



Wright Robinson College

Assistant Director of Pastoral & Academic Progress

RECRUITMENT

INFORMATION



WRIGHT ROBINSON
COLLEGE

OUR

MISSION

STATEMENT

VALUES & ETHOS

Our Values



All members of our college community will be given every opportunity to develop and achieve their full academic potential.



All members of our college community will contribute to ensuring that we provide a safe, secure and caring environment.



All members of our college community will celebrate the diversity of our community and celebrate our successes and achievements as one.



All members of our college community will demonstrate resilience at times of adversity.



All members of the college community will treat others with respect.



All members of the college community will be treated fairly.



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Team Wright Robinson is fully committed to inspiring its students to achieve academic excellence, good character and resilience. This will enable our students to be instrumental in contributing to and shaping British Society in an internationally competitive world.



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A WARM WELCOME

Thank you for your interest in working at Wright Robinson College. I am immensely proud to be Headteacher at the College. In our recent 2021 Ofsted report, we have maintained our 'Outstanding in all Areas' status from 2016. Visitors, and Ofsted comment on the exemplary behaviour demonstrated by our extremely courteous and respectful students and upon the calm and welcoming atmosphere here at Wright Robinson.



We are an 11-16 provision and place ourselves at the heart of the community, a college that prides itself on equipping our students with the knowledge and skills to influence an ever-changing, internationally competitive world.

Staff support, wellbeing and CPD is really important to us here at Wright Robinson which was reflected in our 2021 Ofsted report:

"Staff are exceptionally proud to work at Wright Robinson. They benefit extremely well from leaders' genuine desire to manage workload and care for their well-being. Leaders provide extensive opportunities for teachers to access subject training and to work collaboratively."

We have over half a century's experience in educating young people which is illustrated through our results in public examinations, where our students consistently perform at rates significantly higher than the expected norms.

Students are taught by academic specialists with a passion for their subject, creating an environment where our students

believe that anything is achievable. We place great emphasis on creating leaders, whilst recognising the need to work co-operatively with others.

Our 'Team Ethos' permeates all aspects of college life, a life which here at Wright Robinson is so much more than what happens in the classroom. We seek applicants who can align with our culture of mutual respect, a positive outlook and a 'can-do' approach. The college has state of the art facilities creating, for staff and students alike, an attractive site and a pleasant working environment.

Our sporting successes are nationally renowned and our work in areas such as music, drama and art further enrich the student experience.

I am extremely pleased that you are interested in applying to work at Wright Robinson College and I look forward to receiving your application.



Martin Haworth
Headteacher



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VISIONS & VALUES



WHO WE ARE

The Flagship Learning Trust was established in 2019 with a vision to improve the academic performance and physical, social and emotional well-being of the students attending our Trust schools. The Trust chose to identify as 'Flagship' as it was founded in Wright Robinson College, which is not only identified flagship PFI school building but the college itself is committed to leading the way in education.

Social mobility, self-belief and teamwork are key elements of the Trust's ethos and purpose. We believe that it is not the academic ability which separates us in life but our character; therefore we work hard through teamwork to develop the following qualities in our students:

- Self-belief – Self esteem**
- Self determination – Self-discipline**
- Self-expression – Self-respect**

Our schools may always be judged by the results they achieve, however we believe that they are defined by their ethos and culture.

FLT VISION (Aim)

Inspire. Believe. Achieve.

The aim of the Flagship Learning Trust is to improve the academic performance and physical, social and emotional well-being of the students attending our Trust schools. The Trust aims to inspire every student to believe in themselves in order to achieve.

FLT ETHOS (Character)

Inspire. Believe. Achieve

The core culture of the Flagship Learning Trust centres around respect, collaboration, teamwork and leadership. We believe that having strong leadership, clear goals and working together in an environment of mutual respect, ultimately results in positive outcomes.

FLT VALUES (Principles)

TEAMWORK

Everyone working together for the common goal. We believe that to have a strong team, every team member is important and their contributions valid.

RAISING ASPIRATION

Encouraging our pupils and staff to aim high in order to achieve their goals.

COMMUNITY

Building relationships with pupils, staff, parents and the areas served by our schools to improve the educational experience for our students.



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Wright Robinson College

Headteacher: Martin Haworth

Assistant Director of Pastoral and Academic Progress

Grade 6 - £28,900 - £32,095 (Actual Salary term-time only £24,220 - £26,835).

Contract: Full Time/35 hours per week. Permanent. Term-Time Only.

Start Date: ASAP

A rare and exciting opportunity has arisen within our pastoral team as an Assistant Director of Pastoral and Academic Progress (Assistant Head of Year). The core purpose of the role is to work with the Year Group Director (Head of Year) to deliver strategies, support and interventions that impact on improving our student's educational, behavioural, social and emotional development and ultimately improve their future life opportunities.

Wright Robinson College has been an 'Outstanding School' in every area of the Ofsted Inspection Framework since 2016 and we were immensely proud that our continued 'Outstanding' status was confirmed again recently in our October 2021 inspection under the new framework. We are fully committed to continuing to further raise academic standards and attainment, across an academic curriculum.

Wright Robinson College is committed to staff development and if you join our team you will be based in a friendly and supportive school with a state-of-the-art building, providing access to the latest resources to facilitate learning. As well as offering you a competitive salary, Local Government Pension Scheme and free on-site parking, you will have access to our BUPA Employee Assistance Programme, providing our employees with access to free counselling and 24/7 health advice. You will be provided with access to our on-site gym and pool facilities alongside a range of activities designed to support staff well-being. Located one mile from the city centre on the East side of Manchester, we are easily accessible through local and regional transport links.

Have you got the desire, experience and ambition to join our Team? If so, we would be delighted to hear from you. To find out more about this role, informal enquiries can be directed to Maxine Ward, Director of HR on 0161 370 5121.

For further information on the position, to see what our staff have to say about working for us and for details on how to apply, please follow the link below:

<https://www.wrightrobinson.co.uk/Vacancies-Non-Teaching/>

All applications should be made via the TES website. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. Previous applicants need not apply.

Closing date: 9am on Tuesday 10th October 2023



Statement on Equality

We are an Equal Opportunities Employer and we positively welcome applications from candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Statement on Safeguarding

Wright Robinson College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employment offers are made subject to an enhanced DBS check and satisfactory references. When appointing new staff, we will ask shortlisted candidates to complete a self-declaration of their criminal record and to provide any information that would deem them unsuitable to work with children.

Online checks for shortlisted candidates

In accordance with DfE Keeping Children Safe in Education 2022, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

GDPR

A copy of our Privacy Notice is available on our website.



Wright Robinson College

Headteacher: Martin Haworth

Assistant Director of Pastoral and Academic Progress: Job Description

JOB TITLE

Assistant Director of Pastoral and Academic Progress

SCALE/SALARY

GRADE 6 - £28,900 - £32,095 (Actual Salary term-time only £24,220 - £26,835). 35 hours per week, Term-Time Only

RESPONSIBLE TO:

Headteacher, Deputy Headteacher, Assistant Headteacher, Director of Pastoral and Academic Progress.

JOB PURPOSE

To take a leading role, alongside the Year Group Director in the provision of pastoral care and support to pupils in the relevant year group, in order to ensure that they are able to achieve their full educational potential. This will involve resolving issues which present as barriers to learning such as attendance, lack of motivation and poor behaviour.

Duties and Responsibilities

1. To ensure that pupils are aware of the requirements and expectations placed on them with regard to their conduct and attitude to learning at the College.
2. To assist the management of the Year Office and to lead, develop and organise the team of form tutors for the year group in order to ensure that the pastoral needs of the pupils are met.
3. To promote and implement activities in order to develop positive behaviour and relationships with pupils and staff at the College.
4. To ensure that pupils attend College regularly and to ensure that registers are taken by staff for the year group.
5. To implement the College Behaviour for Learning Policy and to work to ensure that the College's inclusion policies are followed.
6. To meet, liaise and discuss with parents resolutions to difficulties that are presenting as barriers to learning and to avoid exclusions. To ensure that every parental enquiry receives a response the same day of receipt.
7. To ensure that the College's Rewards and Sanctions Policy is operated effectively and equitably across the year group. This will include arranging and supervising after College and lunchtime detentions.

8. To assist, and when necessary lead assemblies for the year group. To also ensure the dissemination of information about school to all year pupils and form tutors for the year group.
9. To complete all administrative tasks relating to the year group and ensure that all pupil records are updated and maintained.
10. To issue Year Group monitoring reports to pupils and to attend lessons where pupils may be causing concern.
11. To liaise with outside agencies and services to achieve and improve levels of support for pupils.
12. To represent the College at external meetings and case conferences.
13. To provide reports and briefing notes as required.
14. To attend the meetings of the Pastoral committee.
15. To provide First Aid to pupils once appropriately trained.
16. To implement and adhere to the College's Equal Opportunities Policy.
17. To organise and manage the Year Group College Council.
18. To organise and manage distribution, allocation and replacement of pupil locker keys.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Assistant Director of Pastoral and Academic Progress: Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS / PROFESSIONAL MEMBERSHIP		
<ul style="list-style-type: none"> Minimum of 5 GCSE's at Grade C or above (or equivalent) including English and Maths 	E	AF
<ul style="list-style-type: none"> Relevant training courses developing own knowledge, skills and practice about how to best support vulnerable young people 	D	AF
PROFESSIONAL EXPERIENCE		
<ul style="list-style-type: none"> Experience of working in an educational setting/mentoring young people. 	D	AF
<ul style="list-style-type: none"> Ability to recognise safeguarding concerns. 	E	AF/SP
<ul style="list-style-type: none"> Experience of following procedures and instructions. 	E	SP
<ul style="list-style-type: none"> The ability to establish and develop successful working relationships with pupils. 	E	SP
<ul style="list-style-type: none"> Experience of dealing with challenging behaviour and difficult situations in a calm and professional manner 	E	SP
KNOWLEDGE AND SKILLS		
<ul style="list-style-type: none"> Good working knowledge and understanding of ICT 	E	SP
<ul style="list-style-type: none"> Ability to use word-processing, spreadsheet and database software 	E	SP
<ul style="list-style-type: none"> Ability to prioritise with effective decision-making skills 	E	SP
<ul style="list-style-type: none"> Ability to maintain resilience, demonstrate understanding and ensure solution-focused thinking 	E	SP
<ul style="list-style-type: none"> Excellent interpersonal and communication skills 	E	SP

PERSONAL QUALITIES		
▪ Ability to work as part of a team and on own initiative	E	SP
▪ Self-motivated, with the ability to multi-task	E	SP
▪ Reflective, resilient, responsive and reliable	E	SP
▪ Organised, with effective planning skills	E	SP
▪ The ability to manage workload, prioritising in an effective manner.	E	SP
▪ A commitment to your own, and other's continuous professional development.	E	AF
▪ Personal commitment to the College's professional standards, including dress code, as appropriate.	E	AF
▪ The post will require an enhanced DBS clearance.	E	SP
▪ To promote Health & Safety, Safeguarding and Equality & Diversity policies.	E	AF





WHY WORK

FOR US?



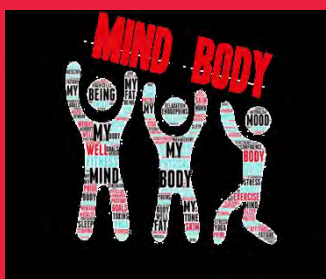
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STAFF BENEFITS

- BUPA Healthy Minds Employee Assistance Programme (Free access to telephone or face-to-face counselling)
- State of the art facilities, including on-site gym/swimming pool
- Cycle to work scheme
- Local Government Pension Scheme/Teacher's Pension Scheme
- Strong programme of CPD/Staff development
- A focus on staff work-life balance and well-being
- Staff sports events/Fitness Friday
- Staff library provision

<https://www.wrightrobinson.co.uk/Vacancies/>



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Awards and external recognition



At the 2022 North West Educate Awards, held at Liverpool Cathedral, Wright Robinson College were presented with the Award for 'Outstanding Commitment to Sport in a Secondary School'.

It is fantastic to have received the award as recognition for all of the hard work that takes place at the college on a daily basis. The college has an extensive Physical Education and extra-curricular sporting programme, promoting a lifelong passion for physical activity and sport in young people whilst providing a wealth of opportunities for our community here in Greater Manchester.

Big Health 2022

Wright Robinson College was awarded 1st place in the Manchester Healthy Schools 'The Big Health Challenge 2022'. This year's theme was 'What are you as a school community doing to promote positive health & wellbeing with next year's year 7'.



The Goldsmiths' Community Engagement Award 2022

Wright Robinson College was named as the Silver Award winner of The Goldsmiths' Company Awards for Community Engagement 2022. Created in 2018, the prestigious awards celebrate the unsung work of students going above and beyond to support local communities through volunteer work and charitable initiatives that are overlooked in exam and test results.



The
GOLDSMITHS'
Community Engagement Award 2022

SENDIA

Wright Robinson College has received the SEND Inclusion Award (SENDIA). The SENDIA is awarded to schools who deliver high-quality education for pupils with SEND. Compliant with the SEND Code of Practice, the award framework focuses on removing barriers to learning through early identification, inclusive teaching and leadership. The college has fully evaluated impact in order to improve classroom practice and pupil outcomes.



EPDA

Wright Robinson College has received the Excellence in Pupil Development Award (EPDA). This award offers a structured framework to evaluate and enrich our pastoral curriculum. The award evidences that the college is successful in developing pupil's personal attributes and attitudes, such as self-confidence, resilience and self-discipline and preparing pupils for life in modern Britain.



WAS

Wright Robinson College has received the Wellbeing Award for Schools (WAS). This award focuses on changing the long-term culture of the whole school. Using an evidence-based framework to drive change, it helps schools to deliver staff and pupil wellbeing, review staff training and revise school policies. This award is evidence that that mental health and wellbeing sit at the heart of life at Wright Robinson.



School Games Platinum 2021/22 - 2022/23

In July 2022, Wright Robinson College was one of only 3 Greater Manchester Schools who were awarded the Platinum School Games Mark.



NWCPEA (North West Counties PE Association)

Wright Robinson College has been awarded the Gill Parry Best Practice in PE Award 2021.

The PE department developed the 'My mind my body' to increase awareness of the importance of physical activity on the mind and body, with a focus on the physical, mental and social benefits.



OFSTED REPORT

OUTCOME

Wright Robinson College was inspected in October 2021 and continues to be an outstanding school.



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WHAT IS IT LIKE TO ATTEND THIS SCHOOL?

Pupils are proud to be part of this exceptional school. They are adamant that it is a safe, happy and harmonious place to learn. Pupils thoroughly enjoy coming to school to learn. They say, ‘Every aspect of school life is about teamwork.’

All pupils, including pupils with special educational needs and/or disabilities (SEND), achieve exceptionally well. The ambitious curriculum motivates and engages pupils to work extremely hard. Staff have very high expectations of each of them.

Pupils concentrate fully on their learning. They relish the opportunity to master new challenges. Pupils are highly appreciative of the learning opportunities that teachers provide. Pupils are fiercely proud of their successes.

Behaviour is exemplary. Pupils are extremely courteous and respectful. Pupils of all ages get along exceedingly well. They are accepting of each other’s differences. Pupils have no concerns about bullying. They said that it would be ‘out of the ordinary’. Should any bullying occur, pupils are confident that teachers will ‘shut it down immediately’.

Pupils spoke with great pride about the extensive range of leadership, charitable and enrichment opportunities on offer. They delight in developing new skills and in finding new ways to contribute to the wider community. Pupils develop into highly confident, articulate and responsible young adults who are ready to ‘shine’ in the world.

WHAT DOES THE SCHOOL DO WELL AND WHAT DOES IT NEED TO DO BETTER?

Leaders, governors and trustees have created a distinctive school with a clear purpose. They are deeply committed to ensuring that every pupil can flourish, irrespective of their personal circumstances. A culture of high aspirations and a can-do approach to learning pervade the school.



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