

Holy Family R.C. Primary School, **A Voluntary Academy**

Lime Green Road, Limehurst Village, Oldham, OL8 3NG

Telephone: 0161 770 2400

www.holyfamily.oldham.sch.uk

Headteacher: Mrs. A. Tunncliffe



Person Specification / Selection Criteria Safeguarding and Pastoral Lead

The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teaching of the Roman Catholic Church and the Trust Deed of the Diocese Salford. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a person who can support the school by showing through example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

The applicant will be required to safeguard and promote the welfare of children and young people.

Criteria are desirable unless otherwise stated (E). The application form will be used to select candidates for shortlisting against the criteria detailed below.

Evidence for application – AF (Application form) I (Interview)

Note: Candidates failing to meet any of the essential criteria will automatically be excluded.

Shortlisted candidates will be invited for interview where the decision for selection for appointment will be assessed at interview against the criteria below.

[A] Faith Commitment

	E/D	AF/I
<ul style="list-style-type: none"> Faith Commitment (or Understanding of the Catholic Faith) 	D	AF/I
<ul style="list-style-type: none"> Involvement in parish community 	D	AF/I

[B] Qualifications, Experience and Professional Development

Qualifications	E/D	
<ul style="list-style-type: none"> Qualified Professional status relating to Children and/or Family support 	D	AF/I
<ul style="list-style-type: none"> A minimum of NVQ Level 3 or a standard equivalent. Degree 	E D	AF/I
Other qualifications: <ul style="list-style-type: none"> Maths and English at GCSE grade C or above 	E	AF/I
Professional Development: <ul style="list-style-type: none"> Child Protection / Safeguarding training First Aid 	E D	AF/I
Other training: Designated Safeguarding Lead	D	AF/I
Use of car with Business Use insurance	D	AF/I

[C] Professional Knowledge and Understanding

Applicants should address the following areas in order to demonstrate their knowledge and understanding of the key responsibilities for this post.

1. Support to pupils		
In particular <ul style="list-style-type: none"> Strategies and programmes / schemes to support children through difficulties and trauma Counselling / Coaching to foster resilience, understanding, hope and solutions for vulnerable children Safeguarding and keeping children healthy Looked After Children 	D	AF/I

2. Support to Families		
In particular <ul style="list-style-type: none"> The Common Assessment Framework and how this is designed to intervene, challenge and support families Offering a range of parental advice and support mechanisms Procedures to support and challenge families with regard to attendance and punctuality Legislation, policy and practice relating to the smooth admission to this Catholic school Advice regarding welfare and signposting to other agencies 	D	AF/I

3. Developing Self and Working with Others		
In particular <ul style="list-style-type: none"> Effective liaison and communication with parents The significance of interpersonal relationships and strategies for promoting individual and team development Contributing to, and promoting an open, fair and equitable culture consistent with the school's Catholic ethos The relationships between self-evaluation, performance management and continuing professional development The importance of partnership working and accepting appropriate support from others, including colleagues, governors, Diocese and the Local Authority The role of collaboration and networking within and beyond the school 	D	AF/I

4. Strengthening Community		
In particular <ul style="list-style-type: none"> Embracing the richness and diversity of the school's communities, and the human and physical resources within them Engaging in dialogue that builds partnerships and community consensus on Gospel values, the teachings of Jesus Christ and the Catholic Church and shared responsibilities to help serve the common good Listening to, and reflecting and acting on, community feedback Strategies that encourage parents and carers as the prime educators to support their children's learning Building and sustaining effective relationships with parents, carers, other schools and partners, parishes and the broader community that enhance the education of all pupils and enrich the school as a faith community 	D	AF/I

[D] Personal Skills and Attributes

The ability to...

Respect the dignity of each person valued and loved by God	E	I
Be highly organised and able to work independently	E	I
Demonstrate personal enthusiasm and commitment to making a positive difference to children and young people	E	AF/I

Build and maintain quality relationships through interpersonal skills, effective communication and teamwork	E	AF/I
Demonstrate personal and professional integrity, including modelling values and vision	E	I
Manage and resolve conflict	E	AF/I
Prioritise, plan and organise self and others	E	I
Be competent in the use of ICT and school management systems	D	AF/I
Be aware of their own strengths and areas for development. Listen to, and reflect upon feedback and act appropriately	D	AF/I
Empathise with the context of vulnerable children and families	E	AF/I
Demonstrate a capacity for sustained hard work	E	AF/I
Demonstrate resilience and optimism	E	I
Demonstrate impact and presence	E	AF/I
Other Requirements: To make home visits as and when required Full Driving Licence Use of car with Business Use insurance	E D D	I

[E] Application Form and Supporting Statement

Application forms available from:

TBC

Please note: The application form can be downloaded from the school website. Please do not use any other application form as they will not be accepted.

Completed applications should be returned to the Business Manager. Only electronic applications will be accepted and should be email to leanne.ordano@holyfamily.oldham.sch.uk Please mark all applications Safeguarding/Pastoral lead application in the subject line.

The supporting statement should be clear, concise and be no more than 1600 words.

[F] Confidential References and Reports

Up to three referees should be nominated.

Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:

A positive and supportive faith reference from a Religious (or Faith) leader	D
A positive recommendation from current employer.	E
A supportive reference from LA (where provided), previous employer where work is relevant to this post.	D

The Governing body is committed to safeguarding and promoting the welfare of children, young people and families and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB) and obtain any other statutorily required clearance.

If written references are not received for the successful candidate no appointment will be made until satisfactory references are received