



**RAINHILL
HIGH SCHOOL**



RainhillSixth

CANDIDATE

RECRUITMENT PACK

YEAR STUDENT MANAGER



LEARN THINK CONTRIBUTE CARE



WELCOME FROM THE PRINCIPAL



Thank you for your interest in Rainhill High School. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website rainhillhighschool.org.uk or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success, the highest of which was in 2022. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

Mrs J Thorogood
Principal

YEAR STUDENT MANAGER

Role Overview

DIRECTLY RESPONSIBLE TO:
Year Progress
Leader/Assistant
Headteacher

We are seeking to appoint a Year Student Manager who has the capacity to enthuse, engage and inspire our young people. We believe that high quality pastoral support through the support and care helps raise achievement & enables students to take full advantage of the broadest possible education, overcome barriers to learning and be successful in all aspects. You must be a reflective practitioner and be committed to continuing professional development and educational research.

COMMENCING:
As soon as possible

You will be part of a pastoral team who are responsible for cultivating a positive ethos and will be responsible for the day-to-day operations, personal development, behaviour and welfare of a year group including the celebration of success, use of rewards and adhering to policies and promoting positive role model behaviours.

CLOSING DATE:
Tuesday 24th September
9am

This is a non-teaching role where you will act as a strong role model and the first point of contact for students, parents and colleagues. We are seeking to find staff who remain focused on education whilst helping remove any barriers that might exist. We want staff who will help and support achievement and accomplishments.

INTERVIEW DATE:
Friday 27th September 2024

You will need to have excellent interpersonal skills and a commitment to young people. It is not essential to have worked in a school setting, however previous experience of working with children and young people is, as is a desire to want to make a difference. If you believe you have the skills and dedication to meet our standards, Rainhill High is the school for you.

Prospective candidates can
Visit the school by prior
Appointment by calling
01744 677205

The Academy is working hard to make a difference to staff workloads by investing time, technology, and support to make Rainhill an attractive place to work. This is a great opportunity to work with a talented and forward-thinking team and make a difference to students at the school. If you believe you have the skills and dedication to meet our standards, Rainhill High is the school for you.



“Staff felt that leaders are supportive of their well-being and cognisant of their workload”
OFSTED 2023

“Leaders follow up on any concerns quickly and effectively”
OFSTED 2023

***“When I started I thought the school was massive and that I would get lost every day
but you soon find your way, I really enjoy it here”***

Year 7 student

***“I go to Zoology club to learn about animals and how to look after them.
The school has loads of opportunities for you to get involved in”***

Year 8 student

***“My teachers are all really helpful,
if you get stuck they help you to understand”***

Year 9 student

“Leaders follow up on any concerns quickly and effectively”
OFSTED



JOB DESCRIPTION



<u>Post</u>	Year Student Manager
<u>Grade</u>	NJC SCP 23-25 £27,589 - £29,587 actual pa
<u>Contract</u>	37 hours per week, full time Monday - Friday Term time only plus 5 Inset days Permanent

(Please note that working hours are subject to adjustment, by prior notification of one month, dependent upon the needs of school).

Responsible to Year Progress Leader/Assistant Headteacher

Purpose of the post

To be responsible for the personal development, behaviour and welfare of a designated year group.

Specific duties and Responsibilities:

1. To act as first response on;
 - a. Day to Day issues with students (ensure that school policy is being adhered to especially operational matters, e.g. behaviour, uniform, equipment, mobile phones)
 - b. Issues in lessons
 - c. Issues outside of lessons
 - d. Bullying
 - e. First point of contact to/from parents
2. To work closely with the YPL, and where the risk of underachievement is identified, intervene in a timely and effective manner
3. To be proactive in identifying patterns of behaviour, safeguarding and welfare that could lead to underachievement using data, available to you via school systems
4. To be an advocate for the children in that year group and when necessary, a source of advice & information for others, including external agencies
5. To actively eliminate bullying of all kinds within the year group in line with school policy
6. To work with the pastoral team to provide timely and highly effective interventions to minimise the risk to underachievement
7. To play an active role around school in promoting culture and minimising potential behaviour issues with the year group, including timetabled duties before, during and after school
8. To work closely with the attendance team, Family Liaison Officer, PLAC/LAC Support Co-ordinator, SEND team to ensure barriers to learning are eliminated
9. To support tutors, when necessary, with student, parent, or external agencies
10. To be a strong role model for all students and parents and to uphold the policies of the school
11. To provide support and guidance to student and those engaged with them by removing barriers to learning
12. To work closely with the Deputy Designated Safeguarding Lead (DDSL) & DSL to ensure the safety and wellbeing of all children in their year group
13. To work with the YPL to ensure that students always follow school policies and take immediate action when this is not the case
14. Recording of pastoral data
15. Running lunchtime & after school detentions if required (rota)

Other duties

- **To model and implement the school policies to uphold the school's vision and values**
 - a) To be a visible and influential role model for all students in a year group
 - b) To ensure that all children follow the policies on a day-to-day basis
 - c) To promote the school's vision and values at every opportunity and ensure that students are in no doubt about the expectations of them
 - d) To celebrate the successes and effort of students to ensure the promotion of a strong & consistent culture across school

- **To respond to emergent safeguarding matters in partnership with Deputy DSL & DSL**
 - a) To be 'on hand' to provide appropriate information on individual students as required by external agencies and meetings

- **To proactively use and respond to safeguarding, behaviour, and attendance data, as appropriate to ensure that potential issues are identified, and provision is in place to limit their impact on achievement**
 - a) To visit lessons and other activities to promote best behaviour and ATL to all students in a year group
 - b) To take an active role in meetings where data is shared and use it to significant impact
 - c) To take part in meetings with various stakeholder (as requested) to eliminate or manage risk to underachievement
 - d) To communicate effectively with parents/carers, support staff, governors & external agencies in relation to students' behaviour and welfare as appropriate

- **To perform duties as required by a duty rota; before, during and after the school day**
 - a) To be punctual and proactive in managing detentions, duties, and parental meetings
 - b) To promote the school's vision & values explicitly at every opportunity

- **To provide the relevant support, through interventions & CPD (Continuing Professional Development) (as part of the pastoral team) to teachers, leaders, parents, and students.**
 - a) Deliver CPD to a wider audience as appropriate
 - b) Deliver interventions to individual and small groups as appropriate

- **Work closely with other, as required to ensure that we limit barriers to learning**
 - a) To liaise with the SENDCO, safeguarding and inclusion staff as appropriate
 - b) To liaise and support teachers as required to ensure exemplary behaviour in all classrooms
- **To support the YPL to lead, manage, motivate, and develop a year team of tutors**
 - a) Prepare and participate as appropriate in all year team meetings & briefings
 - b) To attend meetings with or without tutors/YPL as appropriate
 - c) To participate in QA activities as directed by the YPL & DHTs

Generic Responsibilities of all Rainhill Staff

- a) To work consistently to uphold school's aims.
- b) To work in a co-operative and polite manner with all stakeholders.
- c) To work with students in a courteous, positive, caring and responsible manner at all times.
- d) To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- e) To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- f) To work with visitors to the school in such a way that it enhances the reputation of the school.
- g) To seek to improve the quality of the school's service.
- h) To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. 1 professional, and appropriate, appearance at all times including when out of school, e.g. trips, CPD etc.

Additional Duties

Any other duty deemed reasonable, as directed by the Chief Finance and Operating Officer/Principal.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

All Year Student Managers will receive appropriate CPD throughout the year in order to assist them in reaching targets appropriate to the job description.

The post is subject to a satisfactory Disclosure & Barring Service check.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

PERSON SPECIFICATION



RAINHILL
HIGH SCHOOL

Criteria	E/D	A/I/P
<u>Knowledge and Experience</u>		
Experience of working with and promoting good relationships with parents/carers and outside agencies	E	A/I
Experience of de-escalation and managing behaviour	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Experience of working in a school or other learning environment	D	A/I
Minimum 2 years' experience of working with students in an educational setting	D	A/I
Experience of supporting young people on a one to one and group work basis.	E	A/I
Experience of supporting pupils with challenging behaviour	E	A/I
Experience collating and analysing data and report writing for a variety of parties	E	A/I
Experience and enthusiasm of supporting students in educational setting to achieve positive outcomes	E	A/I
<u>Qualifications and Training</u>		
Good standard of Education up to GCSE or equivalent including Maths and English - Excellent literacy and numeracy skills	E	A
Working knowledge of SIMS	D	A/I
Willingness to undertake First Aid Training	D	A/I
Good ICT skills to support learning	E	A/I
<u>Skills and Abilities</u>		
Ability to work effectively as part of a team	E	A/I
Good communication skills with students, parents, carers, colleagues and outside agencies	E	A/I
Ability to build and maintain effective working relationships with all pupils and colleagues	E	A/I
Excellent time management, planning and organisational skills including record keeping	E	A/I
Ability to work independently to organise own workload	E	A/I
Good working knowledge of child protection procedures	E	A/I
Flexible approach	E	A/I
Good Behaviour Management	E	A/I
<u>Commitment to Equal Opportunities</u>		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential requirement of the role A = Assessed via the application form D = Desirable requirement of the role I = Assessed at Interview

GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults, please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2023) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for [Non-Teaching Application Form](#)

OUR PARTNERS



Founded in 2015 by former Liverpool and England striker, Robbie Fowler, The Fowler Academy's results are impressive. Receiving glowing reports from OFSTED and Pearson qualifications, The Fowler Academy were awarded 'Most Inspirational Post 16 Provider in 2019's Educate Awards and were shortlisted in the 2021 TES Awards, as best national provider and have recently moved to their new home, the former first team training ground for Liverpool FC, Melwood.

Partnerships with the LFC Foundation and Rainhill, The Fowler Academy's blended offer of football and post 16 education is both exciting and innovative, ensuring excellent outcomes for students.

RAINHILL HIGH SCHOOL
www.rainhillhighschool.org.uk

RainhillSixth
www.rainhillsixth.org.uk

FOWLER ACADEMY
www.fowleracademy9.com

IN PURSUIT OF EXCELLENCE LEARN, THINK, CONTRIBUTE, CARE

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Good Provider

