

**PROGRESS HUB MANAGER AND  
COORDINATOR**

**CANDIDATE PACK**



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# WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for taking the time to apply for the Progress Hub Manager and Coordinator vacancy.

High Expectations, High Aspirations and High Standards are what we firmly believe in and it is 'Through God, We Care' about each and every individual young person, to ensure that they will succeed. As a school, we are on an exciting journey where we provide colleagues with many opportunities to develop and grow. We are 'The Boteler Family' and in joining our school you will be working with a team of committed, dedicated professionals who live our vision and values in everything they do.

We are looking for an individual who is passionate about improving the life chances of the young people in our community and who will go above and beyond to ensure that our students get the best possible education. Hope, Compassion and Endurance are the three Christian Values which are at the centre of everything we do. We are looking for someone who will contribute to our high standards and outcomes with these core values as the foundations of policy and practice.

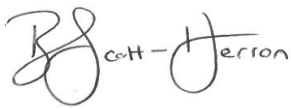
The students will always come first and they are the 'heartbeat' of our school. We pride ourselves on excellent relationships and we foster these to always ensure our students achieve.

Our ideal candidate will be an inspirational individual who has real impact and is committed to changing lives on a daily basis. They will be fully committed to our ethos, vision and values and be a proactive member of 'The Boteler Family' having a love of learning and that determination to see students flourish.

We were graded 'Good' by Ofsted in 2021. [Click here](#) to read the report.

If you share our commitment to educational excellence and improving the outcomes and life chances for our young people and you want to be an integral part of our success, then I look forward to hearing from you.

Yours faithfully



Beverley Scott-Herron  
Headteacher



# SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

Sir Thomas Boteler Church of England High School was founded in 1526 and became a Voluntary Aided Church of England High School in 2002. We are part of the Diocese of Liverpool and Chester and have a Christian Ethos founded upon Anglican beliefs and practices.

We are a founder member of The Challenge Academy Trust (TCAT) and converted in June 2017. TCAT is made up of 6 Primary Academies, 7 Secondary Academies and one 6th Form Academy/College.

- Appleton Thorn Primary School
- Beamont Collegiate Academy
- Bridgewater High School
- Broomfields Junior School
- Dallam Community Primary School
- Great Sankey Primary School
- Meadowside Community Primary School
- Padgate Academy
- Penketh High School
- Penketh South Primary School
- Priestley College
- Sir Thomas Boteler Church of England High School
- South Wirral High School
- The Sutton Academy

TCAT continues to go from strength to strength and there are a vast range of opportunities for staff from the separate academies to get involved in CPD and or leadership opportunities and development.

We have many strengths as a school and the most important one for us is the relationship with have within the school community and those with our families. We also are extremely strong in Performance Arts and especially Music. We are recognised nationally for our World Music programme and we are skilled in spotting and nurturing talent. We are a "Good Church School with Outstanding Leadership and Management" (OFSTED 2021 and SIAMS 2017) and our ethos, vision and values are extremely powerful. We lead with a strong moral purpose and the students are at the very centre of all our decision making. Our positive relationships are always visible and we have Highest Expectations, High Aspirations and High Standards in everything we do.

We place our young people at the heart of everything we do, investing in them so they feel confident, encouraged and motivated to excel. Success looks different for every individual, we harness, and we celebrate this at every opportunity

Our ethos underpins every aspect of school life; we seek to provide each student with the opportunity to attain their full potential and provide them with an essential toolkit of skills and qualifications to achieve their goals, fulfill their aspirations and succeed on their chosen pathway.

We are a vibrant school community who want all our young people to succeed at the highest level.

# “THROUGH GOD, WE CARE”

## WE CARE ABOUT THE 4CS

- **CHRIST** we live by our Christian values of Hope Compassion and Endurance
- **CREATION** we encourage everyone to respect and become stewards of God’s creation
- **COMMUNITY** we respect all members of the school and wider community and celebrate our differences. We strive to serve the needs of others
- **CHILD** we show that every child is loved by God and valued by all. We strive to meet their social, spiritual, educational and physical needs

As Headteacher I live by these words of scripture “I am the good shepherd, the good shepherd lays down his life for his sheep” John 10:11. There is nothing I will not do for ‘The Boteler Family’ to secure its happiness and success. We have a very strong moral purpose and pride ourselves on our three Christian values of Hope, Compassion and Endurance. We will always stand firm in our beliefs and remain resilient, always being positive and focusing on solutions.





**SIR THOMAS  
BOTELER**  
CHURCH OF ENGLAND HIGH SCHOOL  
THROUGH GOD, WE CARE

PART  
OF  
THE



THE  
CHALLENGE  
ACADEMY  
TRUST

## OUR VISION



TCAT will provide exciting and inclusive opportunities for every single learner entrusted into our care, from early years through to adulthood.

Learners will receive an outstanding modern education, from motivated and talented staff, supported by innovative and collaborative partnerships.

TCAT will provide an environment where every learner is nurtured, challenged and inspired to achieve the very best for themselves and their communities.

[WWW.TCAT.UK.COM](http://WWW.TCAT.UK.COM)

SERVE | CHALLENGE | EMPOWER

# JOB DESCRIPTION

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**POST:** **Progress Hub Manager and Coordinator**

**SALARY RANGE:** **Grade 7 points 23-27 £34,434-£38,220**  
**(Pro-rata salary £29,617-£32,874)**

**RESPONSIBLE TO:** **SENDCo**

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## JOB PURPOSE

The Progress Hub Manager and Coordinator will facilitate the day-to-day running of the school's support base, The Progress Hub. The postholder will lead and coordinate provision within the Hub, delivering high-quality, targeted small group interventions and support to students who are not accessing the full mainstream timetable. The role is designed to improve outcomes for vulnerable learners by promoting inclusion, engagement, positive behaviour and progress, while maintaining the school's Christian ethos and high expectations.

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## GENERAL RESPONSIBILITIES

1. Set high expectations, aspirations and standards in terms of:
    - Teaching and learning
    - Relationships with students, parents, colleagues and members of the community, engaging them all in the learning process
    - Personal standards of conduct, appearance, punctuality and attendance.
    - Compliance with all school policies
  2. Promote the vision and values of Sir Thomas Boteler Church of England High School through the mission statement of 'Through God, We Care' and 'High Expectations. High Aspirations and High Standards – You will succeed'.
  3. Promote the vision of The Challenge Academy Trust (TCAT)
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## SPECIFIC RESPONSIBILITIES

### **Progress Hub Leadership and Organisation**

- The postholder will be responsible for the operational management of the Progress Hub, ensuring it is a calm, purposeful and inclusive learning environment.
- Act as a key point of contact for staff regarding students accessing the Progress Hub.
- Coordinate and supervise students who are not working to a normal timetable, ensuring provision meets their academic, social and emotional needs.
- Support the SENDCo and Assistant SENDCo in implementing strategies and interventions for identified students.
- Be responsible for the development, review and implementation of Student Passports.

## Teaching, Learning and Intervention

- Plan and deliver daily small group interventions tailored to students' individual needs (including literacy, numeracy, SEMH and behaviour support).
- Adapt learning activities to meet a range of learning styles and needs, promoting independence and engagement.
- Monitor, assess and record student progress within the Progress Hub and feedback to teaching staff and SENDCo and Assistant SENDCo.
- Use specialist knowledge, strategies and resources to support students with SEND and additional needs.
- Support Quality First Teaching by reinforcing learning and key skills taught in the classroom.

## Student Support and Behaviour

- Establish positive relationships with students, acting as a role model and setting high expectations.
- Promote self-esteem, resilience and independence through consistent routines and positive behaviour strategies.
- Manage behaviour effectively within the Progress Hub in line with school policies.
- Support students' personal development, social interaction and emotional wellbeing.
- Where required, support personal or intimate care following appropriate training.

## Collaboration and Communication

- Work closely with teaching staff, pastoral teams, SEN staff and senior leaders to support student progress.
- Liaise with parents/carers to provide constructive feedback on student progress and engagement, as directed by the SENDCo and Assistant SENDCo.
- Contribute to meetings, reviews and multi-agency discussions where appropriate.
- Liaise with external professionals and agencies to support student outcomes.

## Staff Support and Development

- Support, guide and share good practice with other support staff working with students in the Progress Hub.
- Contribute to the induction and development of classroom support staff when required.
- Model best practice in inclusive education and intervention delivery.

## Administration and Systems

- Maintain accurate records of attendance, progress, behaviour and interventions using school systems.
- Use school-based software (e.g. Arbor) to support monitoring and reporting.
- Prepare and maintain resources and specialist equipment required for intervention work.

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## Safeguarding, Health and Safety

- Comply with all school policies relating to safeguarding, child protection, health and safety, confidentiality and data protection (GDPR).
- Report any safeguarding concerns immediately to the appropriate designated staff.
- Successfully complete safeguarding and other mandatory training as required.

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## Wider School Contribution

- Contribute positively to the school's Christian ethos, values and mission.
- Participate in meetings, training, CPD and school events as directed.
- Accompany students on educational visits and out-of-school activities when required.
- Be flexible and responsive to the evolving needs of the school and students.

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## Line Management Responsibilities

- Teaching Assistants (as delegated)
- Responsibilities assigned by the SENDCo

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## EVENTS TO ATTEND

- Progress, Assessment and Curriculum meetings
- Department meetings
- Planning meetings
- Staff meetings
- Parents' meetings/evenings
- Open Days/Weeks and Open Evening
- TACT based events
- Other school events and meetings as directed by the Headteacher

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**The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher to include responsibilities commensurate with the salary and job title.**



# PERSON SPECIFICATION

|   | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <b>TRAINING AND QUALIFICATIONS</b>  |           |           |
| 5 GCSEs A-C or equivalent including English and Maths   | ✓         |           |
| Willingness to engage in ongoing professional development   | ✓         |           |
| ICT capability  | ✓         |           |
| <b>FAITH STATUS</b>   |           |           |
| Committed to implementing the school's Christian vision and values  | ✓         |           |
| Actively involved in the life and worship of a church, as recognised by churches Together in England                      |           | ✓         |
| <b>EXPERTISE</b>  |           |           |
| Experience working with young people in an educational setting, ideally supporting students with SEND or additional needs | ✓         |           |
| Ability to work independently and as part of a team   | ✓         |           |
| Excellent communication skills with students, staff and parents/carers  | ✓         |           |
| Experience of using the schools Arbor system  |           | ✓         |
| Ability to build and maintain effective working relationships internally and externally                                   | ✓         |           |
| Ability to promote a positive ethos   | ✓         |           |
| Ability to work effectively in a high-pressure environment  | ✓         |           |
| <b>KNOWLEDGE AND UNDERSTANDING</b>  |           |           |
| Good listening skills   | ✓         |           |
| Effective written and verbal communication skills   | ✓         |           |
| Understanding of Microsoft Office   | ✓         |           |
| Awareness of inclusive education principles   | ✓         |           |
| Understanding of dynamics of a school community   | ✓         |           |
| Understanding of the wider context in which the school operates   | ✓         |           |
| Ability to work to tight deadlines  | ✓         |           |
| <b>PERSONAL SKILLS AND ATTRIBUTES</b>   |           |           |
| Excellent attendance  | ✓         |           |
| Excellent punctuality   | ✓         |           |
| Enthusiasm and passion for teaching young people  | ✓         |           |

|   |   |  |
|---|---|--|
| Empathy for and understanding of young people                   | ✓ |  |
| Committed to inclusive education                                | ✓ |  |
| Willingness to contribute to the wider life of the school       | ✓ |  |
| Excellent communication skills                                  | ✓ |  |
| Excellent interpersonal skills                                  | ✓ |  |
| Has integrity   | ✓ |  |
| Is reliable   | ✓ |  |
| Able to reflect on and improve own practice                     | ✓ |  |
| Has resilience in all circumstances                             | ✓ |  |
| Has a sense of humour   | ✓ |  |
| <b>PROFESSIONAL SKILLS, KNOWLEDGE AND UNDERSTANDING</b>         |   |  |
| Ability to lead small groups and deliver targeted interventions | ✓ |  |
| Strong behaviour management and relationship-building skills    | ✓ |  |
| Commitment to inclusive education and safeguarding              | ✓ |  |

# APPLICATION PROCESS

Please visit our school website vacancy page to apply online [www.boteler.org.uk/vacancies](http://www.boteler.org.uk/vacancies)

If you have any questions regarding the vacancy, please contact:

**Miss Jenny Muckley**  
**HR Manager/Headteacher's PA**  
**Sir Thomas Boteler Church of England High School**  
**Grammar School Road**  
**Warrington**  
**Cheshire**  
**WA4 1JL**

**Telephone: 01925 636414**

**Email: [jmuckley@boteler.org.uk](mailto:jmuckley@boteler.org.uk)**

**[WWW.BOTELER.ORG.UK/VACANCIES](http://WWW.BOTELER.ORG.UK/VACANCIES)**



# SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE



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