



CARDINAL ALLEN CATHOLIC HIGH SCHOOL



INCLUSION ROOM MANAGER – GRADE 7 APPLICANT INFORMATION PACK

Our Foundation Statement



Cardinal Allen is a Catholic and comprehensive school founded to serve the families and parishes of the North Fylde in the Diocese of Lancaster. The declared aims of the School are to foster a growth and commitment to the love and service of Christ through the teachings, doctrines and practices of the Catholic Church and to be a Christ-centred community in which relationships are marked by that genuine spirit of care which is present in the Christian family.

The school believes that the education and formation of our children is a responsibility shared by parent, teacher and the Church. Whilst we recognise that the parents should be the primary educators of their children, the personal influence of the teacher is of great significance during and beyond school days, for the growing child reflects the influence of those who care for and teach him or her. We accept the fact that such formation is present in all aspects of the School's life - the approach to every task, every aspect of teaching and learning, every form of order, discipline and control, every relationship.

The School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ:

- + believing that all life and human talents are gifts from God and that we are all formed in the image of Christ**
- + recognising the need of all individuals for growth and development irrespective of circumstance, gender or race**
- + communicating the Christian message of love and service, and values of justice, acceptance, tolerance, respect and friendship**
- + creating a secure, caring, Christian and happy environment**
- + providing opportunities for work and learning that give a sense of satisfaction, achievement and self-respect**
- + developing the necessary life-skills of communication, creativity, problem solving, decision-making, as well as the informational framework that will prepare individuals for life in the 21st century.**



Welcome

October 2023

Dear Applicant,

Thank you for your interest in working as a part of our Pastoral team as the Inclusion Room Manager at Cardinal Allen Catholic High School.

This an exciting opportunity for someone who wants to make a difference to the lives of our pupils at Cardinal Allen. If you would like to join a strong, caring team, and, if you are prepared to work hard, you will enjoy developing your craft with us.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent, and continue to strive to make all aspects of our work outstanding.

This pack includes our Foundation Statement, a copy of the advertisement, information about the school, along with the job description and person specification.

I hope you find the information herein useful, and there is of course lots more information available on our [website](#), including details about our curriculum, pastoral care and all of the fantastic experiences that our pupils enjoy.

I hope that you will feel encouraged to apply for this post. If you are interested, and would like to discuss this opportunity and our ambitions further, or even visit the school, please contact me directly at head@cardinalallen.co.uk.

Yours sincerely,

Andrew Cafferkey
Headteacher



CARDINAL ALLEN CATHOLIC HIGH SCHOOL

Inclusion Room Manager

Required for January 2024

The governors of this very successful Catholic High School wish to appoint an Inclusion Room Manager to join our Pastoral Team.

Cardinal Allen is a great place to work and an excellent community to belong to. We receive tremendous support from our parent body and a committed group of Governors. Our pupils actively engage in all aspects of school life, and there is a culture of mutual support and openness.

The successful candidate will:

- Manage the day to day running of the Inclusion Room, ensuring that pupils are effectively supervised and that impeccable standards of behaviour are maintained;
- Work as part of the Pastoral Team to improve pupil behaviour;
- Support families and pupils where required;
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards are maintained, personal development and well-being are achieved;
- Have the skills to play a key role in the continued development of this key area;
- Be willing to go the extra mile for our pupils.

Cardinal Allen is a forward looking, oversubscribed, “outstanding Catholic school”, evaluated by Ofsted only last term as a ‘**good school**’. Inspectors said, ‘**Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils**’. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Interested candidates are welcome to call the Headteacher, prior to application, for an informal discussion or to visit the school to discuss the opportunity further.

Melbourne Avenue, Fleetwood, FY7 8AY ♦ 01253 872659

head@cardinalallen.co.uk ♦ www.cardinalallen.co.uk



General Information

THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800 pupils form a friendly, open school in which discipline is good and where a high value is placed on order, respect for others and endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We were once again oversubscribed for September 2022 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported by Ofsted ([2015](#) and [2022](#)), and in our [Section 48 Denominational Inspection Report](#) which described us as an “**Outstanding Catholic School**”. We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country, and have been redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years, were National Eco School of the Year in 2019/20, and we are a strategic partner in the Catholic Teaching Alliance.

OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and what we provide:

“Cardinal Allen is an outstanding Catholic School” (Section 48)

“Pupils are happy to attend this kind and welcoming school” (Ofsted 2022)

“Pupils are proud to belong to Cardinal Allen Catholic High School; they are greatly appreciative of all that the school provides and how it supports and nurtures them. They feel encouraged and inspired to live by the school motto and be all that you can be.” (Section 48)

“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.” (Ofsted 2022)

“The behaviour and attitudes of pupils observed throughout the inspection were exemplary.” (Section 48)



THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway, which allows quick access to Preston, Manchester and the Lake District. The cities of Preston and Lancaster are both just a 30-minute drive away and journey times to school will significantly improve from Summer 2023 with the completion of two major road developments ([M55](#) and [A585](#)) costing over £350million.

THE PASTORAL TEAM

Pastoral care is an acknowledged strength of the school and, whilst behaviour is good, we believe it can still be better. All staff at the school have a pastoral responsibility but there is a team, led by the Assistant Headteacher, with specific responsibilities. The team consists of five Pastoral Assistants, an Attendance Officer and three Heads of School. We buy in our own School Counsellor and the team also draws on the services of external agencies, including Childrens' Social Care, CAMHS and Children and Family Wellbeing. The department has a strong sense of team spirit and mutual support, as well as a commitment to improving the lives of our pupils. Our new colleague will receive all the support and encouragement necessary to make a difference to our pupils and develop professionally for the next stage of his/her career.

THE ROLE

We are looking for an Inclusion Room Manager to work as part of the Pastoral Team to address the needs of pupils and their parents/carers who require additional support to overcome the barriers to learning involving behaviour. The post holder will have responsibility for the administrative work involved in monitoring pupils' behaviour and work with the Pastoral Team to develop systems for improving pupil behaviour.

WHO ARE WE LOOKING FOR?

We are looking for someone with enthusiasm, energy, and the ability to contribute to the work of a very successful team. The successful candidate needs to have excellent communication skills and be able to work with both pupils and their families.

WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.



HOW TO APPLY

Interested colleagues are invited to contact the Headteacher for an informal discussion or to visit the school to discuss the opportunity and to see our wonderful pupils at work. Applications should be emailed to head@cardinalallen.co.uk by 9.00am on Monday 20th November 2023.



Job Description

JOB DESCRIPTION FOR:

Inclusion Room Manager

MAIN DUTIES

Relating to School Mission Statement:

In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Cardinal Allen places the highest value on the very positive and supportive relationships which exist between adults and between adults and children. All staff are expected to set a positive example to others in this respect.

KEY TASKS

- Manage the day to day running of the Inclusion Room, ensuring that pupils are effectively supervised and that impeccable standards of behaviour are maintained
- Ensure that pupils are engaged with their learning and provide appropriate support and guidance to pupils in completing their work whilst in the Inclusion Room
- Develop positive relationships with pupils and staff to assist pupil progress, attainment and the development of their social, emotional and interpersonal skills
- Arrange for the effective collation of work for pupils whilst in the Inclusion Room and its return to staff on completion
- Liaise with teaching staff to maintain a high quality bank of learning resources for emergency use
- Sustain the upkeep of the room, including signage and orderliness, and ensure that the room is adequately resourced, stocked and maintained
- Maintain accurate records, including updating SIMS and Classcharts, on pupil referrals to the Inclusion Room and for detentions and prepare reports for SLT and Governors
- Communicate with parents by Classcharts and telephone and meet with them as appropriate in line with the behaviour policy
- Oversee support packages for pupils to reintegrate them into school following periods of exclusion or alternative provision
- Contribute to / oversee another aspect of the pastoral system – to be decided on appointment

To support the school and its wider community:

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To continue personal development as agreed.
- To engage actively in the appraisal process.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Line Manager: Assistant Headteacher for Pastoral

Line Managing: N/A

Liaising with: Pastoral Team, colleagues, any relevant external agencies and parents.

Working Time: Term time only, 37 hours per week

Grade: Lancashire Pay Spine Grade 7, points 19 to 25 £27,852 to £32,020 (£23,550 to £27,817 pro rata)





Person Specification

Cardinal Allen Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check and a range of other recruitment checks will be made which will include online searches

The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Experience, Skills, Knowledge and Understanding	Essential	Desirable
GCSE's or equivalent at Grade 4/C or above in Maths and English	✓	
Can demonstrate in their current role, the capacity to work effectively with a range of people at a professional level	✓	
Experience of successfully working with 11-16 year olds	✓	
Experience of working in a school environment		✓
Experience of managing challenging behaviour constructively and consistently using a range of strategies	✓	
Experience of working with young people with complex behavioural needs		✓
Excellent working knowledge of Microsoft Office packages including Outlook, Word and Excel with excellent keyboard skills	✓	
Has knowledge of the use of SIMS		✓
Efficient and effective administrative and organisational skills - including the use of IT for communication, record keeping and data analysis	✓	
Is able to work independently and autonomously as well as within a team	✓	
Can maintain issues of confidentiality in the working environment	✓	
Communication and Self-Management Skills		
Has the ability to communicate effectively with a wide range of different people and organisations, including pupils, staff, parents and external agencies	✓	
Is able to plan, organise, prioritise and manage their own personal time effectively	✓	
The ability to communicate with and motivate young people	✓	
Will actively engage in training activities and take responsibility for his/her own professional development	✓	

Personal Attributes		
Excellent time management and multi-tasking skills and to use own initiative	✓	
Ability to work under pressure and to tight deadlines to a high professional standard	✓	
Is committed, resilient, robust, resourceful, keen and enthusiastic	✓	
Build and maintain quality relationships through interpersonal skills and effective communication	✓	
Has an excellent record of punctuality, attendance, reliability and integrity	✓	
Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional	✓	
The ability to cope well in a fast-paced environment, responding effectively to changing demands and circumstances	✓	
Has a sense of humour and patience, particularly when facing difficult and challenging situations	✓	
Can demonstrate the ability to work well as a team member	✓	
Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality	✓	
Knowledge of the child protection / safeguarding policy		✓
Is willing to support the Christian ethos of our Catholic school	✓	
Be a positive role model at all times and a highly effective and respected representative of Cardinal Allen	✓	
Positive recommendation from all referees, including current employer	✓	