




RECRUITMENT PACK

ST JOHN FISHER CATHOLIC HIGH SCHOOL

Reset Room Manager and Attendance
Improvement Data Lead


Good
Provider


OUTSTANDING

Learning together as a community in Christ

Welcome to St John Fisher Catholic High School!

We are a thriving Catholic school community serving young people in the heart of Wigan.

We believe in delivering a challenging, broad and balanced curriculum underpinned by a strong faith experience and an excellent pastoral care system.

We believe every child deserves to feel safe and valued and, because of this, our young people flourish academically, socially and spiritually in our school.

Our mission statement, **Learning Together as a Community in Christ** encapsulates everything we do.

We promote a love of learning through our quality first teaching. We are a fully inclusive community which recognises the worth of every individual and we encourage all our community to be Christ-like - being respectful, polite, kind and aspirational.

Could you be part of our team?

Thank you for taking an interest in our school.

Alison Rigby

Headteacher



Why work at St John Fisher?

We have high expectations of our students and of our staff - people matter in our school. We expect our staff to be models of excellence and demonstrate a strong moral core and a professional work ethic. Staff are valued and supported in their pursuit of professional development. In return, we expect total commitment to our strong Catholic ethos and a relentless pursuit of aspiration for our young people - we want them to do their best and be their best.

We are a Good school, as judged by Ofsted in November 2021. Further, we are an Outstanding Catholic School, as confirmed by our Section 48 Inspection within the new framework in June 2023.

It is an exciting time for our school community as our school has been identified as one of fifty schools to be in the first stage of the Department for Education's new School Rebuilding Programme. Our new state-of-the-art, net-zero school with a separate sports facility is now under construction and will be ready for January 2025. Currently, our school is effectively operating amongst the construction with adapted breaktimes and lunchtimes, using existing school blocks and the addition of a temporary block. This current situation presents us with immense challenge, however, due to our cohesive and supportive staff team and loyal pupils our school is managing incredibly well and is looking forward to moving into an innovative and modern environment.

Be part of something exciting...



What we do for the wellbeing of our staff

- Commitment to Health Assured Employee Assistance Programme.
- Strong commitment to ongoing staff training and development including engagement in NPQ programmes and Masters accreditation.
- Strong and healthy relationships between SLT and staff.
- An appraisal process which recognises staff (teaching & non-teaching) contribution to school priorities and follows a developmental approach rather than performative.
- Recruitment of additional staff to strengthen the pastoral team.
- Reasonable expectations with regards to staff duty commitments.
- Strong commitment to reducing staff workload and decision-making processes consider staff wellbeing.
- High levels of staff consultation.
- Advance notice for staff with monitoring and evaluation tasks and a well-planned and transparent annual calendar.
- Regular information sessions for staff to help staff make informed career choices and feel supported in the school environment e.g. menopause, pensions etc.
- SLT are a visible presence around school both during lessons and in unstructured times of the day.
- Wellbeing weeks in school calendar to support staff in managing workload.
- Active social calendar for staff.
- SLT arrange detentions each Friday to reinforce standards.
- Support for staff spiritual development through school chaplaincy, regular Masses and liturgy.
- Birthday cards for every member of staff.

Our Pastoral HUB Department

Pastoral Care & Catholic Ethos

The education which we offer at St John Fisher Catholic High School is person-centred. It promotes the dignity, self-esteem and full development of each person who is made in God's image and uniquely loved by God. We support our students in leading fulfilling and purposeful lives where they can contribute to the common good. The ethos of the school promotes the spiritual, moral, intellectual, social and personal development of all students and is rooted in the Gospel values of respect for life, love, forgiveness, truth and justice. It takes account of the uniqueness of students and of their need for individual support and guidance. The pastoral care dimension is the ethos of the school in tangible form. What determines the effectiveness of pastoral care in St John Fisher is the quality of relationships at all levels in the school.

The school has a long-standing tradition of excellent behaviour and outstanding pastoral care. We firmly believe that high standards of behaviour lead to increased levels of achievement, enjoyment and participation, from which we all benefit. We look to cultivate a community which promotes tolerance, respect and sensitivity to the needs of others so that students realise their duties and responsibilities to their neighbour as well as their personal rights and freedoms.

In St John Fisher, every child matters to us. We adopt a multi-agency approach in supporting all of our students to enable them to achieve and be a success.

The school sets very high standards for all students. We expect them to respect the needs of others, to anticipate consequences and to justify their actions. We encourage students to develop self-discipline with regard both to learning and behaviour, within and outside the school community.

At St John Fisher Catholic High School we see pastoral care as being central to the success of all students in the school. The pastoral care policy of the school aims to:

- Create and nurture a positive learning environment, where all students feel safe, respected and are happy.
- Create a caring environment where all students are valued for who they are, not just for what they can do.
- Implement the code of discipline in an atmosphere of trust and care.
- Develop relationships between students and staff based on fairness, honesty and consistency.
- Promote a sense of achievement and self-worth within the academic and non-academic experience of each student.
- Support high standards of teaching and learning so that all students may achieve their full potential.
- Respond in an effective way to students' concerns, fears and anxieties.
- Strengthen the partnership between school, home and parish and to foster a sense of shared responsibility.
- Enable and encourage all students to take full advantage of the educational opportunities on offer at St John Fisher.

Pastoral Structure

Each student belongs to a form class and has an appointed form tutor whose responsibility is the pastoral care of each student.

Continued...

The Head of Year (Teaching) and Pastoral Co-ordinator in each year group lead a team of form tutors and have overall responsibility for the pastoral care, behaviour and attitudes, personal development and safeguarding for all students in their year group.

The five Heads of Year, five Pastoral Co-ordinators, Special Educational Needs Co-ordinator, Lay Chaplain, Associate SLT Designated Safeguarding Lead, Assistant Headteacher and Deputy Headteacher make up the Senior Pastoral Team. Continued...

The Senior Pastoral Team liaise with external agencies such as Educational Psychology Service, Wigan Start Well Service, Targeted Education Support Service (TESS), CAMHS, Wigan Inclusion Team and school nurses about pastoral issues relating to the students.

All non-teaching staff – technicians, administrative staff, lunchtime supervisors, teaching assistants, librarian, canteen staff, etc – have a role to play in the pastoral care of students in our school.

The form tutor has a responsibility for the welfare of individual students, who will deal with matters such as attendance, punctuality, appearance, attitude to learning, behaviour and general academic progress. For the majority of general enquiries and concerns, the form tutor should be the first point of contact for parents. Alternatively, parents may contact staff in the Pastoral Hub. For more serious concerns regarding their child, parents should contact the Head of Year. Under normal circumstances, the form tutor remains with their form class from Year 7 to 11 and so knows the students intimately, their background, needs, aspirations, interests and academic ability. In addition, the five Heads of Year and five Pastoral Co-ordinators have a day-to-day responsibility for administering general discipline and overseeing the welfare of the students in their year.

Subject teachers are aware that pastoral issues arise occasionally and are sensitive to the needs of the students in their class. The subject teacher will make their Head of Department and the form tutor aware of any problems, real or perceived, which they encounter with their teaching groups and will co-operate in making use of the pastoral structures in place in the school for dealing with problems which arise.



Reset Room Manager and Attendance Improvement Data Lead

Job Description

Job Description	
Post title:	Reset Room Manager and Attendance Improvement Data Lead
Hours:	37 hours per week term time only + 1 week
Scale:	Grade 4 (SCP5-8)
Responsible to:	Assistant Headteacher, Deputy Headteacher
Responsible for:	Reset Room and Attendance Data
Mission Statement: <i>Learning Together as a Community in Christ</i>	
Job Purpose:	<p>The Reset room is a provision at St John Fisher Catholic High School designed to address and overcome a range of barriers to learning/engagement. The Reset room will cater for a very small number of students (up to 5 pupils) who have either failed to adhere to the school's behaviour policy and/or pupils who are displaying emotionally based school avoidance. Students who are required to attend this provision will do so for a short period of time (usually 1 or 2 lessons) before returning to mainstream lessons. Throughout their time in the provision, students will reflect on their behaviours and receive behaviour modification support.</p> <p>The successful candidate for this position will be responsible for managing the day to day running of the Reset room whilst providing continuous supervision of the students within the Reset room, ensuring that they work productively and safely. The Reset room manager will also encourage students to reflect on their behaviour and accept responsibility for their actions.</p> <p>The Reset room manager will also take a leading role in gathering, assessing and disseminating data reports across the school to ensure that the school's response to attendance and behaviour data is both proactive and immediate in nature.</p>
Specific Reset Room Manager and Attendance Improvement Data Lead Duties	
<ul style="list-style-type: none"> • To manage and supervise the day to day running of the Reset room • To support the Assistant Headteacher under an agreed system of supervision, as part of a professional team • To encourage students to reflect on their behaviour and accept responsibility for their actions • To log behaviour incidents on SIMs/Edulink One and complete daily behaviour logs for the Reset room • To manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for behaviour management, in line with the school's behaviour policy • To liaise with curriculum leaders when appropriate, to guide students to online work that is both age and ability appropriate • To ensure that the Reset room procedures are adhered to and that the room is well maintained, neat and tidy • Upkeep and maintain accurate records of Reset room referrals of individual pupils and groups (PP, SEND, GENDER, EAL, LAC), so that staff are well informed of year group trends/patterns • To implement strategies to support students with social, emotional and mental health difficulties, setting challenging and demanding expectations and promoting independence 	

Continued...

- To encourage students to interact with each other in a positive manner
- To provide information and advice to enable students to make appropriate choices about their own learning and behaviour
- To utilise the school's IT management systems to compile attendance data reports before sharing these with middle and senior leaders across the school
- To maintain resources for the Reset room as necessary
- To attend Senior Pastoral Team meetings
- To contribute to governors' reports with the Assistant Headteacher

General Support for Pupils

- To assess the pastoral needs of pupils and offer support to pupils' learning
- To actively engage in establishing a safeguarding culture across the school
- To communicate with parents/carers as necessary
- To be a positive, collaborative team member
- To develop positive relationships with pupils and staff to assist pupil progress and attainment
- To monitor and evaluate pupil responses to learning activities
- To support in the implementation of agreed systems for pupil supervision and the management of pupil behaviour

General Support for the School

- To organise and manage a purposeful, orderly and supportive environment for learning
- To support the promotion of positive relationships with parents/carers and outside agencies
- To utilise own strengths to advise and support other school staff in specialist areas
- To support the provision of out of school learning activities within guidelines established by the school
- To work within school policies and procedures
- To attend staff training as appropriate (there is an expectation the post-holder will attend TeamTeach, Safeguarding and Counselling training)
- To take care of their own and other people's health and safety
- To assist in the identification and delivery of development needs
- To ensure effective communication arrangements
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work

Note: in addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Your duties should be discharged in such a manner as to maintain and develop the Catholic character of the school and to support the school mission statement.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and school development. In addition it may be amended at any time after consultation with you.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

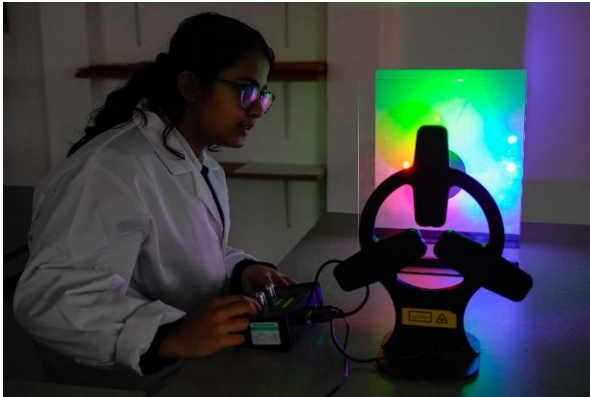
Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Continued...

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Reset Room Manager and Attendance Improvement Data Lead

Person Specification

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 each of the following criteria in your application.

Job Title:	Reset Room Manager and Attendance/Behaviour Improvement Data Lead	
Requirements (based on the job description)		
1. Qualifications		
1.1	NVQ level 2 or equivalent qualification or comparable level of experience	E
1.2	Good standard of numeracy & literacy skills	E
1.3	Willingness to undertake further relevant training	E
1.4	Willingness to undertake basic first aid	D
2. Experience		
2.1	Previous experience of working with young people aged 11 – 16 in a voluntary or other professional capacity	D
2.2	Experience of working in a relevant classroom/service environment	D
2.3	Experience of Administrative work	E
2.4	Experience of supporting pupils with challenging behaviour	D
2.5	Experience of supporting pupils with poor school attendance records	D
3. Knowledge, skills and abilities		
3.1	Understanding of relevant legislation	E
3.2	Understanding of inclusion, behaviour and attendance issues	D
3.3	Understanding of the main challenges for pupils in the secondary sector	D
3.4	Knowledge of monitoring, evaluation and review processes to positively raise standards	D
3.5	Ability to work sensitively with others to build effective relationships	E
3.6	Commitment to and ability to promote a positive ethos within the school	E
3.7	High quality people skills to deal with difficult situations	E
3.8	Ability to use initiative to respond to and resolve problems	E
3.9	Commitment to collaboration and sharing of resources and expertise across all phases of learning	E
3.10	Ability to utilise a range of ICT functions and useful administration skills	E
3.11	Effective organisational skills	E
3.12	Very high level of communication skills to deal with children and adults	E
3.13	High levels of commitment, enthusiasm, inspiration and motivation	E
4. Other (including special requirements)		
4.1	Commitment to safeguarding and protecting the welfare of children and young people	E
4.2	Commitment to equality and diversity	E
4.3	Commitment to health and safety	E
4.4	Commitment to attendance at work	E
4.5	Commitment to undertake in-service training including essential Safeguarding training	E
No leave is permitted in term-time unless there is a specific requirement and prior discussion has taken place		
5. Legal Issues		
5.1	Legally entitled to work in the UK	E
<p>Note: We will always consider your references before confirming a job offer in writing The successful applicant will be subject to an Enhanced DBS disclosure</p>		



Application Process

Visits

If you would like to come and visit our school to help you in your application please contact us on recruitment@sif.wigan.sch.uk

Applying for the role:

Please use the following links to access the appropriate forms and guidance;

Support Staff Application Form - [Click here](#)

Application Forms and GDPR Guidance - [Click here](#)

Recruitment Monitoring Form - [Click here](#)

Rehabilitation of Offenders - [Click here](#)

Timescale

The deadline for all applications: **Tuesday 7 Jan 2025 at 12 noon.**

Interviews: **Thursday 9 Jan 2025.**

Further Help

If you have any questions or issues with your application please email recruitment@sif.wigan.sch.uk





ST JOHN FISHER

CATHOLIC HIGH SCHOOL

www.sjfhs.co.uk

St John Fisher Catholic High School
Baytree Road
Wigan
WN6 7RN
Tel: 01942 510715
Email: enquiries@sjf.wigan.sch.uk

Learning together as a community in Christ