legible.

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

There should be no unexplained gaps in career history.

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

How to apply and the Selection Process

Deadline for applications: Friday 22nd March 2024 at 9.00am

Interviews will be arranged for week commencing Monday 25th March.

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.

