SHEVINGTON HIGH SCHOOL

Life is What You Make It!

Head of Year

Application Pack



Ofsted 2026

"Staff enjoy coming to work here."

"They are positive about the support leaders provide to reduce their workload and improve their wellbeing."

"They appreciate the highly individualised professional learning they receive. This helps them to continually improve."

"Leaders, staff and pupils share the view that Shevington includes everyone. This ethos runs through every strand of school life."

Message from the Headteacher

Many thanks for your interest in this post and in joining Shevington High School. I hope the information in this pack gives you a clear sense of who we are, what we value and what it is like to work as part of our school community.

Shevington High School is a successful, popular, and ambitious 11-16 community school located in the village of Shevington, just three miles from Wigan town centre and only minutes from the M6 motorway. We are smaller than the average secondary school, which allows us to know our pupils well, build strong relationships and create a genuine sense of community. The school is oversubscribed, with strong demand for places.

Over recent years, Shevington has continued to grow and improve. There has been significant investment in the school, alongside a clear focus on raising standards, strengthening teaching, and learning, and ensuring that every pupil is supported to succeed. We are proud of the progress the school has made and remain ambitious for what comes next.

Shevington is a thriving and vibrant school with a clear commitment to inclusion, high expectations and continual improvement. We work hard as one team to support pupils from a wide range of starting points, helping them to achieve well academically and develop the confidence, character and skills they need for the future.

At the heart of our approach is the belief that pupils should be active participants in their own learning. We place student agency at the centre of school life through high-quality teaching, personalised support and a curriculum that is carefully planned, ambitious and responsive to pupils' needs. Our work in this area has been shaped over several years through our partnership with Kunskapsskolan Schools in Sweden, and we are proud to be recognised as a KED-inspired school.

We also have a well-established digital strategy that supports learning across the curriculum. Pupils use digital devices and Google Classroom to enhance their learning, develop independence and build the skills they will need in an increasingly digital world.

A distinctive feature of life at Shevington is our coaching programme. We see coaching as central to personalised learning and to helping pupils take ownership of their progress. Pupils meet regularly in small coaching groups, where they are supported to set goals, reflect on their learning, and develop the habits needed to become confident, independent and successful young people.

Shevington High School is a school with a strong sense of direction, a committed staff team and a deep belief in the potential of every pupil. If you share our values and are excited by the opportunity to contribute to the next stage of our journey, I would be delighted to receive your application.

Head of Year

Salary: **G7 (scp 20-25)**

Required from: January 2027

Closing date: Thursday 26th November 2026 at 12 noon

Interviews 30th November 2026

We are seeking a dedicated Head of Year. The successful candidate will work proactively to provide pastoral support, care and guidance for students. The Head of Year will act as a main point of contact for students and their parents, and work closely with tutors and other key members of staff. The Head of Year will also play a key role in the monitoring the academic achievement of the students, implementing mentoring or support programmes where necessary.

Some of the Principal Responsibilities include:

- Provide pastoral care and support to students in the designated Year group, including monitoring their well-being, behaviour, and attendance.
- Track and monitor the academic progress of students within the year group, identifying areas of concern and implementing strategies to support their learning and achievement.
- Liaise with parents or guardians to communicate students' progress, address concerns, and foster positive relationships between home and school.
- Implement and oversee behaviour management policies within the year group, including managing disciplinary issues and promoting positive behaviour among students

This is a fantastic opportunity to join our School. In turn, we are looking for a candidate committed to playing a part in transforming the lives of our young people.

The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

Salary & Benefits

In return, we offer:

- Children of staff are included as one of the priorities on our admissions criteria for those wishing to support an application for their child to the school.
- Induction for all new staff
- Commitment to employee Health and Wellbeing including dedicated Employee Assistance Programme
- Rewards and Recognition Scheme
- Cycle to Work Scheme
- Dedicated Staff Wellbeing team and School Workload Charter

The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible. As part of our safer recruitment procedures, an online search will be undertaken on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE) 2026.

Applications to be returned to Mrs L Thompson via email at
lthompson@shevingtonhigh.org.uk
or returned to the School Office for the attention of Mrs L Thompson.

Head of Year
G7

Job purpose:	To monitor, support and improve the overall progress and development of students. To be available to support the personal welfare of all members of the school community with regard to spiritual, moral, social and cultural values and to promote the ethos of the school.
Reporting to:	Headteacher, School Business Manager
Responsible for - Staff	Responsible for SAIL Tutors and Support Staff within the year group
Liaising with:	Headteacher, SBM, Senior Leadership Team, School Governors, other members of staff – teaching and non-teaching, LA, parent/carers and external agencies.
Grade of post:	G7
Disclosure level:	Enhanced

Job Outline

- To manage the school pastoral care function and effectively formulate aims and objectives which are relevant to the needs of the designated school year group.
- To develop, monitor and implement appropriate strategies for the pastoral care function within the school.
- To identify, monitor and evaluate appropriate strategies for student progress tracking, target setting and mentoring and supervise students when required and liaising regularly with parents/carers.
- Work with the relevant senior manager to identify students who are vulnerable and to formulate appropriate plans to achieve aims.
- Provide formal mentoring where appropriate.
- To plan and deliver workshop sessions on a range of issues and to plan, lead and deliver extra-curricular opportunities.
- To liaise with and work in conjunction with the multi-agency team.
- To develop, maintain and implement robust systems in order to record relevant information and to have responsibility for child protection documentation.
- To develop and implement relevant school policies and procedures.
- To monitor and evaluate student attendance and behaviour management systems.
- To contribute to the development of effective links with partner schools, the community.

Main Duties

- To raise standards of student engagement.
- Monitor, support and ensure a high quality learning experience for students through SAIL themes and missions.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To be responsible for and leading and managing SAIL tutors for a specific year group.
- To liaise with the SENCO, SLT Lead to support systems for enhancing student achievement. Support EHCP Reviews and monitor SEND Student Progress.
- To ensure that SAIL Tutors use registration and PD time effectively.
- To manage promotion of student achievements and progress across the school.
- To liaise with SLT regarding student learning, student performance issues, target setting and attitude to learning and behaviour across a year group.
- To develop the role of Form Tutors with a focus on academic progress, SAIL and progress of individual students
- To lead Year Assemblies.
- To contribute to the leadership and management of parents' evenings
- To liaise with external agencies as necessary.
- To liaise with the designated teacher for child protection.
- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To promote actively the school's corporate policies.
- To supervise students as required.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

Job Profile Head of Year

Person Specification / Selection Criteria
Head of Year
G7

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 11 – 16 in a voluntary or other professional capacity	E		A, I, R, P
Has led or made a major contribution to a project or initiative (e.g. progression work with partner schools, extra curricular activities)		D	A, I, R
Experience and understanding of Every Child Matters within a school setting	E		A, I
Supervisory experience		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
Relevant degree		D	A, I, R
Relevant NVQ Level 4 qualification or equivalent level of experience	E		
Counselling or Mentoring qualification – level 2 or willingness to work toward within agreed timescales		D	A
Evidence of participation in regular professional development and further professional study	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children	E		A, I
Understanding of relevant legislation	E		A, I
Understanding of inclusion, behaviour and attendance issues	E		A, I
Knowledge of how to deal with a range of different pupil behaviours	E		A, I

	Essential	Desirable	Source
Understanding of the main challenges for pupils in the secondary sector	E		A, I
Understanding of teaching and learning strategies and how these impact on pastoral issues	E		A, I
Knowledge of monitoring, evaluation and review processes to raise standards	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work sensitively with others to build effective relationships	E		A, I
Commitment to and ability to promote a positive ethos within the school	E		A, I
High quality people skills to deal with difficult situations	E		A, I
A clear understanding of the impact of school improvement and in particular high quality learning and teaching	E		A, I
Ability to use initiative to respond to and resolve problems in the short term	E		A, I
Commitment to collaboration and sharing of resources and expertise across all phases of learning	E		A, I
Ability to utilise a range of ICT functions	E		A, I
Very good organisational skills			
Very high level of communication skills to deal with children and adults	E		A, I
High levels of commitment, enthusiasm, inspiration and motivation			

Ability to encourage and influence parents/carers to work co-operatively with the school and involve them in their child's education	E		A,I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

How to Apply

1. Read carefully all the information about this post

2. If you have any questions, please do not hesitate to telephone or email Lisa Thompson, PA to Headteacher on email lthompson@shevingtonhigh.org.uk.

3. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

Send your completed application form by email (if downloaded from our website) to Lthompson@shevingtonhigh.org.uk or through the post to: Mrs L Thompson, Shevington High School, Shevington Lane, Shevington, Wigan, WN6 8AB