



St. Mary's Catholic High School and Sixth Form College

Family Support & Outreach Lead

This prospective applicant pack provides you with all the relevant information you need to apply for the vacancy being advertised. The pack also provides a lens into our flourishing school community through the content that we have created for you.



Closing Date: 23.59pm, Tuesday
29th September 2026

Interview Date: Wednesday 7th
October 2026



"I can do all things through Christ who strengthens me".

✝ faith. ✎ hope. ❤ love.

HEADTEACHER'S WELCOME



Dear Applicant

Thank you for your interest in our school. We have pleasure in enclosing this information pack, which we hope you will find useful in deciding whether to apply for a role in our school. We are very much aware that a decision to apply for a new job is a two-way process; if appointed you would be committing at least the next few years of your professional life to the school and you will want to ensure that you are happy coming to work each day, be professionally challenged and prepared for the next stage of your career. The aim of the pack is to provide you with a flavour of our school community and we of course welcome visits and conversations before the closing date.

We are very much first and foremost a Catholic high school. That means our values and vision are rooted in the teachings, example and life of Jesus Christ. This does not mean we expect every member of staff to be a practising Catholic, but we do expect every member of staff to share our values and be active in promoting the Catholic life of the school through their daily interactions. Our Mission Statement is focused upon helping every person have a sense of self belief so that they feel safe and happy, proud to be associated with St. Mary's so that we are able to share God's love and thrive in our lives. We work hard to ensure our staff feel part of the St. Mary's family and supported in their work. To this end, we have been accepted by joint union support onto the Valued Worker Scheme and are signatories to the DfE Staff Well-Being Charter.

Our school virtues are:  **faith.**  **hope.**  **love.**

We expect every adult in school to embrace these virtues and act as role models for them. In October 2024, the School was judged to have taken effective action to maintain the standards identified by Ofsted in 2019; where we were judged to be "Good". Inspectors identified our strong sense of community with high expectations of our young people, high quality education and pastoral care.

Our school was originally a separate boys and girls' school that merged and has a long history in the local area. We have 1600 pupils and employ 168 staff. The site is large, extending over 33 acres, and has a campus style with blocks housing specific departments with generous playing fields, an astro-turf, sports hall, gym and fitness suite. The school is situated in Astley, a community village serving Manchester and Liverpool and our pupils come from the local area as well as Leigh, Tyldesley, Atherton, Boothstown, Hindley and Lowton. We have eight Catholic partner primary schools but draw pupils from 30 different schools in the locality. We are oversubscribed for applications in Year 7 and have around 200 applications for Sixth Form annually. The catchment area of the school is very diverse in terms of a socio-economic basis and it is truly comprehensive in this sense but less so in other areas, as most pupils are of white British and Irish heritage.

As I indicated earlier, we are more than happy to welcome prospective candidates to visit the school before the application deadline. If you would like to take advantage of this, please contact Tricia Foster, Human Resources Manager who will arrange a mutually convenient time.

Yours faithfully,

Denise Brahms
Headteacher

CHAIR OF GOVERNORS



Dear Applicant,

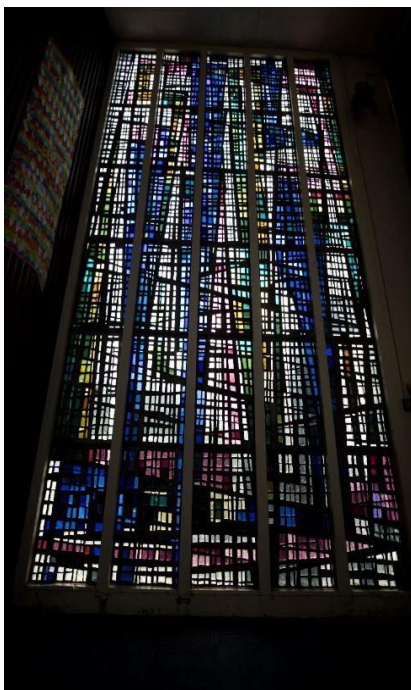
Thank you for your interest in our school. We are very proud of our school community as it goes from strength to strength. We believe strongly that the quality of our provision is entirely dependent on the professionalism, energy, commitment and skill of every single member of staff and each individual has a vital role to play. We understand that working in a school is a really demanding vocation and as a governing body we want to ensure that systems are in place to support and professionally challenge everyone. Our Catholic faith underpins this. This does not mean that you have to be a practising catholic to work in our school, *(with the exception of Headteacher, Deputy Headteacher and Head of Religious Education)*. We welcome applications from people of all faiths and fully recognise that diversity brings about strength. We do ask that candidates support the values of the school and understand that every adult in the community has a key role to play in developing this.

I hope the information pack is of use to you. Please take the opportunity to visit us and ask any questions you have. You will find a warm, welcoming community that is truly supportive of everyone and we very much hope to receive an application from you.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'NG', written over a white background.

Dr Neil Gredecki
Chair of Governors



OUR OFFER TO STAFF



Staff wellbeing is important at St. Mary's. Working in a school is a tough job. It can be immensely rewarding but also physically and emotionally draining. Therefore, it is vital that as a Catholic community we look after one another at all levels and in all posts so that we form a cohesive and effective workplace. Should you be successful in your application the school offers access to a wide range of facilities to support staff health and well-being including the following:

HEALTH AND WELLBEING

- An induction process that collates all information needed to become part of the community along with support from a designated wellbeing buddy for the first half term to help with any concerns.
- Mental health resources, such as the wellbeing employee service, reflection sessions with mental health professionals and 1-1 in house counselling.
- A Mental Health Lead that is responsible for wellbeing for both staff and students and an opportunity to join the staff wellbeing team that have been involved in both physical and virtual wellbeing weeks.
- Personal mentors for RQTs/ECT's/Trainees.
- SLT open door policy.
- Offer of a reflection session with mental health professionals.
- Regular staff surveys to allow for discussion around key priorities during the school year.
- Wellbeing work with students in Curriculum for Life to enable better behaviour, more focus etc.
- PPA/Frees are allowed to be taken off site providing the guidelines are followed.
- Duties happen once a week on a day you have a free and consist of one break and one bus duty.
- Appraisal process that does not include numerical targets.
- Restructure of after school meetings so that these allow for departmental, whole school and personal development time (teaching staff).
- Discussion and changes of the assessment calendar to help with work-life balance.
- Updated marking policy created at a department level.
- Access to free refreshments (tea & coffee) for all staff.
- Access to an onsite fitness suite with dedicated time for staff use.

This is by no means an exhaustive list and wellbeing is very much a fluid offer that adapts and changes to the needs of staff and students at St. Mary's constantly. We look forward to welcoming you into our Catholic community and hope you have some creative ideas to share that will enhance our offer further.





ST. MARY'S SIXTH FORM CENTRE

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There is a real sense of community at this school. Pupils feel comfortable and happy in school. Pupils benefit from high-quality pastoral care.

The school has ensured that the curriculum is broad and ambitious. Pupils build a secure body of knowledge. Teachers are knowledgeable about their subjects.

Governors carry out their role effectively. They support the school well in driving forward improvement. Staff are proud to work at the school.

OFSTED REPORT 2024

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OFSTED PARENT VIEW SEPTEMBER 2024

93%

Of parents say that their child is happy at our school

95%

Of parents say that their child feels safe at our school

92%

Of parents say that pupils behave well at our school

93%

Of parents say that we have high expectations for their child

95%

Of parents feel that their child does well at our school

94%

Of parents feel that we offer a good range of subjects

93%

Of parents would recommend the school to another parent

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Family Support & Outreach Lead



Salary Scale: Support Staff Grade 7 (SCP20-25) annual incremental pay to the top of the scale

Actual Salary: £29,344pa - £ 32,734pa (based on working 41 weeks per year)

Hours : 37 hours per week (8.00am-4.00pm with a 3.30pm finish one day per week)
Term Time + 3 weeks (additional weeks working outside of term time).

Start Date: As soon as possible

The Governors of St Mary's Catholic high school are looking to appoint to this key role in school. This is a unique opportunity to take on this role, offering the chance to develop, implement and deliver strategies that will provide our young people with the best support to prepare them for the next stage of their academic or working journey as citizens of our society. Key to the development of this role is the need to work within our community offering support and leading on outreach work that will enhance relationships with our families and ensure good attendance and outcomes for our students.

The role will suit an individual who is resilient, caring and tenacious in wanting the best for students. The person will have the ability to work in a proactive, collaborative and respectful way to support young people and their families to overcome barriers to learning and attendance. You will take an active role in the personal and pastoral development of our students working in school and off site, with a range of multi-agency stakeholders, to deliver and implement an effective programme of support. The individual will have recent, positive and demonstrable experience of working with young people and families in the public, private or voluntary sector and a sound knowledge of pastoral care, safeguarding & child protection.

If you wish to be part of our team driving sustainable change to create an environment where everyone thrives and flourishes please apply.

Closing date: 23.59pm, Sunday 27th September 2026

Date of Interview: Wednesday 7th October 2026

If you require any additional information regarding this post, please contact Tricia Foster, Human Resources Manager by e-mail t.foster@st-maryshigh.wigan.sch.uk

Full details of this post including the CES Support Staff application form and associated documents are available to download from the school's web site <https://www.stmaryschs.org.uk>

APPLICATION PROCESS



Full details of this post including the CES Support Staff Application form and associated documents are available to download from the vacancy section of the school's website <https://www.stmaryschs.org.uk>

To apply for the post your completed application must be submitted to include the following documents:

- CES Support Staff Application Form to include a supporting statement (current version of the application form December 2020)
- CES Consent to Obtain References
- CES Monitoring Form

Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs D Brahms, Headteacher to recruitment@st-maryshigh.wigan.sch.uk

St. Mary's is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check.

JOB DESCRIPTION

Family Support & Outreach Lead

Background:

St. Mary's Catholic High School and Sixth Form College is committed to providing our young people with the best support to enable them to be ready for the next stage of their academic or working journey as citizens of our society. The challenges of educating our young people in a post-pandemic world mean that positive working relationships with our families are key to success in ensuring good attendance and outcomes.

The purpose of the post:

- To work in a preventative, collaborative and respectful way across all age ranges to support young people and their families experiencing difficulties to overcome barriers to learning and attendance, maximising the reach of families and children in vulnerable circumstances.
- To act as an advocate on behalf of families, individuals and agencies supporting families. Provide an approachable and confidential point of contact for struggling families and assess family needs.
- To develop, lead and implement appropriate strategies that will improve attendance and attainment levels for students identified as non-attenders and/or those at risk of falling out of the academic structure.

To whom the postholder reports:

Senior Assistant Headteacher – Director of Key Stage 4

Working closely with the Pastoral Team and Attendance Administrator

The persons line managed by the postholder:

n/a

Key responsibilities of the post:

- Work with parents/carers to identify when their children are experiencing problems or barriers to learning, ascertain possible causes and suggest/assist in the implementation of plans/action to resolve the situation, working closely with the family, pupil and school staff. This includes where pupils have diagnosed medical needs.
- Work collaboratively with families to develop parenting skills and promote children's well-being, emotional and social development
- Establish and maintain good relationships with parents/carers and pupils within the school. Encourage parental involvement in the school and its activities and provide a link between home and school.
- Early identification and prevention of absence – carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance.
- On-going monitoring of attendance of pupils identified as non-attenders and/or those at risk of falling out of the academic structure
- Attend parents' evenings to support families and parents/carers
- Use effectively school and local systems to support families in crisis, keeping up-to-date with the range of agencies available locally and nationally
- To develop and deliver drop-in support sessions on a variety of related topics for parents/carers of children and young people as identified by pupil, parent/carer and staff voice.
- To proactively develop links with key contacts such as local community groups (including Third Sector organisations) and social care to increase referrals and engagement from vulnerable children and families.
- To work in partnership with other organisations and professionals to support families.

Generic responsibilities:

- To work in accordance with and contribute to the Catholic Mission and values, culture and ethos of the school.
- Promote equality for all individuals, recognising and encouraging anti-discriminatory behaviour, respecting confidentiality (unless there are safeguarding/child protection implications).
- Be aware of and comply with all policies and procedures including those relating to child protection and safeguarding, health, safety and security.
- Actively engage with your own professional development by attending all appropriate training course and develop own professional practice through CPD
- Be first aid trained and a designated member of the first aid team, maintaining a valid First Aid Certificate and providing support within the team to respond to pupil medical issues.
- To undertake appropriate duties designated by the Headteacher which are commensurate with the job title and grade. Conduct your duties in a professional and confidential manner that promotes a positive impression of the support services and ethos of the school in all circumstances.
- The postholder must carry out their duties with due regard for all school policies but in particular safeguarding, equal opportunities, data protection, confidentiality, child protection and health & safety policies.
- Be familiar with and ensure compliance of all current legislative requirements i.e. data protection, copyright and computer misuse and advise staff as appropriate.
- Develop good working relations with other colleagues and promote a positive impression of the support services in all circumstances, identifying areas for improvement.
- To work flexibly in the interests of the school and undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

General Responsibilities

- To undertake appropriate duties designated by the Headteacher or appropriate senior leaders that are commensurate with the job title and grade. Conduct your duties in a professional and confidential manner that promotes a positive impression of the support services and ethos of the school in all circumstances.
- Positively participate in continuous professional development and training to develop own professional practice, undertaking identified school training (that will include but is not limited to safeguarding and positive handling training) and other forms of training to maintain skills and knowledge base. Review and develop own professional practice, undertaking additional training as required. Participate in the school development planning processes.
- Contribute, support and positively promote the overall ethos/work/aims of the school.
- The postholder must carry out their duties with due regard for all school policies but in particular safeguarding, equal opportunities, data protection, confidentiality, child protection and health & safety policies.
- Be familiar with and ensure compliance of all current legislative requirements i.e. data protection, copyright and computer misuse and advise staff as appropriate.
- Develop good working relations with other colleagues and promote a positive impression of the support services in all circumstances, identifying areas for improvement.
- To work flexibly in the interests of the school and undertake such additional duties as are reasonably commensurate with the post and level of responsibility.
- Be a designated First Aider and maintain a valid First Aid certificate.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION



	Essential	Desirable	Evidenced
Qualifications	• Appropriate qualifications to demonstrate good literacy and numeracy skills; level 5 or above/equivalent in English and Maths • Minimum level 3 Qualification in an appropriate field linked to the role • First Aid Qualification or commitment to achieve within agreed timescales • Safeguarding Training/Qualifications	• Designated Safeguarding Lead certificate of completion or desire to complete • Dip SW or CQSW education degree/diploma level • Youth and Community Qualification	Application & Interview
Skills, Knowledge and Experience	• Experience of working with young people and families in the public/private and or voluntary sector. • A sound knowledge of pastoral care, safeguarding and child protection issues and procedures (including managing caseloads), multi-agency working and a desire to advocate for our vulnerable families • Sound knowledge and understanding of the issues affecting families and parenting needs of children • Previous experience of education welfare work or work within a comparable profession. • Organised and systematic approach to monitoring and reporting • Knowledge and experience of using Microsoft office packages • Understanding of the main challenges for pupils in the secondary sector. • Understanding of student behaviour and attendance issues. • Knowledge and ability of how to deal with different pupil behaviours	• Teaching and pastoral work experience • Experience of facilitating group work sessions and family learning programmes • Experience of developing interventions to tackle barriers to learning and attendance issues	Application, Interview, References

Personal Qualities & Ability	• An interest in, and the ability to work with children and families with, or at risk of, developing mental health problems • High quality people skills to deal and manage difficult problems/situations along with the ability to use initiative to appropriately respond to and resolve problems • To encourage and influence parents/carers, to work co-operatively with the school and involve them in their child's education • To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met • Excellent communication and presentation skills both orally and written • Ability to work with people at all levels internally and externally. • An ability to build professional relationships and interact effectively with staff from all disciplines and external agencies • The drive and initiative to work independently and manage agreed work • A high level of commitment, enthusiasm, inspiration that will encourage and motivate individuals facing barriers. • To work sensitively with others to build effective relationships. • Commitment and ability to promote a positive ethos within school. • High standards for professional appearance and conduct		
Commitment to:	• Commitment to and ability to promote a positive ethos within school. • A strong commitment to sustained attendance at work • Raising and improving student attendance/attainment levels. • Continued Professional Development. • Community liaison including parental involvement. • Diversity and equality of opportunity in all working practices.		Application & Interview
Special Working Conditions	• Working outside of normal school hours may be required • Good references from previous employers • Legally entitled to work in the UK • Hold a current driving licence and have access to a car for work.		Interview & References
Written Application	It is essential to present a well-constructed, concise application and supporting statement that demonstrates evidence of the essential requirements and an enthusiasm for the role.		

The School Governing Body are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.