



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

Sixth Form Engagement 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, Wednesday
7th October 2026**

Interview Date: **Friday 16th October
2026**

"Let all that you do be done in love" 1 Corinthians 16:14.

✝ 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 250 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,

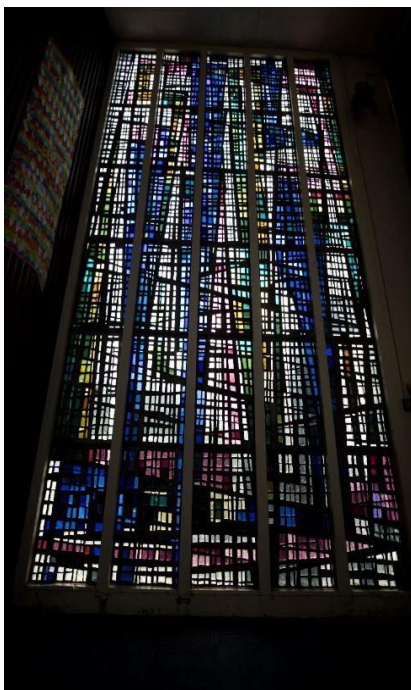
Thank you for your interest in our school. We are very proud of our school community as it goes from strength to strength. We believe strongly that the quality of our provision is entirely dependent on the professionalism, energy, commitment and skill of every single member of staff and each individual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



A photograph of the St. Mary's Sixth Form Centre building, featuring a dark brick facade and large windows. The school's crest, which includes a crown and the motto 'SERIES SAPIENTIAE', is mounted above the entrance. The name 'ST. MARY'S SIXTH FORM CENTRE' is displayed in large, white, three-dimensional letters on the brick wall.

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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Sixth Form Engagement Lead



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

Actual Salary: £30,312pa - £ 33,814pa (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 seeking an enthusiastic and proactive Engagement Lead to join our Sixth Form team. This is an exciting opportunity for someone passionate about helping young people overcome barriers, fulfil their potential, and thrive both academically and personally.

Working closely with the Pastoral Manager, you will play a key role in promoting attendance, wellbeing, safeguarding, and student engagement. You will build strong relationships with students, parents, carers, and external agencies, ensuring young people receive the support they need to succeed. Through effective monitoring, early intervention, and targeted support, you will help improve attendance, encourage positive behaviours, and create a culture where students feel supported, motivated, and empowered to achieve their best.

The successful candidate will be a confident communicator with recent relevant experience of working with secondary school age students in an educational, pastoral, youth work, or support setting. You will be organised, resilient, and committed to high standards, with the empathy and emotional intelligence needed to support students effectively. A strong commitment to safeguarding, inclusion, and student wellbeing, together with a genuine desire to make a positive difference, is essential.

This is a rewarding opportunity to join a dedicated Sixth Form team and make a lasting impact on students' outcomes, wellbeing, and future success.

Closing date: 23.59pm, Wednesday 7th October 2026

Date of Interview: Friday 16th 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

Sixth Form Engagement Lead

The purpose of the post:

To be responsible for all sixth form students, working closely with the Pastoral Manager, to provide a proactive, consistent approach to safeguarding, attendance, well-being and engagement. The focus is to maximise attendance for students by rigorous monitoring, intervention, removal of barriers and application of the sixth form attendance stages.

Reporting to: Pastoral Manager

Responsible for: N/A

Job Outline

The Engagement Lead will be expected to:

- Oversee and be accountable for monitoring the attendance of every student in the college ensuring text messages, attendance phone calls and parental meetings take place if absence levels fall below expected standards.
- Provide regular reports to the Pastoral Manager and Head of Sixth Form to show KS5 lesson attendance and evidence of monitoring students at each stage of the attendance strategy.
- Ensure the sixth form attendance protocols are applied rigorously and targeted action plans for improvements are implemented when standards fall below expectations.
- Model the 'warm strict' unconditional regard for pupils across the school and apply the behaviour systems as per policy and protocols outlined.
- 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. Work as team when on call and be able to deal with callouts from across whole school.
- Work in collaboration with multi-agencies and internal teams to open Early Help and intervention referrals, as required or directed in a timely manner. Lead on some interventions, as directed by the Direction of Year or 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.
- To establish and maintain positive relationships with key pupils, acting as a trusted mentor and advocate for their wellbeing. Promote pupil wellbeing through the organisation and implementation of initiatives aimed at supporting pupils social, emotional and mental health needs
- To be able to make referrals to external specialist teams and teams in school following the correct policy and referral processes.
- Identify and respond to any safeguarding concerns in a professional manner, following school policy and national expectations.
- Work with the Pastoral Manager and/or DSL to attend home visits as and when required.
- 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.
- Ensure that parents and carers are fully informed of attendance and progress and can work with college to maximise these.
- To proactively identify, pursue and remove student barriers to attendance and 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 Manager as required.

- 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 will include recruitment into sixth form and supporting positive transition upon successful completion of subjects in the college. Attend results days to ensure the successful recruitment, retention and progression of these cohorts of students.
- Support and attend parent evenings for the year group.
- Support exam processes by actively monitoring attendance and punctuality and intervening where required.
- 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.

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



KEY CRITERIA	ESSENTIAL	DESIRABLE	Assessed By:
Education/Qualifications	- Level 3 qualifications to demonstrate good literacy and numeracy skills. - Minimum Level 3 Qualification (or equivalent level of recent comparable work experience) in an appropriate field linked to the role. - First Aid Qualification or commitment to achieve within agreed timescales - Safeguarding Training/Qualifications. - Evidence of participation in regular professional development or further study.	- Relevant degree or demonstrable equivalent level of comparable work experience. - Counselling or behaviour / mentoring qualification - Completion of recognised Classroom & Behaviour Management training i.e. NPSLBA (or commitment to complete) - Training to support emotional, social or development needs	Application & Interview
Skills, Knowledge & Experience	- Proven recent experience of working with secondary school young people and families in the public/private and or voluntary sector. - Proven sound knowledge and recent practical experience 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 - Understanding of the main challenges for pupils in the secondary sector including attendance, behaviour wellbeing and safeguarding concerns. - Experience and understanding of student behaviour and attendance issues along with the ability to monitor, analyse and implement strategies to improve student attendance, behaviour and engagement. - Organised and systematic approach to monitoring, reporting and recommending student strategies for improvements to appropriate colleagues. - Strong administrative and ICT skills including Microsoft office applications and management information systems.	- Experience of working in an 11-18 school or Sixth Form College. - Experience of mentoring/coaching young people. - Proven experience of implementing appropriate behaviour and attendance interventions in a Sixth Form environment. - Knowledge of the inclusion agenda and the needs of Key Stage 5 students. - Knowledge of the national curriculum requirements in order to support and prepare students for transition to and during Key Stage 5. - Understanding of teaching and learning strategies and their impact on pastoral issues within a Sixth Form environment. - Knowledge of transition requirements and support strategies at Key Stage 5.	Application & Interview

Personal Qualities & Ability	• Ability to work sensitively and build effective professional relationships with students, parents/carers, staff and external agencies. • Demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met. • High levels of emotional intelligence and resilience when working with young people. • Strong interpersonal, communication and influencing skills to manage difficult problems or situations. • Ability to use initiative to manage challenging situations calmly and professionally under pressure. • Commitment to and ability to promote a positive ethos within school. • To have excellent written, numeracy and oral communication skills (which will be assessed at all stages of the process). • Proven organisational and time management skills and the ability to work independently, use initiative and manage agreed responsibilities and work streams. • To encourage and influence parents/carers, to work co-operatively with the school and involve them in their child's education • The drive and initiative to work independently and manage agreed work streams.		Application, Interview & References
Commitment to:	• Promoting a positive school ethos and culture. • Upholding high professional and personal standards in appearance, conduct and approach to work. • A strong commitment to sustained attendance at work • Supporting the schools' commitment to improving student attendance, wellbeing and achievement. • Continued professional development and a willingness to undertake appropriate training in line with the needs of the role. • Promoting equality, diversity and inclusion in all aspects of work		Application, Interview & References
Special Working Conditions	• Willingness to work outside normal school hours when required • Satisfactory references from previous employers • Legally entitled to work in the UK	• Hold a current driving licence and have access to a car for work.	Application & Interview
Written Application	A well-constructed, fully completed, concise application and supporting statement that clearly demonstrates recent and relevant evidence of at least the essential requirements of 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.