Mercia Learning Trust

APPLICANT PACK

KING ECGBERT SCHOOL



Realising Potential. Transforming Lives.

Headteacher welcome / letter



Dear Applicant

King Ecgbert School is seeking an outstanding **1FTE Permanent Year Manager to commence as soon as possible in 2023.**

The school is exceptionally strong - rated outstanding by Ofsted, and has academic results that are consistently 'well above average'. This is a truly comprehensive school serving both disadvantaged and highly affluent communities. We are proud of our diversity, with 20% of students disadvantaged, 30% EAL and 40% from BAME communities. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. We are looking for applicants who are committed to serving a diverse population and have experiences and perspectives that will enrich our work. The school is proud to offer one of Sheffield's Integrated Resources for children with ASD. The sixth form is highly regarded for its record, not just of helping students access top Russell Group and Oxbridge Universities but also enabling students to be the first in their families to access Higher Education.

The school is proud to be at the heart of Mercia Learning Trust that started with King Ecgbert School and now comprises 6 schools both primary and secondary across the south west of Sheffield. The Trust is led by its CEO, Chris French and all the schools benefit from an expert central services team.

The school is principally as strong as it is because highly qualified teachers teach excellent lessons with high expectations of all students in terms of attendance, behaviour, attitude and character. The teaching team are backed up by an exceptional team of support staff who are experts in their field.

When we make appointments we are looking to strengthen an outstanding team; working in such a high achieving school is demanding but the camaraderie of working together to achieve excellence makes it a very rewarding place to work. The school is committed to staff development and supporting the career progression of the ambitious and talented.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccredited in 2020 – the first school in the region to be nominated for and successfully achieve this accolade. This award enables the school to access a peer group of elite schools nationally.

We look forward to receiving your application.

Paul Haigh
Headteacher, King Ecgbert School

Advert

Post: Year Manager
School: King Ecgbert School
Salary: Grade 6 (£28,900 to £32,909 pro rata)
Actual Starting Salary (£25,983-£29,587 with under 5 years' service)
Contract Term: Permanent 37 hours 41 weeks per year
Start Date: As soon as possible

King Ecgbert School are seeking to appoint a lower school Year Manager (initially working with Year 11) to work with our busy pastoral team in this outstanding, system leading school at the heart of Mercia Learning Trust.

The ideal candidate will possess:

- ✓ Excellent communication skills – you will build strong working relationships with students, parents and carers, staff and outside agencies
- ✓ Experience of working with young people in an educational setting and to have shown a strong interest and success in dealing with young people and their pastoral welfare
- ✓ The ability to deal sensitively and discreetly with a wide range of people
- ✓ A cool head, unflappable nature and sense of humour

At King Ecgbert School, we believe in and promote our **ERA** values:

Academic **E**xcellence for all

Showing **R**espect at all times

Having high **A**spirations and personal goals that go beyond our time in school

We are committed to providing outstanding education for all in a safe, happy and positive learning environment.

King Ecgbert School is a highly successful and Ofsted recognised 'Outstanding' school which provides a first class education for over 1300 students aged from 11 to 18. We are looking for staff who are enthusiastic and are keen to make a difference.

Mercia Learning Trust is a growing multi-academy trust which currently includes 3 secondary and 3 primary schools. Our mission is to provide an outstanding education for pupils from 0-19. We are passionate that all our pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost. Our approach is founded on partnership working, binding together our school, parents and their communities. We are currently looking to recruit an outstanding member of staff with the ability to support the academic progress and wellbeing of all students.

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or

would like an informal discussion please contact us on 0114 235 3855 or email fevans2@ecgbert.sheffield.sch.uk

To apply please submit a Trust application form to recruitment@merciatrust.co.uk. Please note, we do not accept CVs or Council Application forms.

Closing date for applications is: Midnight Wednesday 1 February 2023
Interviews are provisionally scheduled for: Week commencing 6 February 2023

JOB DESCRIPTION

Post Title:	**Year Manager** * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	**6**
Hours/Weeks:	**37 hours / 41 weeks per year**
Responsible to:	**Pastoral Manager**
Responsible for:	**N/A**

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

SUPPORTING STUDENT PROGRESS BY WORKING TO ERASE BARRIERS TO LEARNING

KEY RESPONSIBILITIES

SUPPORT FOR STUDENTS

- Take a lead role in providing appropriate pastoral support to students in the broadest sense

- Attend to students' needs and provide advice to assist in their safe personal, social and health development in conjunction with other staff with CPLT responsibilities
- Use a range of information including academic progress information, attendance data, etc to determine those in need of a particular type of help
- Work with other pastoral support and teaching staff in the development and implementation of individual plans to improve behaviour and engagement in learning
- Establish productive working relationships with students, acting as a positive role model
- Arrange and develop 1:1 mentoring with identified students and provide support for distressed students, liaising with other lead professionals in house to meet the diverse needs of young people
- Take a lead role in supporting the effective transfer of students to and from other schools and partner agencies and in supporting the integration of those who have been long term absent
- Actively develop the expertise and knowledge to support the effective and successful transition of students across key stages
- Provide information and advice to enable students to make positive choices about their own learning, progression, behaviour or attendance
- Motivate and challenge students to promote and reinforce self-esteem
- Supervise students not in normal lessons either by removal to isolation/workroom or through illness
- Manage in association with other pastoral workers, the supervision of students excluded from, or otherwise not working to, a normal "full" timetable

SUPPORT FOR TEACHERS

- Support disengaged students' access to learning using appropriate strategies and resources
- Monitor and evaluate students' responses and progress through observation and discussion with teaching staff and other support workers
- Provide objective and accurate feedback and reports as required, to other staff on students' achievement, progress and other matters, ensuring that accurate records are maintained as evidence of interventions/discussions
- Facilitate accurate record keeping systems
- Take a lead role in the development of behaviour management strategies in discussion with subject teachers, Heads of Department, learning support leaders and the relevant Deputy Headteacher

- Establish constructive relationships with parents/carers, exchanging information about their child's attendance. Develop relationships with parents/ carers to improve their child's attitude to and engagement with learning
- Arrange and facilitate parental meetings regarding behaviour, attendance and progress
- Monitor systems relating to attendance and engagement with learning, eg truancy, links with Attendance and Inclusion workers
- Liaise with staff in primary schools and within King Ecgbert School to support the transition process

SUPPORT FOR THE CURRICULUM

- Support agreed learning activities/teaching programmes, with students who are on managed reduced timetables, adjusting activities according to student responses and needs
- Actively seek information about and act as the link worker to access, the range of activities, courses, organisations and individuals that provide support for students to broaden and enrich their learning
- Determine the need for specialist plans and resources to support students and work with colleagues to adapt timetables in response to those needs.

SUPPORT FOR THE SCHOOL

- Comply with and assist with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos and aims of the school
- Establish constructive relationships with other agencies and professionals to support achievement and progress of students
- Participate in training as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Be responsible for the coordination of work for students who are excluded (fixed term)
- Contribute to Parents' Evenings and Information Workshops specific to year group
- Deliver assemblies to the year group in accordance with the school's assembly programme

ACCOUNTABILITY

The Year Manager will work with other pastoral leaders, form tutors, subject staff and the senior leadership team.

FURTHER DETAIL TO SUPPORT THE JOB DESCRIPTION

1. Day to day management of students

- Work towards ensuring that all students arrive in school and to lessons on time ready to learn, suitably equipped and prepared
- Actively promote good attendance by managing the daily routines that support attendance and punctuality
- Liaise with parents about routine matters of behaviour, attendance, punctuality and progress and respond promptly to parental requests for information
- Monitor student behaviour and intervene as necessary to ensure high standards are consistently achieved by all students
- Deal with all forms of bullying to ensure a safe learning and working environment
- Promote a positive attitude to learning, to relationships with adults, peers and members of the wider community
- Ensure that the well-being of students is a high priority, make referrals and actively seek to use internal and external support systems/services where the need arises
- Encourage students to be involved fully in the life of the school, including its extra curricular activities

2. Specific Duties

- Liaise with pastoral leaders, form tutors and subject teachers as required to meet the needs of individuals
- Be prepared to use a wide range of data about individuals and groups within the cohort to identify target groups for active intervention
- Work with individual students and identified groups of students to reduce disengagement and raise achievement
- Participate in regular performance reviews

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- Due to the routine of schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to do some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel to and work within any school in Mercia Learning Trust.

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: March 2020

PERSON SPECIFICATION

Post Title:	**Year Manager**
Grade:	**6**
Hours/Weeks:	**37 hours / 41 weeks per year**
Responsible to:	**Pastoral Managers**
Responsible for:	**N/A**

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	Level 3 qualification Excellent numeracy and Literacy skills Excellent organisational and ICT skills	Degree or equivalent level 4 qualification Experience of working with SIMS
Experience	Experience of working with young people in an educational setting and to have shown a strong interest and success in dealing with young people and their pastoral welfare Experience of working as part of a team	Experience of leading a year group at secondary level Experience of working with challenging young people Experience of liaising with a multidisciplinary team

		Experience of a safeguarding role Experience of working in a secondary school Experience of monitoring students' attendance, behaviour and academic performance Experience of mentoring young people Experience of academic mentoring and developing intervention packages Experience of using data to identify and track under-performing students Experience of formulating and implementing policy and procedures Experience of working with a range of stakeholders

Knowledge/Skills (Ability to)	*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to this role Understanding of and commitment to inclusive education Understanding of the importance of monitoring attendance, behaviour and academic performance Be able to promote high standards of behaviour and discipline with all students in the school and to have a strong public presence	Be able to develop and deliver CPD for other staff.
Personal Qualities	Be able to manage a demanding workload, meet deadlines and give freely of your time A good sense of humour Attention to detail	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
  MLT Recruitment Team
  Mercia Learning Trust
  79 Glen Road
  Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2353855 or enquiries@ecgbert.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciatrust.co.uk.

Key dates:

- **Closing date: Midnight Wednesday 1 February 2023**
- **Interviews provisionally WC: 6 February 2023**

The small print:

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.