



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

Pastoral Head of Year

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, Sunday 10th
May 2026

Interview Date: Thursday 14th May
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,

A handwritten signature in black ink, appearing to read 'Denise Brahms'.

Denise Brahms
Headteacher

CHAIR OF GOVERNORS



Dear Applicant,

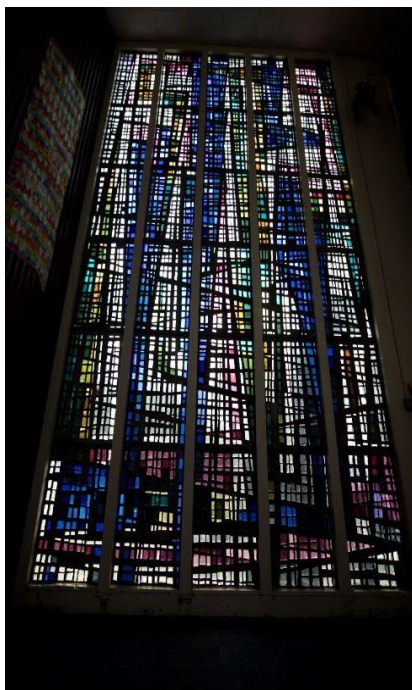
Thank you for your interest in our school. We are very proud of our school community as it goes from strength to strength. We believe strongly that the quality of our provision is entirely dependent on the professionalism, energy, commitment and skill of every single member of staff and each individual 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



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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Head of Year (Pastoral)



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

Are you passionate about creating a nurturing environment where every individual is celebrated? At St Mary's, our Catholic ethos guides everything we do, shaping a caring and inclusive community in which every child is seen, supported, and empowered to reach their full potential.

As our new Head of Year, you will be a driving force for positive change; breaking down barriers to student learning and championing the success and wellbeing of every student. In partnership with students, their families and a dedicated pastoral staff team you will have the ability to engage young people to successfully achieve their goals, improve well-being and ensure each child feels valued.

With the guidance of a senior colleague, who will provide strategic support, your responsibilities will include direct leadership of a year group (to be confirmed). Your focus will be on key pastoral functions that include attendance, behaviour, safeguarding, and inclusion; the safety and happiness of every child will be your priority. Working together, with colleagues and collaborating with multi-agency stakeholders you will ensure that no child is overlooked and that every one of them has the opportunity to flourish.

We are looking for an individual with excellent communication skills, sound judgement, a calm and consistent approach and the ability to build strong relationships with young people and their families. Recent experience in a pastoral role would be an advantage.

St Mary's is a warm, welcoming school with a strong sense of team and shared purpose. If you're committed to helping young people thrive and want to work in an environment where staff are valued and supported, we invite you to apply.

If you require any additional information or would like to visit school, please contact Tricia Foster, Human Resources Manager by e-mail: t.foster@st-maryshigh.wigan.sch.uk

Closing date: 23.59pm, Sunday 10th May 2026

Date of Interview: Thursday 14th May 2026

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

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

POST TITLE: Head of Year

The purpose of the post:

To be responsible for a designated Year group, working closely with the Director of Year to provide a proactive, consistent approach to safeguarding, attendance, well-being and behaviour. The focus is for every child to feel a sense of belonging and be able to realise their full potential.

Reporting to: Director of Year

Responsible for: N/A

Job Outline

The Head of Year will be expected to:

- Oversee and be accountable for the management of daily form time, with form tutors, for your year group by driving consistency across your team of form tutors. Ensuring all students meet the highest of expectations.
- Model the 'warm strict' unconditional regard for pupils across the school and apply the behaviour systems as per policy and protocols outlined.
- Ensure consistency across the Year group line up in the morning and to ensure a warm and nurturing, inclusive start to the day.
- Proactively support the highest standards of behaviour by being a visible presence out and about the school, moving in and out of corridors and classrooms. You will also be responsible for yard and lunch duties.
- Monitor the attendance of every child in the year group ensuring attendance phone calls and parental meetings take place if absence levels fall below expected standards.
- Work in collaboration with multi-agencies to open Early Help and intervention referrals, as required or directed in a timely manner.
- To be able to make referrals to external specialist teams and teams in school following the correct policy and referral processes.
- Work with the DSL and Attendance Officer to attend home visits as and when required.
- Celebrate, in a supportive atmosphere of competition, achievement points and attendance to create a positive celebratory culture across the year group.
- Use whole Year group yard line up and assemblies to address students with key pastoral messages in respect of school standards and expectations.
- Be responsible for dealing with any behavioural incidents that go beyond the classroom and apply these in accordance with the school policy.
- Build and develop strong, effective and positive partnerships with parents and carers (liaise with external partners if necessary) and deal professionally with sensitive issues with students and families.
- To proactively identify, pursue and remove student barriers to learning ensuring early help needs for individual students are addressed and resolved. Recommend and report further student action, support or intervention needs to the Pastoral team panel as required.
- Lead on some interventions, as directed by the Direction of Year or and Senior Pastoral Manager, and be able to deliver small group interventions in a specialist area(s) as part of the wider support package offered by the pastoral team.

- Work as team when on call and be able to deal with callouts from across whole school.
- Take an active role in developing professionally by engaging in CPD that will eliminate gaps and develop further understanding of key areas of work to offer the very best pastoral provision for St Mary's students.
- Support student transition and progression throughout school. This would be linked to your allocated year group (for example primary liaison in Year 7).
- Support and attend parent evenings for the year group.
- Support exam processes being a visible presence around exam rooms during assessment times and supporting with pupil attendance and behaviour.
- Be First Aid trained and provide support within the first aid team for medical issues for pupils within your Key Stage group.

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.

PERSON SPECIFICATION



KEY CRITERIA	ESSENTIAL	DESIRABLE	Assessed By:
Education/ Qualifications	<p>Appropriate Level 3 qualification or demonstrable equivalent level of comparable work experience (i.e. entry level management experience)</p> <p>Appropriate first aid qualification (or committed to achieving within agreed timescales).</p> <p>Evidence of participation in regular professional development or further study</p>	<p>Relevant degree or demonstrable equivalent level of comparable work experience (i.e. middle management experience)</p> <p>Counselling or behaviour / mentoring qualification or willingness to work towards within agreed timescales</p> <p>Completion of recognised Classroom & Behaviour Management training i.e. NPSLBA (or commitment to complete) and/or training to support emotional, social or development needs</p>	Application form and interview
Experience	<p>Proven recent experience of working with secondary school age students in a voluntary or other professional capacity</p> <p>Proven recent experience of the implementation of Child Protection & Safeguarding policies and procedures</p>	<p>Experience of working in an 11-18 school or 6th form college</p> <p>Experience of mentoring/coaching young people.</p> <p>Proven experience of implementing appropriate behaviour strategies with young people.</p>	Application form, interview and reference
Knowledge and understanding	<p>Detailed knowledge and experience of Child protection & Safeguarding legislation and pastoral care.</p> <p>Understanding of the main challenges for pupils in the secondary sector that includes student welfare and safeguarding.</p> <p>Understanding and knowledge of behaviour and attendance issues and the ability to manage and support a range of pupil behaviours.</p>	<p>Awareness of Inclusion within a school setting</p> <p>Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children</p> <p>Understanding of teaching and learning strategies and how these impact on pastoral issues.</p>	Application form, interview and reference

<p>Skills</p>	<p>Ability to work sensitively with others to build effective relationships.</p> <p>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.</p> <p>High quality people skills to deal and manage difficult problems or situations whilst working under pressure.</p> <p>Ability to use initiative to appropriately respond to and resolve problems and challenges in a calm manner.</p> <p>Ability to build strong relationships with to influence parents/carers, to work co-operatively with the school and involve them in their child's education.</p> <p>Commitment to and ability to promote a positive ethos within school.</p> <p>To have excellent written, numeracy and oral communication skills (which will be assessed at all stages of the process).</p> <p>Strong administrative and ICT skills (especially in the use of a range of IT Software i.e. Word, Excel, E-mail).</p> <p>Proven organisational and time management skills, the ability to manage time effectively and proficiency in planning for a whole year group.</p> <p>Ability to build effective relationships and work positively, sensitively and effectively with parents, pupils, staff and multi-agency stakeholders.</p> <p>Excellent interpersonal skills to build strong relationships with students, staff and parents and the ability to provide constructive feedback.</p>		<p>Application form, interview and reference</p>
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Personal Qualities	<p>Supportive of the Catholic Ethos of the School.</p> <p>Commitment to sustained good attendance at work.</p> <p>To have high professional & personal standards; appearance, conduct and approach to work.</p> <p>Willingness to be flexible, reliable and adaptable to respond to the changing needs of the team, work colleagues and students.</p> <p>To have due regard for all school policies but in particular data protection, confidentiality, child protection & safeguarding and health & safety policies.</p> <p>Commitment to diversity and equality of opportunity in all working practices.</p> <p>High levels of commitment, enthusiasm, inspiration and motivation to achieve excellence.</p> <p>Committed to personal development and a willingness to undertake appropriate training and participate in the staff review and development process</p>		<p>Application form, interview and reference</p>
Special Working Conditions	<p>Working outside of normal school hours may be required</p> <p>Satisfactory references from previous employers</p> <p>Legally entitled to work in the UK</p>	<p>Hold a current driving licence and have access to a car for work.</p>	<p>Interview</p> <p>Application and interview</p>
Written Application	<p>A well-constructed, fully completed and concise application showing evidence of knowledge, planning and enthusiasm for the role.</p>		

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Key: A = Application I = Interview R = References