



Philips
High School

Success Together Aspire Respect



Pastoral Year Leader

Candidate Pack



Part of the

Oak



Learning Partnership

Pastoral Year Leader

Welcome from the Headteacher

Dear Candidate,

It gives me great pleasure to welcome you to Philips High School. I am extremely proud to be a member of the Philips High School community and work with so many talented young individuals. My vision is that our children receive the highest quality of education in a supportive, respectful and ambitious school environment.

Philips High School was originally founded as a Grammar school in 1688 and to this day has retained some of the nostalgia, charm and high academic standards of the old school. When you first visit Philips High School, you immediately sense the warm welcoming atmosphere from our pupils and staff. This wonderful, vibrant community is a great place to learn and achieve. It is hard to find a school that educates the whole person both academically and pastorally.

The former Grammar school building and first-class facilities provide a stimulating environment that is both distinctive and inspirational. Our curriculum is both broad and ambitious, rooted in unrivalled holistic excellence. We place equal importance on performing arts, the creative subjects, technology, academia and sport through a vast range of experiences both inside and outside of the classroom. This fosters happy, confident and well-rounded young people.

Over the last few years, Philips High School has become a high achieving and successful learning community. The staff go above and beyond, ensuring that our collaborative, respectful and aspirational values permeate all aspects of our school. This enables our pupils to make consistently strong progress across the curriculum and develop themselves as individuals ready for the future.

We are a caring community; providing high challenge as well as significant support for our pupils. Everyone is welcome at Philips and our core values of Success, Together, Aspire, Respect (STAR) are embedded into the heart of our school.

I am committed to working in partnership with parents and know that by working together we will ensure that every child enjoys school, is happy, safe and have the opportunity to thrive and achieve their best.

It is the quality of the relationships and the personalised approach that makes Philips High School successful. Our students are at the heart of everything we do; they enjoy school, are fulfilled, aspirational and form lifelong friendships.



Pastoral Year Leader

Welcome from the Headteacher

We are seeking a highly motivated and dedicated Pastoral Year Leader who is committed to providing high quality support to our pupils.

As a Pastoral Year Leader, you will support in the successful learning and participation in education activities to help students overcome barriers that are preventing them from achieving their full potential. You will secure pupils physical and emotional well-being whilst encouraging their independence and raising their self-esteem.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 351 2200** or by e-mailing **info@philipshigh.co.uk** to arrange an appointment.

We look forward to receiving your application. Please visit our school website for further information **www.philipshigh.co.uk**

We ask that you do not send CV's, please complete and send your application form and a personal statement to hr@oaklp.co.uk.

Mr C Hibbert
Headteacher at Philips High School





"Philips High School is a diverse and welcoming community. Pupils enjoy coming to school. They feel happy and safe, and they get along well with each other and staff. Pupils are accepting and empathetic of each other's views and differences."

Philips High School, Ofsted Report
2022

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Philips High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk





“The pupil leadership group are passionate about making a difference in school and the wider community. Leaders have high expectations for how well pupils should behave. Pupils are respectful and courteous and behave well in lessons and around the school.”

Philips High School, Ofsted
Report 2022

Pastoral Year Leader

Salary: Grade 9, SCP 18 – 23, £30,559 - £33,366, actual salary £27,410 - £29,928

Hours: 37 hours per week term time only plus 10 days

Closing Date: 9.00 am, Thursday 16th January 2025

Job Description

Normal place of work: Phillips High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: The post is 37 hours per week term time plus 10 additional days to be worked during periods of school closure.

Responsible to: Headteacher, Deputy Headteacher and Assistant Headteacher.

PURPOSE OF THE POST

- To manage self and to support staff and pupils' in ensuring stability and continuity for behavioural development and academic progress.
- To support the successful learning and participation in educational activities.
- To support pupils with emotional and behavioural difficulties, social skills and promote integration with peer groups.
- To secure pupils' physical and emotional wellbeing, whilst encouraging their independence and raising self-esteem.
- The post holder will support the aims and objectives of Philips High School and under the direction of the Headteacher and Senior Staff, working with all pupils to support learning and so help remove barriers to learning.
- The post holder will work closely with pupils, staff and parents / carers specifically within one of the year groups, but will support work in other years.
- To refer to and liaise with the various outside agencies that work with our young people.
- To work in partnership with their designated SLT member and year team to deliver an effective pastoral programme, including PSHCE.
- To lead on a whole school pastoral responsibility e.g., Transition, Medical need, SEND link, Safeguarding, Alternative Provision.

DUTIES AND RESPONSIBILITIES

- Contribute to whole school pastoral interventions and processes.
- To ensure that Philips High School's commitment to a quality service for pupils and parents/carers is provided.
- To administrate, implement and monitor the Behaviour Management and Rewards System in the School to ensure that effective learning can take place.
- Work with the Year Team, SLT team as well as the Designated Safeguarding Lead, Attendance Officer to ensure effective monitoring of student attendance and punctuality, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- Be responsible for the timely submission of relevant information to School Leaders, SLT, Go Make home visits where required and establish rigorous tracking of key pastoral pupil groups, e.g., Pupil premium, Looked After Pupils, SEN, vulnerable groups.

- Respond to and take steps to resolve relationship issues between pupils and between staff and pupils.
- To manage the behavioural and emotional needs of students, being available to respond to incidents as they occur.
- Develop and maintain effective partnerships with parents to promote learning and provide information.
- Attendance at safeguarding meetings as required including case conferences, emergency strategy meetings, inclusion panel etc.
- Liaise with the attendance officer to resolve wider issues, including home visits.
- To effectively use CPOMS and support the anti-bullying work in school, identify and refer in the cases of Child Protection issues.
- To assist with year group assemblies.
- To contribute to the whole school removal strategy and model good practice when staffing the removal rooms.
- Support the personal welfare of pupils with regard to spiritual, moral, social and cultural values and to promote the ethos of the school.
- Arrange and develop 1:1 mentoring arrangement with pupils and provide support for distressed pupils.
- Take a lead role in the speedy and effective transfer of pupils across phases and the re-integration of those who have been absent.
- To participate in the designated duty team and duty rotas and on call/patrol systems.
- To organise, monitor and evaluate appropriate strategies for tracking student behaviour and rewards, target monitoring processes and mentoring.
- To support issues related to particular Year groups e.g. Options, Work Related Learning, Parents' Evening, Induction and Careers in conjunction with the relevant staff.
- To be responsible for allocated administrative duties associated with students within the year group and when directed whole school duties.
- To communicate effectively to all members of the Partnership and the wider community, in particular, on matters concerning pupil safety, behaviour and attendance.
- To assist in providing relevant information as required by the Leadership Team and Trustees.
- To work effectively with Form Tutors, Heads of Department and promote teamwork and effective relationships which allow pupil progress.

Pastoral Year Leader Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
	<ul style="list-style-type: none"> GCSE Maths and English at Grades C or above (or equivalent). Experience of working in a school environment. Experience of working with young people and families and other external agencies. Experience of managing and engaging groups of young people to learn, encouraging them to be the best they can be. Ability to track, monitor and evaluate student progress, attendance and punctuality, behaviour, along with agency support and employ intervention strategies. To demonstrate an excellent understanding of the pastoral and welfare needs of the students in the 11-16 age range, with evidence of significant experience in this area. A clear understanding of safeguarding policies, practices and procedures in schools and/or colleges. 	<ul style="list-style-type: none"> HLTA / Education related qualifications and CPD.
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
	<ul style="list-style-type: none"> Excellent negotiation skills and effective communication skills, both written and orally. Ability to manage own workload, prioritise tasks and deal with a wide range of demands from different groups of people. Ability to remain calm under pressure and influence behavior of students positively. To be able to demonstrate that you can hold other colleagues to account for their responsibilities to the pupils in our care. Knowledge and understanding of specialist strategies (including de-escalation techniques) used for working with pupils with challenging behaviours. To be able to provide high quality written reports for the purpose of Governors, parents and other stakeholders. To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of learners. 	



Philips
High School

Philips High School
Higher Lane
Whitefield
Manchester
M45 7PH

0161 351 2200
info@philipshigh.co.uk

www.philipshigh.co.uk



Part of the

Oak



Learning Partnership