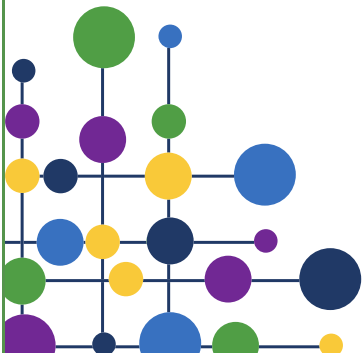


Shelley College

Sixth Form Student Manager

Application Pack – January 2024



Welcome from the CEO



Dear Applicant,

Thank you for taking an interest in the vacancy here at Shelley College. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post, please do not hesitate to contact us if you need anything further.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

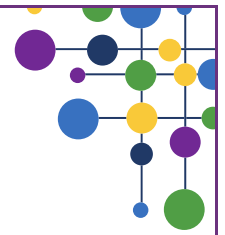
I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

A handwritten signature in black ink that reads "J McNally". The signature is written in a cursive, slightly slanted style.

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and four primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

Shelley College is an amazing place to learn and work and our philosophy of 'Valuing People, Supporting Personal Best' sits at the centre of everything we do. Our belief is that people achieve the best outcomes when they enjoy what they're doing, feel safe and are rewarded for their commitment and success. We therefore support and invest in our students and staff, whilst maintaining high expectations. As part of our commitment to invest in all staff, we offer a comprehensive CPD package tailored to the priorities of the college, but more importantly to the personal needs of each member of staff.

We enjoy many advantages at Shelley College. As a partner school in SHARE Multi Academy Trust, a National Support School and National Teaching School, we are at the centre of a network that aims to provide the very best professional and career development opportunities. Whatever your role or whatever your career plans, we can help you achieve them. We define effective leadership as "getting the best out of other people and helping them achieve their best" and that is what your line manager will try to do for you.

As Principal, but also as a parent, I regularly ask myself "would that be good enough for my son or daughter?" If the answer is no then we implement the necessary changes to drive continued improvement. I believe that this philosophy helps keep our students at the centre of what we do and how we do it. Delivering high quality teaching and learning in a safe and orderly environment, along with an inclusive and personalised curriculum allows our students to achieve the best possible outcomes. Students leave Shelley fully equipped with the life skills, experiences and educational outcomes to have a happy and successful future.

Added to that, we possibly have the best rural location of any secondary school in the country, close enough to the cities of Leeds, Manchester and Sheffield for many of our staff to travel from these

areas. Our staff are friendly and supportive of each other and there is a strong sense of a committed team working together.

Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people. The students at Shelley College are a pleasure to work with; they are keen to learn, talented and very well-behaved.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



Dave Wadsworth
Principal





SHARE Multi-Academy Trust

Sixth Form Student Manager Role Profile

Role Title	Sixth Form Student Manager	Reporting to	Assistant Principal – Sixth Form
Section	Post 16, Shelley College		
Contract type	Permanent, term time plus five weeks, 37 hours per week.	Band	Band G, SCP 24 – 27 - £31,753 – £34,370 actual salary

Part A – JOB DESCRIPTION

Overall purpose of role	<p>The purpose of the role is to work with sixth form pupils, their parents and their teachers to help them achieve their personal best. The role involves developing strategies to support pupils' engagement with their courses, and the wider opportunities within the college. The post holder will be the pastoral point of contact for pupils, providing wellbeing support and advice and guidance as needed. The post holder will also work with external agencies such as local employers and universities to help pupils make the transition into further education or employment.</p> <p>As the Sixth Form Student Manager you will be required to meet the general requirements of this post. In addition, you will be required to fulfil any reasonable expectations from the Principal. The post will require you to work in partnership with the Principal, Senior Leadership Team, governors and staff to ensure the continuous improvement of the school. You will be responsible for specific tasks and the development of whole school initiatives, which will be determined in consultation with the Vice Principal.</p>
Safeguarding Requirements	<p>This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.</p>

Key Outputs

1. Oversee all matters relating to the safety and welfare of sixth form students, liaising with the school's designated safeguarding lead, other staff and other agencies as may be appropriate
2. Ensure sixth form students receive appropriate advice and guidance for selecting courses, both at Shelley College and beyond, or for choosing appropriate careers, liaising with staff such as the Careers Adviser, as required. Oversee the UCAS application process to give students the best chance of gaining a place at their chosen HE institution.
3. Lead on the broader curriculum offer, including personal, social and health education

(Skills4Life), enrichment activities and other courses, such as the Progression Module.

4. Lead on recruitment and marketing strategies, to attract appropriate students from Shelley College and other schools. Ensure a good quality induction programme is in place for new students.
5. Communicate effectively with a wide range of people inside and outside of school, including parents, to promote the achievements and progress of the sixth form and to create a positive impression of the sixth form.
6. Lead a team of form tutors, ensuring they deliver high quality support and guidance for students to help them achieve the best possible standards of behaviour and academic progress
7. Ensure that the Sixth Form as a whole maintains a high standard of behaviour and attitudes to learning both in and out of classes, movement patterns in the school, duty systems and general maintenance of the Altitude building.
8. Communicate strategies and expectations effectively to all staff
9. Develop strategies to help overcome obstacles staff may experience in achieving their personal best
10. Evaluate own performance and undertake professional development to help achieve the highest possible standards in the role
11. Help ensure the learning needs of individual students are met, particularly vulnerable groups, such as bursary students, underachieving students and those with low attendance
12. Working with other staff, ensure attendance and punctuality have a high profile throughout college. Lead on strategies to help support high levels of attendance and punctuality across all students in the Sixth Form.
13. Assist and support the work of the Assistant Principal, overseeing academic referral meetings for allocated subjects/departments, assisting with the monitoring of the impact on the progress of underperforming students/cohorts in these subjects.
14. Working with the data team and Assistant Principal, helping to analyse key data to help identify and monitor intervention and catch up strategies.
15. Oversight of the bursary budget, ensuring finance is allocated effectively to support student well-being and progress.
16. To discuss sensitive issues with parents/carers, for example, behaviour, attendance, progress etc
17. Support the work of the designated Safeguarding Lead, to effectively implement the School's Safeguarding procedures.
18. To organise and attend Parents Evening for Year 12 & 13. Communicate the evening to parents and staff and help maximise attendance
19. To develop effective working relationships with outside agencies, parents etc to best support students with specific needs.
20. To undertake any other duties associated with the role, as may be decided by your line manager or the Principal.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of Teachers and Support Staff approximately 200 across the whole school.
- Range of Students approximately 220.

Expertise in Role Required (At selection - Level 1)		Essential or Desirable
<ul style="list-style-type: none"> • GCSE English and Maths to Grade 4 or above • Educated to at least A level standard • Considerable experience of working with young people at secondary level • Experience of promoting high standards of attendance • Experience of dealing with sensitive issues • Committed to the safeguarding of young people • Understanding of relevant policies/code of practice and awareness of relevant legislation • Outstanding interpersonal skills • Ability to engage and influence others • Able to use ICT to support learning 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential 	
<ul style="list-style-type: none"> • Ability to relate to children/young people from diverse social backgrounds • Experience of providing support and advice to students and their families • Experience of planning, monitoring and evaluating work • Ability to work as a member of a team and/or independently 	<ul style="list-style-type: none"> Essential Desirable Essential Essential 	
Other (Physical, mobility, local conditions)		
<ul style="list-style-type: none"> • Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings. • Has a valid UK driving licence with access to a vehicle and is able to participate in home visits to sixth form students or occasional meetings as required 	<ul style="list-style-type: none"> Essential Essential 	

Structure

Assistant Principal –
Sixth Form

Sixth Form Manager

Sixth Form Tutors

Signatures

Approved by: Principal

Approved by : Post Holder/or Representative

To apply, please click on the link below:

[Shelley College - Sixth Form Student Manager](#)

Closing date: Thursday 25th January 2024