



# RECRUITMENT PACK

## ST JOHN FISHER CATHOLIC HIGH SCHOOL

Remove Room Manager and Behaviour Data Lead

  
Ofsted  
Good  
Provider

 CATHOLIC SCHOOLS  
INSPECTORATE  
THE NATIONAL FRAMEWORK FOR THE INSPECTION OF CATHOLIC SCHOOLS COLLEGES AND FORMERIES  
  
OUTSTANDING

Learning together as a community in Christ

# Welcome to St John Fisher Catholic High School!

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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?

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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

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- 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.

## Remove Room Manager and Behaviour Data Lead

### Job Description

<b>Post title:</b>	Remove Room Manager and Behaviour Data Lead
<b>Hours:</b>	37 hours per week term time only + 1 week
<b>Scale:</b>	Grade 5 (SP8-14)
<b>Responsible to:</b>	Assistant Headteacher, Deputy Headteacher
<b>Responsible for:</b>	Remove Room and Behaviour Data
<b>Mission Statement:</b> <i>Learning Together as a Community in Christ</i>	
<b>Job Purpose:</b>	<p>The Remove room is a provision at St John Fisher Catholic High School designed to address and overcome a range of barriers to learning/engagement. The Remove room will cater for a very small number of students (up to 10 pupils) who have failed to adhere to the school's behaviour policy. Students who are required to attend this provision will do so for a short period of time (usually 1 or 2 days) 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 Remove room whilst providing continuous supervision of the students within the Remove room ensuring that they work productively and safely. The Remove room manager will also encourage students to reflect on their behaviour and accept responsibility for their actions.</p> <p>The Remove room manager will also take a leading role in gathering, assessing and disseminating behaviour data reports across the school to ensure that the school's response to behaviour data is both measured and proactive in nature.</p>
<b>Specific Remove Room Manager and Behaviour Data Lead Duties</b>	
<ul style="list-style-type: none"> <li>• To manage and supervise the day to day running of the Remove room</li> <li>• To support the Assistant Headteacher under an agreed system of supervision, as part of a professional team.</li> <li>• To encourage students to reflect on their behaviour and accept responsibility for their actions</li> <li>• To log behaviour incidents on SIMS/Edulink One and complete daily behaviour logs for the Remove room</li> <li>• 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</li> <li>• To liaise with subject teachers when appropriate, gaining key information about units of work in order to provide work that is age and ability appropriate for students in the Remove room</li> <li>• To ensure that the Remove room procedures are adhered to and that the room is well maintained, neat and tidy</li> <li>• Upkeep and maintain accurate records of Remove room referrals of individual students and groups (PP, SEND, GENDER, EAL, LAC), so that staff are well informed of year group trends/patterns</li> <li>• The supervision of students in the Remove room at break and lunchtime</li> <li>• To implement strategies to support pupils with social, emotional and mental health difficulties, setting challenging and demanding expectations and promoting independence</li> <li>• To encourage students to interact with each other in a positive manner</li> </ul>	

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- 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 behaviour data reports before sharing these with middle and senior leaders across the school
- To maintain resources for the Remove 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 introduce and implement re-education programmes
- 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.

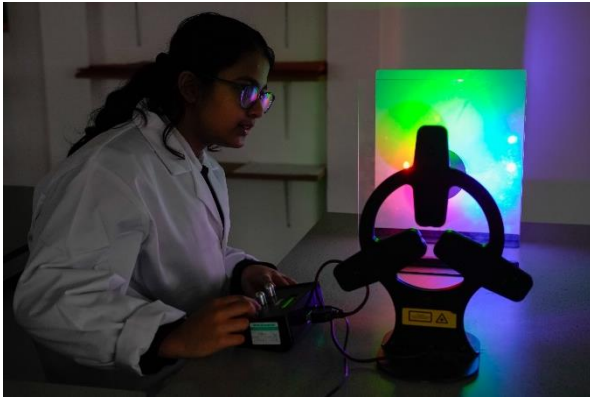
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## Health and safety

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.

## 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.



## Remove Room Manager and Behaviour Data Lead

### Person Specification

<b>Job Title:</b>	<b>Remove Room Manager and Behaviour Data Lead</b>	
<b>Requirements (based on the job description)</b>		
<b>1. Qualifications</b>		
<b>1.1</b>	Degree or equivalent relevant qualification	D
<b>1.2</b>	Management qualification or proven relevant experience	D
<b>1.3</b>	Counselling or Mentoring qualification	D
<b>1.4</b>	Evidence of participation in regular professional development and further professional study	E
<b>1.5</b>	GCSE Grade C or above in English and Mathematics (or equivalent)	E
<b>1.6</b>	A Levels (or equivalent)	E
<b>2. Experience</b>		
<b>2.1</b>	Significant experience of working with young people aged 11 – 16 in a voluntary or other professional capacity	E
<b>2.2</b>	Experience of working in a relevant classroom/service environment	E
<b>2.3</b>	Experience of Administrative work	E
<b>2.4</b>	Experience of supporting pupils with challenging behaviour	E
<b>2.5</b>	Experience of supporting pupils with poor school attendance records	E
<b>3. Knowledge, skills and abilities</b>		
<b>3.1</b>	Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children	E
<b>3.2</b>	Understanding of relevant legislation	E
<b>3.3</b>	Understanding of inclusion, behaviour and attendance issues	E
<b>3.4</b>	Clear understanding of teaching and learning strategies and how these impact on pastoral issues	E
<b>3.5</b>	Understanding of the main challenges for pupils in the secondary sector	E
<b>3.6</b>	Knowledge of monitoring, evaluation and review processes to positively raise standards	E
<b>3.7</b>	Knowledge of successful behaviour support and mentoring to facilitate effective learning	E
<b>3.8</b>	Ability to work sensitively with others to build effective relationships	E
<b>3.9</b>	Commitment to and ability to promote a positive ethos within the school	E
<b>3.10</b>	High quality people skills to deal with difficult situations	E
<b>3.11</b>	A clear understanding of the impact of school improvement and in particular high-quality learning and teaching	E
<b>3.12</b>	Ability to use initiative to respond to and resolve problems	E
<b>3.13</b>	Commitment to collaboration and sharing of resources and expertise across all phases of learning	E
<b>3.14</b>	Ability to utilise a range of ICT functions and useful administration skills	E
<b>3.15</b>	Effective organisational skills	E

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3.16	Very high level of communication skills to deal with children and adults	E
3.17	High levels of commitment, enthusiasm, inspiration and motivation	E
<b>4. Other (including special requirements)</b>		
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		
<b>5. Legal Issues</b>		
5.1	Legally entitled to work in the UK	E
<p><b>Note: We will always consider your references before confirming a job offer in writing</b>  <b>The successful applicant will be subject to an Enhanced DBS disclosure</b></p>		



# Application Process

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## 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](mailto: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: **Friday 10 May 2024 at 12 noon.**

Interviews: **Thursday 16 May 2024.**

## Further Help

If you have any questions or issues with your application please email [recruitment@sif.wigan.sch.uk](mailto:recruitment@sif.wigan.sch.uk)





# ST JOHN FISHER

## CATHOLIC HIGH SCHOOL

[www.sjfhs.co.uk](http://www.sjfhs.co.uk)

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