



Application Pack

MCR Pathways Coordinator

Hinchley Wood School



Hinchley Wood Learning Partnership
CEO Mr Ben Bartlett

Hinchley Wood School – co-educational comprehensive secondary, Years 7 - 13
Headteachers – Ms Maria Cachia and Ms Lucy Macdonald

Hinchley Wood Primary School – 3 form entry, Reception to Year 6
Headteacher – Mrs Aisling Hogan



July 2023

Dear Applicant

Re: MCR Pathways Coordinator

To commence September 2023 (or as soon as possible)

2 Year fixed term in the first instance

36 hours per week term time, plus 4 weeks per year (42 weeks p.a.)

Are you searching for a position with purpose? A role to make a real difference, where your time can be transformational?

We are seeking to appoint to a new role, in partnership with MCR Pathways. MCR Pathways is an award-winning charity, dedicated to ensuring the country's most vulnerable young people are defined by their talent and never their circumstances. MCR's in-school mentoring has profound impacts on mentees in their confidence, wellbeing, achievement and post-school progression. MCR mentors make and experience a life changing difference.

In the partnership between Hinchley Wood School and MCR, the driving force is simple – that young people who are in, or on the edges of the care system, will have the same educational outcomes, career opportunities and life chances as any other young person.

MCR have had a transformational impact in schools and local authorities across Scotland and in England, and we are looking for a Pathways Coordinator to join the team based at Hinchley Wood School. In this role, you will be an integral part of the school community, liaising with education colleagues and external stakeholders, and delivering the programme to young people.

Key responsibilities will be:

- helping to build exceptional individual relationships with young people across Years 7-11 and delivering group work to selected young people in Years 7, 8 and 9.
- helping to drive mentor recruitment. Consistently supporting, actively engaging and motivating mentors from training through the length of their engagement with the programme.
- To actively support MCR young people to set, experience then follow their education and employment pathways.
- To evidence progression, impact and best practice with young people input, quantitative feedback and qualitative case studies.

The successful applicant will have experience of effectively supporting and working with vulnerable young people, either in a school or similar establishment. A positive, solution focused approach is required, as well as emotional intelligence, resilience and the ability to put the young person consistently at the heart of professional values and practice. Excellent communication, organisation and administrative skills are also required.

Hinchley Wood is a popular, inclusive and high achieving school celebrating student progress and development as well as academic achievement. We are located on the borders of SW London (between Surbiton and Esher) and have 1,400 students on roll including 275 in our Sixth form.



We offer:

- family friendly term time working
- a supportive and collaborative team
- competitive salary and annual performance progression;
- staff benefits & discount scheme
- occupational health and employee assistance programme
- free use of Gym at HWS
- professional development support; and
- membership of the Local Government Pension Scheme with generous employer contribution

We anticipate the working pattern to be Monday – Thursday during term time, 8.00 am to 3.45 pm and Friday – 8.00 am to 3.30pm, including half hour lunch break, final arrangement to be agreed. The full time equivalent range for this role is currently £25,092 - £28,793 (NB: 2023/24 pay award pending). The actual starting salary for 36 hours per week, 42 weeks per annum is from £23,247, this role is jointly funded and is offered on an initial two year fixed term basis.

I look forward to receiving your application by **by the date indicated in the advert** at the latest, and appreciate the time taken to consider and apply for this post. Early enquiries and applications are encouraged, and we reserve the right to shortlist, appoint and interview prior to the closing date. If you are interested, have any queries or would like to visit the school, please contact HR on: 020 8398 7161 or email: hr@hinchleywoodschool.co.uk

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check. Staff and governors have also established a code of conduct, included within this pack, which applies to all members of the school community.

Yours faithfully

Lucy Macdonald
Headteacher

Maria Cachia
Headteacher



Background Information

Hinchley Wood School has a well-established reputation within the area for providing high quality education and excellent public examination results. This success is based on an approach which combines high expectations with sensitivity to students' individual needs.

In September 2011 Ofsted judged the school to be outstanding, highlighting the excellent progress all groups of students make as a key strength:

***“Hinchley Wood is an outstanding school – the students work exceptionally well together in this harmonious and cohesive community, and achieve outstanding outcomes.”
(Ofsted, September 2011)***

In Summer 2022, 90% of pupils achieved 5 or more GCSE level grade 4 or above, 87% achieved this benchmark including English & Maths. 47.7% of all GCSE grades achieved were grades 7 to 9. The number of students achieving the highest grades is particularly impressive; 213 grade 9s were awarded which is 12% of all grades achieved.

48% of all A-level grades achieved are at A/A*, a school record. 75% of all grades achieved are at A*-B and 88% of all grades achieved are at A*-C. Overall, an incredible 94 A* grades were achieved, another school record. 88 students achieved 3 or more A*-B grades. The majority of our leavers have gone onto higher education.

Well qualified and experienced staff work together to make this school a successful and happy community. We offer a rich, varied and stimulating curriculum as well as high class purpose built accommodation.

Particular importance is placed on recognising and rewarding individual achievement. Students are actively encouraged to participate in a wide range of artistic and sporting activities; many gain recognition at local and national level for their achievements. We have an enthusiastic and effective school council, a very active school sustainability group and a long-standing and popular tradition of student involvement in charity and community work.

We were one of the first schools in the country to be designated a Music College and to set up an education trust for the benefit of students. Trustees include representatives from local and international businesses, a university, a national charity and a local arts charity to help develop the creative potential of all students. In February 2012 the school acquired academy status. All of these initiatives have enabled us to offer a much wider range of learning opportunities to students.



Our effectiveness is dependent on developing good relationships with students and parents; the respect shown between staff and students is regarded as a particular strength of the school.

***“There is a highly positive ethos of behaviour for learning and achievement”
(Ofsted, September 2011)***

In July 2019 our status changed to become a multi academy trust and the Hinchley Wood Learning Partnership was formed. We welcomed Hinchley Wood Primary School into the Partnership in October 2019 and more recently Thames Ditton Junior School on 1st November 2022.



Location



Hinchley Wood is located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. Surbiton, with regular fast rail links to London is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.

For more information regarding Hinchley Wood click on this link: <http://hinchleywood.org.uk/>



HINCHLEY WOOD SCHOOL
INSPIRING LEARNERS

Mission Statement:

Our mission is to continually improve the educational outcomes and life chances of our learners – our moral purpose for all pupils in the HWLP community.

*...in order to take on the challenges of an ever competitive and changing world.
All students will develop creative and entrepreneurial skills, be financially aware
and able to use technology in all aspects of their lives. They will take an interest in
and contribute to a wide range of creative, artistic and sporting activities.*



Vision and Values

To inspire all HWLP learners to understand, appreciate, learn and embrace the five Hinchley Wood Secondary School Values becoming confident, considerate, determined, enthusiastic and independent learners in order to take on the challenges of an ever competitive and changing world.

Confident

Have self belief, communicate clearly in any situation

Considerate

Respect others' views and values

Determined

Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic

Willing to learn from mistakes and maintain a positive outlook

Independent

Take responsibility for themselves and their learning



Extract from the Staff Code of Conduct

Our Code of Conduct sets clear guidance on the standards of conduct and behaviour expected from all staff at Hinchley Wood Learning Partnership (HWLP). The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of behaviour and minimise the risk of inappropriate conduct occurring and to safeguard staff and pupils.

School staff are in a unique position of trust and influence as role models for pupils and other staff. Therefore, all staff must adhere to behaviour that sets a good example to all members of the school community. Staff have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and the work setting.

CORE PRINCIPLES

The welfare of pupils is paramount and all staff should always act, and be seen to act, in each child's best interests.

Staff should work, and be seen to work, in an open and transparent way. All staff working within HWLP are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

As part of the School's positive safeguarding culture, staff must have a regard for the need to safeguard children's well-being in accordance with statutory provisions. All staff should know the name of the overall Designated Safeguarding Lead (DSL), and must be familiar with child protection arrangements and understand that they have a responsibility to speak up immediately about safeguarding and welfare matters within the school, and to external agencies where necessary, to safeguard and protect pupils.

PROFESSIONAL BEHAVIOUR AND CONDUCT

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Hinchley Wood Learning Partnership expects staff to treat each other, pupils, parents/carers and the members of the wider community with dignity and respect at all times. All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are given the highest priority.
- Staff must have regard for the ethos and values of the Hinchley Wood Learning Partnership and must not do or say anything which may bring the School or Trust Board into disrepute.
- Staff should act in accordance with the school's policies and procedures at all times.



JOB DESCRIPTION : MCR Pathways Coordinator

Line of Responsibility : TBC

Functional Links : Pastoral Team, MCR colleagues
Teaching and Associate colleagues

Responsible for : Voluntary mentors

Scale point range : 18 - 22

Hours : As per contract



JOB PURPOSE:

- To help build exceptional individual relationships with young people across Years 7-11 and deliver group work to selected young people in Key Stage 3.
- To help drive mentor recruitment, and to consistently support, actively engage and motivate mentors from training through the length of their engagement with the programme.
- To actively support young people to set, experience and then follow their education and employment pathways.
- To evidence progression, impact and best practice with young person input, quantitative feedback and qualitative case studies.

Job Specification:

- To work with Year 6s and parents/carers in feeder primary schools to communicate the benefits of the MCR programme, to ensure a comprehensive and smooth transition into secondary provision.
- To facilitate weekly Group Work in Year 7 and Year 8.
- To be a point of consistent and accessible support for young people on the programme.
- To support mentor induction, training and development.
- To match young people with mentors, from Year 9 until they leave school.
- To support mentored relationships.
- To proactively identify, discuss and agree the cohort of young people in programme scope with the Safeguarding Team and relevant pastoral team members.
- To work in close partnership with employers and the school's careers advisor.
- To monitor and track the progress of students on the programme.
- To report on the programme's impact to the Headteachers, Local Governors and MCR colleagues as required.
- To support future developments such as Talent Taster (employment & further/higher education experiences) and regional events.

Mentor recruitment, training, engagement and support

- To consistently support and actively engage mentors throughout the length of their mentoring relationships and facilitate their training.
- Working with the support of the regional team, Programme Manager and Mentor Services, to help drive mentor recruitment to the targets needed for your school.
- To co-deliver Core Mentor Training to identified mentors.
- To promote the use of the Mentor Hub, identify training materials and sharing best practice with mentors.
- To continually feedback to mentoring services all mentor issues, improvement suggestions and perspectives on quality of matches.



MCR programme development, impact & continuous improvement

- To feedback on programme improvement strategies (regional or school specific) to the MCR Regional Programme Manager and other members of the MCR Central Team.
- To actively participate in continuous improvement project teams when formed across the region and/or when the need is identified.
- To be an active participant in the MCR Pathways Coordinator Forums and peer support networks.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of safeguarding and child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff members participate in the school's performance management scheme.



JOB SPECIFICATION : Pathways Coordinator

Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none">• Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths.• Further Education or Higher Education and/or CPD relevant to role.• Experience of effectively supporting and working with young people aged 11-18 years.• Experience of working in a school or similar establishment.• Experience of working with care-experienced or vulnerable young people <p>Desirable</p> <ul style="list-style-type: none">• Degree in relevant subject.• Experience of managing and/or positively supporting volunteers• Experience of facilitating group sessions with young people and or/delivering training/information sessions to adults.
Knowledge and Skills	<p>Essential</p> <ul style="list-style-type: none">• Good software skills including Microsoft Word and Excel and use of Google Drive.• Competent digital literacy including Google suite, social media and other digital platforms.• Working knowledge of administering a computerised database and ability to prepare reports using information collated from database.• Knowledge of processes to document and evidence good practice and positive outcomes.• Ability to understand, interpret and communicate information effectively.• Ability to absorb and understand a wide range of information.• Excellent organisational skills with meticulous accuracy and attention to detail.• Ability to present programme information and deliver prepared training sessions to groups of adults.• An understanding of the challenges and barriers that care-experienced and/or vulnerable young people may experience• Excellent interpersonal, administrative, organisational, report writing and presentation skills.• Knowledge and understanding of the principles of safeguarding and child protection duties. <p>Desirable</p> <ul style="list-style-type: none">• Knowledge of SIMS and or other school-based systems.• Understanding of data protection legislation and codes of practice.



Personal Qualities	Essential <ul style="list-style-type: none">• Ability to develop positive productive relationships with students, colleagues, volunteer mentors and parents/carers.• Passionate, enthusiastic, energetic and proactive approach.• Emotionally intelligent and resilient.• Be able to role model motivation, commitment and resilience.• To put the needs of a young person consistently at the heart of professional values and practice.• Positive, solution-focused attitude.• Non judgemental approach.• Ability to work well on own initiative, as part of a team and on a flexible basis in response to the needs of the young person and school, ensuring both internal and external parties are consulted on an ongoing basis.• To be able to prioritise workload even when under pressure.• Efficient and meticulous in organisation.• Ability to deal with confidential data / issues appropriately• Understanding school roles and responsibilities including own• Desire to enhance and develop skills and knowledge through CPD.• Commitment to the highest standards of child protection and safeguarding.• Recognition of the importance of personal responsibility for health and safety.• Commitment to the school's ethos, aims and its whole community.
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Why join Hinchley Wood School?

Hinchley Wood School offers a positive and innovative learning ethos supported by students, staff, parents and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support, we offer:

- Complimentary tea and coffee every day and a fully equipped and pleasant staff room.
- Parking on site
- Early finish to the school timetable on Fridays.
- Free lunch and refreshments on INSET days.
- Free lunch for colleagues if they are staying later to attend parents' evenings.
- Free use of our on-site gym before and after the school day.
- Two week Autumn half term
- A minimum two week break over the Christmas period.
- Every Colleagues Matters – a group to represent and discuss staff matters.
- A supportive Staff Association which covers a range of events including provision of end of term food and drinks and sending small gifts to colleagues at times of celebration or loss.
- Concessionary/franked postage rates at Christmas for staff and the school can be used as a delivery point for online personal purchases.

Job Satisfaction and Progression

HWS has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and have established excellent staff:student working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom and corridor decoration, Premises, ICT and Science Preparation Room and Curriculum offices.

Early Careers Teachers' programme

We have a programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions and NQT support network.

CPD

We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff and mutual support between teaching and associate staff to ensure effective teaching and learning and the best outcomes for our students.

Staff have opportunities to work on cross curricular projects with students and colleagues, and this is actively encouraged.

Wide range of educational visits and extra-curricular activities

Staff are able to assist on a number of day/residential visits to extend their own experience and support students' personal growth and also encouraged to get involved in extra curricular clubs. These have included:

- Trips as part of curriculum enhancement eg New York
- Skiing
- Duke of Edinburgh – Bronze, Silver, Gold



- World Challenge trips
- Combined Cadet Force
- Various sports clubs including tennis, hockey, football, rugby, netball and athletics.

Secure School Finances

In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- Cost of living pay rise approved each year to date
- Performance Related Pay outcomes funded

Part of a growing Multi Academy Trust

- Opportunity to work across different education phases with the Multi-Academy Trust.

Other Benefits include:

- Time off for celebration of close family events eg child's nativity play, graduation etc, at discretion of headteacher.
- One day's paid leave per year to attend to personal matters ('Personal Business Day'), available at the discretion of the headteacher.
- Time off to attend significant events such as graduation ceremonies, children's nativity events or sports days.
- For staff employed at HWS, priority admission for children of all permanent postholders after 2 years' service, or upon commencement for designated roles, identified at time of recruitment advert.
- Employee Assistance Programme – available to staff and their immediate family
- Membership of either of the following pensions schemes, including a generous employer contribution;
 - Teachers Pension Scheme
 - Local Government Pension Scheme
- Cycle to Work salary sacrifice scheme.
- Heavily subsidised flu vaccinations for all staff.
- Finder's fee of £100 gift voucher for staff introductions (awarded once the individual has started).
- A moving house day; up to one day's paid leave
- Access to Teacher Perks (www.teacherperks.co.uk) offering great perks to staff in schools. The perks range from high street discounts to money off educational products and services from some great UK education suppliers.
- Staff benefits via My Staff Shop.
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.



The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

HR Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

For further information please contact Heather Morey on 020 8398 7161 or via email hr@hinchleywoodschool.co.uk

We are committed to meeting our data protection obligations and for information on how we collect, use, share and store your data within the recruitment process please click [here](#)

Hinchley Wood School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

