



Post 16 Phase Manager

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1. Letter from the Headteacher

June 2017

Dear Applicant

Post 16 Phase Manager

Thank you for your interest in the above position at Iveshead School. This is a fantastic opportunity to join our newly merged school as part of our Pastoral Team.

We are seeking to appoint a full-time (term-time only) Post 16 Phase Manager. The ideal candidate will be excited at the opportunity of working to support and grow our thriving Post 16 provision. The appointment is on a permanent basis and commences 29th August 2017.

Further information about the post and our school are included in this information pack but if you have any specific questions or would like to visit the school please contact Ella Burnell, by email: eburnell@ivesheadschool.org

The closing date for applications is 9:00 am on Tuesday 27th June and interviews will take place on Monday 3rd July 2017.


To apply for this post please complete the application form and return with a covering letter (2 sides A4 maximum) stating what you believe you could bring to our school.

Applications can be emailed to: eburnell@ivesheadschool.org or by post to: HR Manager, Iveshead School, Forest Street, Shepshed, Loughborough, LE12 9DB.

Due to the level of applications that we receive we are only able to contact those that have been short-listed to attend an interview.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'Matthew Parrott', with a long horizontal flourish extending to the right.

Matthew Parrott
Headteacher

2. Advertisement



Forest Street, Shepshed, Loughborough, LE12 9DB

Tel: 01509 602156

Email: info@ivesheadschool.org

www.ivesheadschool.org

Headteacher: Matthew Parrott

**Post 16 Phase Manager
(Full-time, term-time only)
Grade 8 (£20,522 - £22,434 pa) (Actual salary: £17,443)**

This is a fantastic opportunity to join our new school that has been formed from the merger of two highly respected and successful schools - Shepshed High School and Hind Leys College. The result is the creation of one 'through' school, where students have the opportunity to study seamlessly from age 11 through to 19. We are recruiting for an enthusiastic and able leader to join our Pastoral Team to support our Post 16 students. The successful applicant will be professional, adaptable and dedicated to delivering high quality support in this area.

Iveshead School occupies an extensive, attractive campus and has a good range of facilities.

Closing date for applications: 9:00 am on Tuesday 27th June 2017

Interviews: Monday 3rd July 2017

Start date: Tuesday 29th August 2017

Iveshead School is committed to safeguarding and promoting the welfare of children and young people. This post requires a criminal background check via the disclosure procedure. The successful applicant will therefore be subject to an Enhanced DBS.

3. Information about Iveshead School

Iveshead School officially opens late August 2017, it has been formed from the merger of two highly successful and respected schools - Shepshed High School and Hind Leys College. The result is the creation of one 'through' school, where students have the opportunity to study seamlessly from age 11 through to 19, within one extremely well resourced campus.

We will be building on the reputation and results we have achieved in recent years and will continue to provide a caring place of learning for our students. Here they can develop the skills and confidence they need to make their way through to the next stage of their lives whether that is higher education, an apprenticeship or employment.

The character of our school can be defined by our three core values - 'respect', 'enrich', 'succeed'. We offer a supportive and welcoming community environment with respect for all, a dedicated staff and a strong blend of activities, which create an enriching and successful education for all students at Iveshead.



Shepshed is located within striking distance of the M1 and close to the attractive University town of Loughborough. The cities of Derby, Nottingham and Leicester are all within 30 minutes' drive. Birmingham is 40 minutes by motorway, and London is less than two hours. East Midlands Airport is less than 20 minutes away. Shepshed is situated on the edge of Charnwood Forest, with quick access to open countryside, including areas of park land. As a small town, Shepshed has good amenities, some of which (such as the swimming pool) are centered on our campus.



The school has a commitment to high achievement. A key aspect of raising achievement is effective teaching which is of the highest standard, and this is a basic quality we look for in all appointments we make.

Iveshead is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Safeguarding training for all staff forms an essential part of our

CPD programme.

4. Information about the Pastoral Structure and Post 16 Provision

Learning at Iveshead is divided into three distinct phases, with a strong focus on meeting the needs and challenges of students at each stage of their educational development.

'Introduction Phase' (Years 7-8)

We ensure a smooth transition from primary school for our Year 7 students who, along with year 8 students are accommodated in a modern, purpose-designed building.

All students follow a curriculum of core subjects over two years, which lays the foundations for their continued learning and progress. Year 8 students make their option choices which allows for an earlier start to GCSE courses.

'Immersion Phase' (Years 9-11)

Students in years 9, 10 and 11 follow the GCSE curriculum which offers a broad and balanced range of core subjects and options to ensure that every student can identify and choose subjects to suit their abilities, interests and future career or study paths. The curriculum allows all students to access the English Baccalaureate.

'Independent Phase' (Years 12-13 Post 16)

We have a thriving and successful Post 16, with an excellent record of results. We offer a wide range of courses, with our students also taking on a range of enrichment activities including charity work, volunteering and work experience.

Our Director of Progress leads the Pastoral Team supported by our Deputy Headteacher. Each Phase has a designated Phase Manager.

Our students achieve outcomes at Post 16 which demonstrate the excellent progress they make during their time here. This is a reflection of the talents and efforts of our students and the support of an inspirational and committed team of teachers and support staff.

The progress made by our Post 16 students ranks amongst the highest in Leicestershire and we receive regular, positive feedback from both students and their families about the excellent quality of their experience with us.

5. Job Description and Person Specification

Title:	Post 16 Phase Manager
Grade and Salary:	LS Grade 8 points 20-21
Contract:	Permanent, Full-time, (37hr x 39wk) under LG terms and conditions
Responsible To:	Director of Progress
Working Hours:	Monday - Friday between 8:15am - 5:00pm <i>(exact hours may vary daily and are to be agreed with Line Manager some flexibility is required for attendance at parent events etc.)</i> <i>(some flexibility is required to allow for working during school holidays to support with the construction of the timetable.)</i>
Job Purpose:	<p>To act as a Pastoral Leader supervising students outside of lessons, acting on own initiative to resolve behaviour and relationship issues that arise amongst students, undertaking case work with students and working directly with parents to inform and support them.</p> <p>This role will also include the provision of effective careers education and guidance.</p> <p>To be a named first aider (subject to relevant training) for the school and respond to emergencies / situations as they arise.</p>

Appropriate Tasks

- To take responsibility for the pastoral care and welfare of the students throughout the designated Phase.
- To lead the personal development and enrichment provision of students in the designated Phase.
- To assist with transition programmes and arrangements.
- Monitor the attendance of designated phase and follow-up concerns, patterns etc.
- Meet with EWO.
- Complete attendance returns for the school, LA and DfE as required.
- Assist with the system for managing students who are late.
- Monitor behaviour incidents for students in designated phase and follow-up with agreed protocols.
- Input behaviour incidents on the database.
- Complete behaviour returns for the school, LA and DfE as required.
- Deal with minor behaviour incidents referring only serious matters to the duty team.
- Co-ordinate parent evenings for designated phase.
- Co-ordinate other parent events for designated phase e.g. exam success workshops.
- To initiate and respond to referrals from other staff to work with individual or small groups of students to investigate disciplinary infringements, bullying, falling out, lesson exclusions and other immediate pastoral issues that impinge on the progress of students at the school and to initiate actions to deal with issues including punishment, support, counselling etc. that might arise from the

incidents investigated. To make contact with parents about issues that have arisen at school and to work to secure consistency in response to students between home and school.

- To contribute to discussions about students at Senior Leadership Team meetings, acting on own initiative to decide which students should be the focus for discussion and for additional support.
- Assist with the development of marketing / promotional material or initiatives in respect of designated phase
- To assist in the co-ordination of transition and induction activities and processes.
- Produce reports as requested for Governor meetings etc.
- Carry out general admin and clerical duties for designated phase.
- Organise and co-ordinate appropriate events for designated phase e.g. careers days, workshops.
- Ensure pupils have access to and receive appropriate careers advice.
- On occasion provide cover for lessons if needed.
- Work with the Learning Support Co-ordinator to ensure medical records are maintained and shared with staff.
- Together with the Learning Support Co-ordinator, liaise with the School Nurse regarding the medical needs of students.
- Take responsibility for whole school displays / noticeboards and ensure they are regularly refreshed and updated.
- Support with appropriate curriculum guidance including options and Post 16 choices.

Areas of Responsibility Relating Directly to the Introduction Phase (Years 7-8):

- Transition arrangements
- Induction into the School
- Developing positive and effective relationships with primary colleagues

Areas of Responsibility Relating Directly to the Immersion Phase (Years 9-11):

- Transition into GCSE
- Guidance into Further Study / Apprenticeship etc.
- Promotion of Iveshead School Post 16

Areas of Responsibility Relating Directly to the Independent Phase (Years 12-13):

- Submitting UCAS applications and collecting payments
- Administer the Student Bursary (in conjunction with the Finance department)
- Supporting with the construction of the timetable and curriculum arrangements
- Promotion of Iveshead School Post 16

General Duties and Responsibilities

- To promote the vision of Iveshead School
- Support effective safeguarding of all young people throughout the school
- To take part in personal professional development activities
- Adhere to School policies and procedures e.g. Equality and Diversity; Health & Safety
- To cover for absent staff
- To contribute to the general organisation of the School
- To work flexibly and respond to School needs as requested by members of Senior Leadership Team or the designated representative

PERSON SPECIFICATION

Phase Manager

The Person Specification lists the qualities that we are looking for in a successful candidate. We will be using evidence from your letter of application, application form and interview to enable us to make a judgement of these qualities.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - GCSE grade C (or equivalent) or above in English and Maths - good standard of Numeracy/literacy and IT skills or experience of working in a similar role. - experience of supporting young people 	<ul style="list-style-type: none"> - experience working in a similar role - further study - first aid qualification
Experience	<ul style="list-style-type: none"> - knowledge of procedures relevant to job in order to carry out the tasks required 	
School Ethos	<ul style="list-style-type: none"> - an ability to defuse situations and handle crises - an understanding of the part students can play in the achievement of others 	<ul style="list-style-type: none"> - an understanding of the spiritual, moral, social and cultural aspects of others
Relationships	<ul style="list-style-type: none"> - an ability to relate well to young people and adults 	
Management	<ul style="list-style-type: none"> - ability to work either as part of a team or with minimal supervision - ability to plan and prioritise own work within established routines, referring only complex issues to Manager 	<ul style="list-style-type: none"> - experience of supervising others
Personal Skills	<ul style="list-style-type: none"> - good personal organization - self motivation - an ability to cope with reasonable pressure - an ability to meet deadlines - an ability to use initiative 	<ul style="list-style-type: none"> - interests out of school

December 2016