



ST JAMES'
CATHOLIC HIGH SCHOOL



Safeguarding and Mental Health Coordinator

Candidate Information | November 2023



A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous three years
- In 2023, **75% of students achieved at least a grade 4 in English & Maths** while **54% of students achieved a grade 5** in these subjects
- **40 grade 9s and 101 grade 8s in 2023** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at headteacherpa@stjamescheadle.co.uk

Anthony Pontifex
Headteacher



Safeguarding and Mental Health Coordinator

Full time, Permanent. 37 hours per week (term time only)

£26,421 - £28,770 pro rata
(£22,598 - £24,608, actual salary)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential,
to encourage learning and development through **faith**,
and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school

The governors of the school wish to appoint a confident, dynamic and highly motivated Safeguarding and Mental Health Coordinator

Closing Date: Monday 8th January 2024, 12 noon
Interviews: Friday 12th January 2024

Please note a current Support Staff CES application form (available from our website) must be completed for this post. CVs will not be accepted. Forms can be emailed to: headteacherpa@stjamesheadle.co.uk

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post. St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



Safeguarding and Mental Health Coordinator

School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

Job Purpose and Scope

- To provide a high standard of effective, person-centred and evidence based assessment of wellbeing, and intervention to students
- To make referrals to appropriate mental health and wellbeing agencies in consultation with the rest of the Pastoral Team
- To provide assessment, planning and implementation of care and monitor the effectiveness of interventions
- To support the Designated Safeguarding Lead (DSL)
- To provide support and supervision for mental health first aiders
- To assist in the management, development and research of wellbeing
- To provide support and training to all staff as directed with regard to wellbeing interventions and signposting

Duties and Responsibilities

- To demonstrate innovative and creative practice to engage with our students to enable emotional health improvement
- To provide a high standard of care ensuring safe and effective assessment and treatment
- To support staff with training and resources, and provide emotional wellbeing support, advice and consultation
- To undertake joint risk assessments to determine appropriate management, specifically related to mental health and wellbeing
- To plan interventions and training which aim at supporting wellbeing of students and staff
- To liaise with all team members and family/carers in order to provide a co-ordinated approach
- To monitor and evaluate in order to measure progress and ensure effectiveness of wellbeing support
- To be actively involved in compiling activity programmes to support wellbeing of students
- To manage time effectively, prioritising work as required
- To complete and maintain accurate records
- To address issues of confidentiality, consent and sharing of information throughout assessment and intervention and clearly record in students' files
- To participate in the audit of safeguarding and wellbeing across the school

Professional

- To be aware of the sensitivity required to work closely, effectively and in a professional manner with students, parents/carers
- To participate in staff meetings, individual planning meetings, department meetings and liaison meeting with other professionals
- To maintain own professional development (CPD) by keeping abreast of new developments within the profession and ensure that practice is based on best available evidence
- To monitor the anti-bullying email and to pass on information to members of the Pastoral Team
- To attend training on attendance and safeguarding
- To be the point of contact in school for students with extreme anxiety
- To prepare paperwork for LAC meetings
- To coordinate mental health student surveys and to deal with actions arising from surveys
- To be Designated Safeguarding Lead (DSL) trained
- To have First Aid training or to show a willingness to be First Aid trained
- To contribute to the management of the medical needs of our students

This post is subject to Enhanced DBS disclosure.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.



Safeguarding and Mental Health Coordinator

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualification				
Good standard of education to at least GCSE standard or equivalent; at least GCSE Grade C or equivalent in English and Maths	✓		✓	
Commitment to personal/professional development	✓		✓	
Experience				
Experience of working in an education environment specifically in a pastoral role	✓		✓	✓
Experience of using SIMS		✓	✓	
Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, parents, students and staff	✓			
Experience of preparing accurate, high quality work	✓			
Ability to make sound judgements and prioritise multiple demands	✓		✓	✓
Experience and understand when it is appropriate to refer to external agencies	✓		✓	✓
Ability to act on own initiative, dealing with any unexpected problems that arise	✓		✓	✓
Professional Knowledge				
Knowledge of, and commitment to, relevant school policies including Safeguarding/Child protection and Health and Safety		✓	✓	
Excellent, up to date, working knowledge of MS Office suite of applications and ability to interpret data	✓		✓	✓
Willingness to undertake training as required	✓		✓	
Personal skills and qualities				
Supportive of the ethos of a Catholic School	✓		✓	
Ability to maintain confidentiality and to be able to deal with matters with discretion and sensitivity	✓		✓	✓
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner	✓		✓	✓
Able to work under pressure and manage own workload and commitments through excellent time management skills	✓		✓	✓
Ability to present information to a variety of audiences		✓	✓	✓
Understanding of issues which affect young people	✓		✓	✓
Ability to handle problems positively and calmly	✓		✓	✓
Ability to engage vulnerable students and their parents	✓		✓	
Excellent written and oral communication skills	✓		✓	
Excellent listening skills	✓		✓	

Contact

Kirsty Bowers

PA to the Headteacher

0161 482 6900

headteacherpa@stjamesheadle.co.uk

www.stjamesheadle.co.uk

St James' Catholic High School

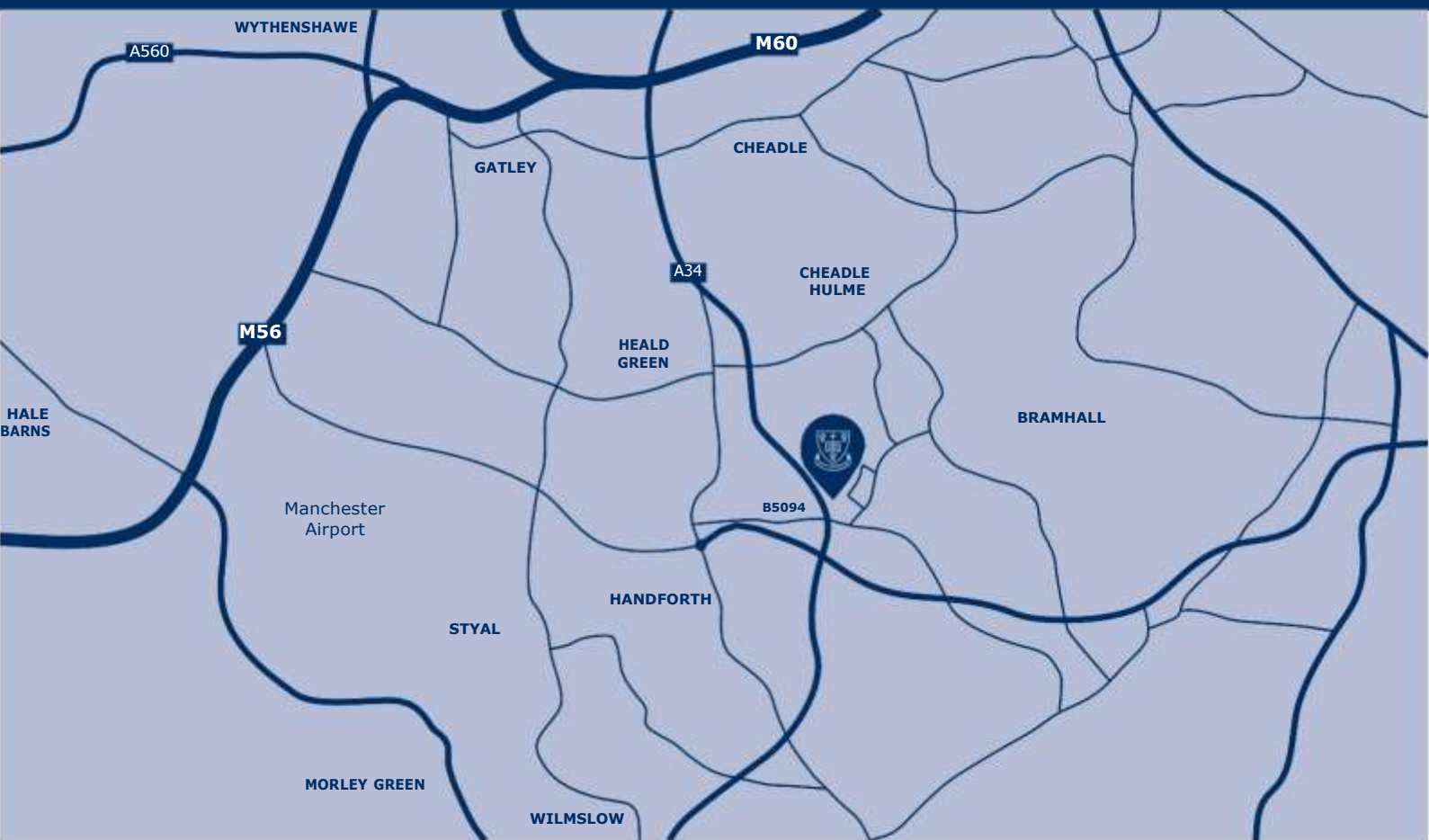
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



ST JAMES'
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26