



Application Pack

www.shuttleworthcollege.org



Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Head of Year 7 at Shuttleworth College, a place where everyone can live our motto; 'Think Big, Chase Dreams and Succeed Together'.

We are seeking to appoint an enthusiastic, skilled and dedicated Pastoral Head of Year to work closely with our wider pastoral and inclusion team to ensure all students reach their potential. The successful candidate should have the skills and energy to inspire and motivate students as well as the mindset to solve problems and overcome challenges.

Shuttleworth is a fantastic place to work and to learn and families, visitors, and Ofsted alike comment on the calm and purposeful atmosphere in the college. Ofsted describe the school as a 'haven' and our young people as 'confident, friendly and courteous'. We expect huge things of all our young people here and set them up to be the best they can be in their future lives. Staff, students and families work together to get the very best out of the five years young people have in this school, with a no excuses culture where everyone is expected to give their best every day.

With excellent guidance and support from an established and committed team, there hasn't been a better time to join our welcoming, attractive and well-resourced learning environment. We look forward to receiving your completed application form outlining how your skills and experience have prepared you for this role.

If you would like to find out more about us or visit the college, please do not hesitate to contact us.

Yours Sincerely,



Ruth England
Headteacher



Vacancy Information

Permanent, term time only, 37 hours per week

Grade 8, point 25-30

£33,945 - £38,223 Full time equiv.

£28,572 - £32,173 pro rata.

Start Date: June 2024

With an initial focus on Primary School transition in the Summer term, this position allows the successful candidate to establish themselves before the students join us in September 2024. This role then allows the support of the same year group throughout their time at Shuttleworth College until they leave in Year 11.

This timescale and approach allow for robust and impactful routines and processes to be implemented and established leading to positive outcomes relating to:

- Attendance
- Behaviour
- Academic Outcomes
- Safeguarding
- Relationships with families

Supported within a wider team of like-minded professionals in addition to management by experienced SLT, this is the ideal opportunity for a passionate and dedicated professional to take the next step in their career.

Job Description

Pastoral Head of Year

Scope of Work:

To implement and deliver procedures to address the needs of pupils and their parents/carers who require additional support to overcome the barriers to learning; including attendance and behaviour.

Accountabilities/Responsibilities:

1. Contribute to the development of a whole school approach in creating and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and school life.
2. Monitor pupil attendance and implement policies to improve attendance
3. Oversee support packages for pupils to reintegrate them into school following periods of exclusion / absence
4. Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning including nurture groups.
5. Manage the supervision of pupils excluded from or not otherwise working to a normal timetable
6. Facilitate the sharing of information between the school and external agencies and act as the point of contact for specialist support services
7. Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance and exclusion sweeps and set up resources/initiatives to help address barriers to learning
8. Liaise with parents / carers of excluded pupils to explain the reasons for exclusion and agree a way forward, including procedures for return to school
9. Provide advice and support to parents / carers of pupils including making home visits where appropriate to keep parents/carers informed and secure positive family support
10. Monitor the implementation of plans and report on progress achieved and support the re-integration of pupils.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Person Specification

Post Title:	Head of Year 7		
		Essential (E) or Desirable (D)	To be identified by: Application Form (A), Interview (I), Reference (R)
Qualifications	A good degree in relevant subject area (at least 2:2)	E	A
Experience & Skills	<p>Detailed knowledge of the practical application of specialised processes/procedures relevant to the role.</p> <p>A clear understanding of pastoral and student guidance and support issues in schools</p> <p>The ability to think strategically, analytically, innovatively and creatively.</p> <p>Use of data to inform target setting and tracking to ensure sustained progress</p> <p>Successful experience of intervention strategies leading to improved student outcomes</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> <p>A, I</p> <p>A, I, R</p>
Professional Development:	Willingness to further develop self through relevant CPD.	E	A, I
Personal Skills:	<p>The ability to build productive relationships with students, staff and parents</p> <p>Good team player</p> <p>Excellent written and verbal communication skills</p> <p>Adaptability and resilience</p> <p>Role model</p> <p>Ability to relate well to students, parents and other stakeholders</p> <p>Creative, problem solving with willingness to take on new approaches/ideas</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I, R</p> <p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>

Useful Information

Thank you for your interest in joining our incredible team of staff here at Shuttleworth College.

Application forms can be found at the top of the vacancies section of our website [here](#).

Please email your application to applications@shuttleworth.lancs.sch.uk

If you have any questions, please do not hesitate to get in touch.

