

# Shevington High School

## Key Stage 4 Pastoral Leader

### Application Pack



Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways - to be creative - and realise that “life is what I make it !”

**Life is what you make it!**



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***Life is what you make it !***

## **Ofsted 2022**

*“Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning.”*



# WELCOME TO OUR SCHOOL

## Message from the Headteacher

Many thanks for your interest in the post above. I hope you find the enclosed information useful in making a decision about your application to join Shevington High School. Shevington High School is a growing, successful and popular high school. Over the last few years, the school has seen significant investment and improvement in all areas of the school.

Shevington High School is a popular 11-16 community school located in the village of Shevington. We are 3 miles from Wigan town centre and mere minutes from the M6 motorway. The school is smaller than the average size secondary school but growing. We have 178 students in all years and a waiting list in year 7.

Shevington is a thriving and vibrant school. We work incredibly hard as a team to support pupils to make excellent progress in their learning from their varied starting points on entry. The school has celebrated very good examination results over recent years and we pride ourselves on our constant drive for improvement.

We pride ourselves at Shevington in that we put the student at the centre of learning through the delivery of high quality teaching which enables all of our pupils to learn effectively. The school has a clear and well-articulated vision and intent for the curriculum and pedagogical approach in school, grounded on current research and methodologies nationally and internationally. This is drawn from the work we have been doing over the last 5 years on Student Agency in Learning as part of the SAIL Network, LAB Schools Network and inspired by work done with Kunskapsskolan Schools (Sweden).

Since 2020 as a school, we have worked extremely hard to make further improvements in our educational provision. Through developing a truly blended learning approach using technology to enhance pedagogy that enables personalisation and develops learner independence and ownership.

School has a robust teaching and learning framework and strategy incorporating digital devices and using Google Classroom to enhance student learning. As part of our initial Remote Learning Strategy in March 2020 we devised a remote learning lesson framework, over time and whilst working as a Laboratory School with the International Centre of Educational Enhancement we collaboratively developed with staff the Shevington Teaching Framework.

### **The framework has a series stages and non-negotiables**

- **Instructional phase**
- **Practice phase**
- **A rubric assessment**
- **A retrieval task**
- **A very clear modelling or scaffolding of task**
- **Summary of learning**

The Rubric is an essential element of the Shevington Lesson; it is designed to encourage ownership of learning through transparent learning intentions and clear assessment criteria. The rubric is used by the student to set personal learning goals in the lesson.

A distinct part of student life at Shevington High School is coaching. We see coaching as the key to personalised learning and putting students at the centre of their learning. Students attend coaching in groups of 4-5 students once a week. In the coaching session the students are encouraged to set weekly learning goals and reflect on progress made.

**Mr J Bennett**  
**Headteacher**

# Key Stage 4 Pastoral Leader

**Required from: April 2025**

**Salary: Teacher Pay Scale + TLR2b**

**Closing date: 17<sup>th</sup> January 2025 12 noon**

**Interviews: To be confirmed**

Shevington High School is now recruiting for a Key Stage 4 Pastoral Leader

Shevington High School is a successful and popular 11-16 community school seeking to appoint a full time Key stage 4 Pastoral Leader. The post offers a fantastic opportunity for an ECT or experienced teacher. If you are ambitious, inspirational, creative, open-minded and want to be part of our success then we want to hear from you.

The Key Stage 4 Pastoral Leader will work closely with the Shevington High School Senior Leadership Team (SLT), Curriculum Leads, Year Leads and Student Services to oversee and contribute to the continuous improvement of academic and pastoral support within Key Stage 4.. To deliver high-quality teaching, including the flexibility to teach out of specialism if required.

## Salary & Benefits

- M1 – UPS3 FTE £31,650 - £49,084 per annum + TLR2b
- CPD including Senior Leader and Knowledge Development Courses
- Enhanced ECT Scheme including ongoing coaching and mentoring for all teachers
- Commitment to employee Health and Wellbeing including dedicated Employee Assistance Programme
- Rewards and Recognition Scheme
- Cycle to Work Scheme
- Dedicated Staff Wellbeing team

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 the shortlisting process we will carry out an online/social media search as part of our due diligence on the shortlisted candidates as per guidance from Keeping Children Safe in Education 2023).

Application forms to be returned to Mrs L Thompson [lthompson@shevingtonhigh.org.uk](mailto:lthompson@shevingtonhigh.org.uk)



## Job Description – Key Stage 4 Pastoral Leader

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|--------------------------|--|
| <b>Job purpose:</b>      | The Key Stage 4 Pastoral Leader will work closely with the Shevington High School Senior Leadership Team (SLT), Curriculum Leads, Year Leads and Student Services to oversee and contribute to the continuous improvement of academic and pastoral support within Key Stage 4.<br>To also deliver high-quality teaching, including the flexibility to teach out of specialism if required. |
| <b>Reporting to:</b>     | The Assistant Headteacher ( Pastoral ) and SLT   |
| <b>Liaising with:</b>    | Headteacher, SLT, teachers and support staff, LA representatives, external agencies and parent/carers  |
| <b>Salary:</b>           | Teacher Pay Scale + TLR2b  |
| <b>Working Hours</b>     | 195 days as specified in the STPCD Full Time   |
| <b>Disclosure level:</b> | Enhanced   |

### **Roles and responsibilities**

The Key Stage 4 Pastoral Lead will:

- Reports to the Assistant Headteacher (Pastoral), and works closely with the SLT on strategic matters;
- Is responsible for supporting a positive culture of academic purpose, personal development and ambition of Key Stage 4 pupils;
- Is responsible for supporting a vibrant culture and ethos in Key Stage 4 that embodies the school's SAIL curriculum and what it means to personify our motto of 'Life is what you make it';
- Implements strategies which support students in developing and embodying the school's respect values (Kindness, Inclusion and Aspiration) alongside our Big 6;
- Be aware and follow-up on any safeguarding concerns as directed by the safeguarding team attending weekly safeguarding meetings if required to.
- Leads the pastoral care and academic oversight for Key Stage 4 students, working closely with the Assistant Headteacher (Pastoral) to ensure consistency across all year groups;
- Leads the organisation of Key Stage 4 special events;
- Collaborate and oversee key messaging and planning of key stage 4 assemblies under the guidance of the Assistant Headteachers;
- Oversee the recognition and rewards of student achievements within key stage 4;
- Collaborates with senior and middle leaders on matters related to student progress and outcomes; Assistant Headteacher (Progress) and Data Manager
- Is responsible for ensuring the excellent pastoral care, guidance and support of Key Stage 4 students through the line management of the Year 10 and 11 Leads;
- Is responsible for contributing to the quality assurance and ongoing development of the Key Stage 4 Pastoral Programme;
- Chairs Pastoral Meetings and collaborate on the prioritisation of in-school support services;
- Contribute the Year 10 work experience and Y11 further education processes under the guidance of the Assistant Headteacher (Personal Development)
- Attends selected SLT meetings and action planning events;
- Undertake additional operational duties to ensure a smooth running of the school day;

### **Teaching**

The Key Stage 4 pastoral lead will have teaching commitment, meaning they will:

- Deliver high-quality teaching, including the flexibility to teach out of specialism if required;
- Raise standards of student achievement;
- Foster enjoyment and satisfaction in the subject by guaranteeing a variety of learning experiences that are relevant, motivating and challenging;
- Ensure student entitlement to the National Curriculum in the subject;
- Foster the morale, confidence and competence of all staff who teach or assist in lessons by ensuring their active involvement and access to effective training and development;
- Ensure that ICT, Reading, Writing, Communication and Maths, and Social, Moral, Cultural and Spiritual developments are reflected in the teaching of all staff in the department;
- Monitor and ensure a high-quality learning experience for students which meets internal and external quality standards;
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework;
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures, including marking of work;
- Undertake an appropriate programme of teaching in accordance with the duties of a subject leader and obtain results commensurate with those expected of a role model;

### **Quality Assurance**

The Key Stage 4 Pastoral Leader will be required to contribute to quality assurance procedures by: \_

- Participating in the review, development, and management of activities relating to pastoral care, attendance, behavior, and student well-being across the school;
- Monitoring and reviewing the quality and impact of pastoral interventions, including behavior and attendance strategies, and setting targets to raise standards of student welfare and support;
- Establishing common standards and practices within the pastoral team to ensure consistency and effectiveness in behavior management, safeguarding, and well-being initiatives;
- Implementing and adhering to school quality assurance procedures and systems related to pastoral care, ensuring alignment with school policies;
- Monitoring and evaluating the impact of pastoral systems and processes, including attendance and behavior initiatives, as part of the school's self-evaluation cycle and quality assurance framework;
- Identifying areas for improvement in pastoral care provision and implementing modifications or improvements as necessary;
- Ensuring that pastoral quality assurance procedures meet the requirements of the school's self-evaluation cycle and align with the school's Strategic Plan; \_

### **Management**

The Key Stage 4 Pastoral Leader will be required to demonstrate effective management by: \_

- Completing relevant documentation to assist in the tracking and monitoring of student attendance, behavior, and welfare;
- Tracking the pastoral progress, attendance, and behavior of students and using this information to inform interventions and support strategies;
- Collaborating with other staff to ensure effective use of pastoral resources and sharing best practices to benefit students and the wider school community;
- Ensuring accurate and up-to-date records of pastoral information, including attendance, behavior, safeguarding, and interventions, are maintained on the school's management information system;
- Using internal and external data to analyse and evaluate trends in behavior, attendance, and pastoral care to inform decision-making;
- Identifying issues arising from data or reports and taking appropriate action, setting deadlines where necessary, and reviewing progress on interventions;
- Producing reports on pastoral matters, including attendance, behavior, and well-being, as part of the school's quality assurance processes;
- Managing the collection and analysis of pastoral data in conjunction with the Assistant Headteacher/SLT;
- Producing reports on pastoral performance and related matters for various audiences, including SLT, Governors, and external stakeholders, as required;
- Managing available resources efficiently, including pastoral budgets, ensuring appropriate requisitioning, organising, and maintaining materials to support pastoral initiatives;
- Working with the Assistant Headteacher/SLT to ensure pastoral systems are effectively integrated into the school's timetable, ensuring appropriate staffing and resource allocation to meet student needs;



## Care and Guidance

The Key Stage 4 Pastoral Leader will be required to demonstrate care and guidance by:

- Communicating effectively and appropriately with parents, carers, and external agencies involved in the welfare, behavior, and attendance of individual students, in consultation with relevant staff;
- Monitoring and supporting the overall well-being, progress, and personal development of students within the Key Stage, ensuring their individual needs are met;
- Ensuring the school's behavior management system is applied consistently and fairly across Key Stage 4 to create a safe and positive learning environment;
- Promoting the use of rewards and sanctions in a way that is consistent with school policy, fostering a Culture of high expectations, mutual respect, and accountability;
- Acting as a visible and approachable presence for students and staff, offering support, guidance, and encouragement as needed;\_

## School Ethos

The Key Stage 4 Pastoral Leader will be required to uphold and reinforce the school ethos by

- Demonstrating commitment to their own personal professional development, especially in areas related to pastoral care, student well-being, and safeguarding, as agreed;
- Actively engaging in the performance review process to reflect on and improve their pastoral leadership practice;
- Playing an active role in the life of the school community, supporting its distinctive mission, values, and ethos, and setting a positive example for staff and students to follow;
- Actively promoting the school's corporate policies, particularly those related to inclusion, behavior, and student welfare;
- Ensuring compliance with the school's health and safety policy and undertaking risk assessments related to pastoral responsibilities, including trips, activities, and safeguarding issues;
- Carrying out any other duties relevant to the pastoral role as specified by the School Teachers' Pay and Conditions document.

## Candidate Profile

The Key Stage 4 Pastoral Lead will:

- Be a credible and capable leader, providing a role model to Key Stage 4 students and staff;
- Have excellent and proven organisational talents and a keen eye for detail;
- Be diligent, reliable and resilient and possess the imagination, stamina and flexibility to go beyond the constraints of a job description;
- Show integrity, initiative and take responsibility for decisions affecting students in Key Stage 4;
- Be confident using system/platforms (ClassCharts, SISRA and SIMS) to analyse data and produce reports related to student attainment and attitudinal data within the key stage;
- Be confident in the application of all school policies and procedures e.g. behaviour, safeguarding, attendance etc.
- Be confident on the public stage communicating clearly to students, parents and staff;
- Be creative and innovative in nurturing a culture reflecting the School Vision and in looking to maintain and develop a sustainable and enduring Key Stage 4 experience;
- Have excellent interpersonal skills and an empathy with the perspective of students, parents and other stakeholders;
- Be energetic and dynamic in promoting Key Stage 4 life to the wider community;
- Demonstrate strong leadership, organisational and management skills;
- Be both a team player with clear communication and listening skills and a decisive decision maker with the initiative and energy to implement change in the defined areas of authority;
- Be seeking a role which provides scope for whole-school impact and future career progression;

# 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/Office Manager on email [lthompson@shevingtonhigh.org.uk](mailto: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](mailto:Lthompson@shevingtonhigh.org.uk) or through the post to: Mrs L Thompson, Shevington High School, Shevington Lane, Shevington, Wigan, WN6 8AB