



## Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



POST OF  
Behaviour Support Mentor  
Grade 6

Application Pack

Required from ASAP

## Behaviour Support Mentor

### Grade 6 (Point 11 – 19)

£27,269 to £31,067 pro-rata (37 hours per week - TTO)

Governors wish to appoint a Pupil Behaviour Mentor to further improve support for our pupils.

The successful candidate will work with the Behaviour Manager to improve the welfare, behaviour and/or attendance of our pupils. He or she will help ensure targeted pupils receive appropriate support and guidance so that they overcome obstacles to learning and ensure they make the best possible progress, both personally and academically.

The successful candidate will:

- be passionate about improving the life chances of all pupils
- be experienced at working with vulnerable or disaffected students
- have knowledge of child protection and safeguarding
- understand how to support and assist pupils in overcoming negative behaviours

In return you will join a happy, vibrant and supportive department, which is well supported by our Senior Leadership Team whose vision is delivering excellence within inclusion in school.

**“This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”**  
OFSTED January 2020

**“The pastoral provision is exceptional. The school is extremely welcoming, and the sense of community is palpable. ... (Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community. Staff have excellent relationships with students. Students are extremely respectful”**  
CSI Inspection November 2022

For an informal discussion or to arrange a tour of the school please telephone 01772 339813

Further information and an application pack are available to download from the school website:  
[www.st-maryshigh.lancs.sch.uk](http://www.st-maryshigh.lancs.sch.uk)..

Please return completed application to [recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)

Closing Date: **Sunday 27<sup>th</sup> April 2025 at Midnight**

Proposed Interview Date: **To be confirmed**

Please note that in line with Keeping Children Safe in Education 2024 an on-line search will be carried out as part of our due diligence on shortlisted Candidates.

This post is subject to an enhanced disclosure with the DBS.

*Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people*

# BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL



## Letter from the Headteacher

Dear Applicant

I am delighted to be writing to you as Headteacher of Brownedge St. Mary's Catholic High School. Having started my career here almost 30 years ago, I have a deep understanding of our school. It is truly a warm, welcoming and vibrant place to be, where we work as a family to support, challenge and care for one another, striving continuously for excellence and to be the best that we can be.

Here, at Brownedge St Mary's, we place Christ at the centre of our pupils' lives: a place to encounter the living God in all that we are and do. Christ becomes alive by integrating Gospel values into every aspect of teaching, learning and the totality of school life both inside and outside the classroom. As a school we challenge every member of our community to "Let Your Light Shine" and to develop their God-given talents to their full potential. By doing this we ensure that our pupils' journeys into adulthood are also journeys of faith from which grow values, aspirations and morals that inform their actions and choices as unique individuals.

Our school is an environment where pupils feel safe, cared for and confident to express themselves. As a result, excellent relationships are formed, based on mutual respect and care for one another. I am extremely proud of our hard working and dedicated staff who go beyond high quality teaching and pastoral care and offer a rich extracurricular provision that ensures daily enrichment for all.

This is an exciting time for our school as it moves forward in the next phase of its journey to becoming an outstanding Catholic school. As our Behaviour Support Mentor, you will be working in a team that is passionate and committed to delivering the absolute best for all our students. If you are someone who has energy, determination and drive and are collaborative and build strong relationships then Brownedge is the community for you.

I hope you are the person we are seeking. Should you decide to apply please read the job description and person specification carefully as it is important that, in your letter of application, you can demonstrate how your current experience, skills and qualities meet the job profile, and in particular, how you meet the requirements of the person specification.

You are reminded that the closing date for applications is **Sunday 27<sup>th</sup> April 2025 at Midnight.**

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

If you join our team, you will enjoy a full and purposeful career where you are valued, supported to develop and your hard work is recognised. I hope that having read all the necessary information about our school you are excited about applying for this position.

I look forward to receiving your completed application and reading what you have to offer our School.

Warm regards,

A handwritten signature in purple ink, appearing to read 'N Oddie'.

Mrs Nicola Oddie  
Headteacher

# BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL

## SCHOOL CONTEXT



We are an 11-16 Mixed Catholic Voluntary Aided High School in Bamber Bridge in the Diocese of Salford. There are currently 759 pupils on roll. This has increased year on year, and we are now oversubscribed in Years 7 to 9. In May 2022 we went through an extensive refurbishment and added a new school entrance, new toilet facilities and developed new ICT suites, RE classroom, staffroom, music room and school dining facility for pupils.

The Mission Statement of Brownedge St Mary's expresses our intention to ensure that all pupils are given the opportunity to fulfil their potential using their unique talents gifted to them by God. Our inclusive ethos and high aspirations for our pupils commits us to providing opportunities that allow all pupils to develop as independent, confident and successful learners who enjoy learning and make good progress.

Through our Mission, we develop pupils' personal and moral values based on our Catholic ethos, teaching them respect for other cultures, religions and ways of life (including British Values) and ensuring that all know how to make a constructive contribution to the local, national and worldwide community.

Our curriculum is responsive to our local context and the profile of our cohort entry. Building on knowledge of pupils' prior learning, we ensure that pupils are challenged from day one through new and engaging learning. We ensure that our broad and balanced curriculum, delivered by specialist staff, equips our learners to transition into appropriate progression routes and ensures that pupils gain secure knowledge, transferrable skills and values which will allow them to lead successful and fulfilling lives.

Our curriculum has been designed and developed to ensure there is no cap on expectations and ambitions and meets the needs of different groups. It has been designed to be ambitious and to give all pupils, particularly disadvantaged pupils and pupils with SEND, the knowledge and cultural capital they need to succeed in life. We plan and sequence our learning such that all groups make good progress. Challenging concepts are revisited so that pupils can make sustained gains in new knowledge.

Five years ago, we adopted a Threshold Model, requiring all subjects to develop Progression Models to ensure that the curriculum is coherently planned and sequenced, and that knowledge is acquired, remembered, built on and applied. These are constantly revised and amended from reflection of what our pupils need to know and when best to teach it. We equip learners with the technical and subject-specific vocabulary to articulate precisely their learning, orally and in extended writing. We expect all learners to appreciate the value of reading widely for pleasure. All learners are engaged in an ambitious curriculum pathway, whether it be traditional EBacc, technical or vocational. Work undertaken on our curriculum intent and implementation has had impact. The deepening knowledge is starting to impact positively on GCSE outcomes. We are committed to continuous improvement.

In January 2020, we were visited by OFSTED who recognized that we are a continuously **GOOD** school.

In November 2022, we were visited by the Catholic Schools Inspectorate who recognized that we are **OUTSTANDING** in terms of our Catholic Life and Mission and Collective Worship and our RE Faculty were **GOOD** in terms of curriculum provision, outcomes and leadership.

## Job Description

### Mentoring and Pupil Support 2

<b>Post title:</b>	Mentoring and Pupil Support 2
<b>Salary/Grade:</b>	Grade 6
<b>Responsible to:</b>	Intervention Manager, the Head Teacher, members of the Senior Leadership Team (SLT) and the Governing Body.
<b>Supervisory responsibility:</b>	The post holder may be responsible for the supervision of other learning mentor staff.

#### Scope of Work – appropriate for this post:

In liaison with the Behaviour Support Officer, mentor or support pupils directly to overcome barriers to learning in the Inclusion Unit and in classrooms.

#### Accountabilities/Responsibilities – appropriate for this post:

1. Manage (for up to 20 hours a week) the supervision of pupils excluded from lessons or not otherwise working to a normal timetable in the Inclusion Unit
2. Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning including running small group programmes.
3. Provide input to the identification of needs, assessing those pupils needing extra support and the development of individual action plans for targeted pupils
4. Work in a one-to-one relationship with targeted pupils to implement an action plan
5. Undertake home visits to keep parents/carers informed and secure positive family support
6. Assist in maintaining contact with pupils' families/carers to inform them of progress and issues
7. Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning
8. Provide extra support to pupils through knowledge of a range of activities and opportunities available to them
9. Support pupil access to out of school facilities and study support
10. Collate information and maintain records of pupil achievement and attendance.
11. Provide support and advice to pupils to promote their social care and personal development
12. Oversee support packages for pupils to reintegrate them into school following periods of exclusion / absence
13. Ensure all documentation is completed and filed in relation to targeted pupils.
14. Attend heads of House and Behaviour inclusion meetings as required

Individuals in this role may also:

1. Supervise other learning mentor staff

#### Note

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

## Person Specification

### Mentoring and Pupil Support 2

As a Roman Catholic School, this post requires the successful candidate to be fully supportive of the Christian mission of the school.

Brownedge St. Mary's Catholic High School is committed the safeguarding and welfare of its children and young people. The successful candidate will need to share fully in this commitment.

Governors will consider applications on the basis of each candidate's ability to meet the criteria below. Criteria are classed as Essential (E) or Desirable (D). Criteria will be evidenced through Application Form / Supporting Statement (A) Interview (I) and References (R)

Requirements	Essential or Desirable	Identified by:
<b>Qualifications</b>		
Recognised and relevant NVQ/Level 3 qualification or equivalent.	E	A
Level 2 or equivalent qualification in English/Literacy	E	A
Any other qualifications relevant to this post	D	A
<b>Experience</b>		
Experience of working with children	E	A
Experience of working in a school setting	E	A
Experience of administrative work	E	A
Experience of or interest in supporting pupils with SEMH needs	D	A
<b>Knowledge/skills/abilities</b>		
Ability to relate well to children	E	I/R
Ability to work as part of a team	E	I/R
Good communication skills	E	I/R
Ability to relate well to parents/carers	E	I
Ability to supervise and assist pupils	E	I
Time management skills	E	I
Organisational skills	E	I
Knowledge of child protection policies and procedures	E	A/I
Efficient administrative skills	E	I
Ability to plan and deliver work programmes	E	A
Flexible attitude to work	E	A/I
<b>Other</b>		
Commitment to undertake in-service development	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Good attendance record/commitment to regular attendance at work	E	R

## THE APPLICATION PROCESS

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role.

The letter of application should be a maximum of 2 sides of A4, Arial Font size 12, with normal margin settings.

The letter of application should be

- Be accurate and legible
- Be underpinned by an overall philosophy and understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise clearly outlining how your experience has prepared you for the post
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

Please return all completed application forms and supporting documentation to  
[recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)

## ***Extracts from our recent inspection reports***

**Ofsted confirmed our school continues to be a GOOD school. (January 2020)**

*“This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”*

*“Pupils said that they feel safe and can be themselves in this school community. Bullying almost never happens.”*

*“Pupils said the wider curriculum is a strength of the school. It provides them many new experiences. Staff go out of their way to provide pupils with extra activities and school trips. Pupils use these opportunities to find out about the wider world and what they enjoy and are good at.”*

*“Staff help all pupils to access the curriculum equally. Most parents and carers of pupils with special educational needs and/or disabilities (SEND) are full of praise for the school. They say their children receive excellent support from staff. They achieve well.”*

*“Pupils develop as good and successful citizens. They learn how to contribute and make a difference to the world in which we live.”*

*“Pupils pay attention, try hard and behave well in lessons. This good behaviour extends beyond lessons. Pupils are happy and orderly between lessons, and at break and lunchtime.”*

*“Most pupils achieve well in their examinations, across almost all subjects. This includes pupils with SEND, who move on to well-chosen courses after Year 11. Disadvantaged pupils’ examination results are improving year on year.”*

**Catholic Schools Inspection confirmed our school to be GOOD, with outstanding judgements in Catholic Life and Mission and Collective Worship. (November 2022)**

**KEY STRENGTHS OF THE SCHOOL INCLUDE:**

*“The pastoral provision is exceptional”*

*“The school is extremely welcoming, and the sense of community is palpable”*

*“(Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community”*

*“There is exceptional readiness to take on roles of leadership, responsibility and service resulting in a strong community that reflects the diversity of St Mary's”*

*“Students are extremely respectful”*

*“Student leadership opportunities are varied and extensive”*

*“Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute... In essence, students find the school's ethos inspiring.”*