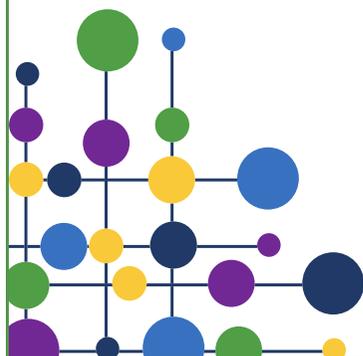


Shelley College
Student Manager
Application Pack – February 2024



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.

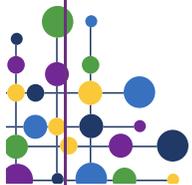
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

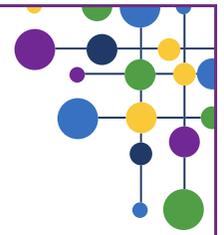
I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



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.

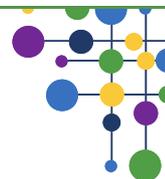
I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



Dave Wadsworth
Principal





SHARE Multi-Academy Trust

Student Manager Role Profile

Role Title	Student Manager	Reporting to	Vice Principal, Behaviour & Attendance
Section	Pastoral, Shelley College		
Contract type	Permanent, term time plus five weeks, 37 hours per week. Some flexibility in hours is required (e.g. early morning visits and occasional evening meetings).	Grade / Salary	Band H – SCP 28-31 £35,238 - £37,678 actual salary

Part A – JOB DESCRIPTION

Overall purpose of role	<p>The Student Manager plays a key role in supporting well-being, behaviour, attendance and progress of students in their year group. The successful candidate will be consistent and have high expectations at all times whilst applying policies, procedures and initiatives.</p> <p>As a 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 Academy. You will be responsible for specific tasks and the development of whole Academy 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. Help to develop a culture in which every student is valued, encouraged and supported
2. Support the Vice Principal in establishing the vision and strategies for excellent student progress, behaviour, attendance and support
3. Communicate strategies and expectations effectively to all staff
4. Evaluate own performance and undertake professional development to help achieve the highest possible standards in the role
5. To monitor outcomes and progress of students and provide regular updates for the Vice Principal
6. To lead, support and monitor a team of tutors to help them achieve the best possible standards of behaviour, attendance and academic progress for their tutees
7. Supporting staff with the effective use of behaviour strategies to help meet the needs of all students

8. To monitor the implementation of Commitment to Learning across your year group, provide evidence for curriculum leaders and discuss inconsistencies with the appropriate member(s) of staff
9. 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 your year group
10. Working with Senior Leaders oversee and quality assure the work experience and alternative provision provided for specific students in your year group
11. To use data to help identify specific cohorts and/or individual students, with of focus on disadvantaged, in need of intervention or additional support in your year group
12. To discuss sensitive issues with parents/carers, for example, behaviour, uniform, attendance etc
13. Working with the designated Safeguarding Lead, effectively implement the School's Safeguarding procedures
14. To undertake the role of Assistant Designated Safeguarding Lead (training will be provided as required)
15. To organise and attend Parents Evening for the year group. Communicate the evening to parents and staff and help maximise attendance
16. To develop effective working relationships with outside agencies, parents etc to best support students with specific needs
17. To line manage one member of the pastoral/admin team or oversee the Student Leadership group; agreed with the Vice Principal
18. Complete any other tasks deemed appropriate by 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 360 in year group, 1400 across the whole school. The number of SEN and disadvantaged students varies with each new intake.

Work/Business contacts

Internal: All teachers and support staff to advise how effectively to support students to achieve their Personal Best.

External: External staff, Other Schools, Parents and families.

Expertise in Role Required (At selection - Level 1)

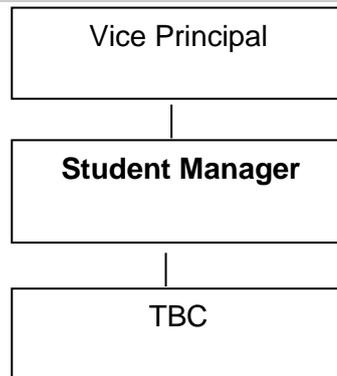
	Essential or Desirable
• Experience of working with children of mixed age ranges preferably in a school environment	Essential
• Experience of promoting high standards of attendance	Essential
• Experience of dealing with sensitive issues	Essential
• Safeguarding trained	Essential
• Understanding of relevant policies/code of practice and awareness of relevant legislation	Desirable
• Understanding of child development and learning including Special Educational Needs	Desirable
• Experience of providing support and advice to students and their families	Desirable
• Experience of planning, monitoring and evaluating work	Essential

- Ability to work as a member of a team and/or independently Essential
- Experience of delivering defined projects to a deadline and managing a complex workload. Desirable

Other (Physical, mobility, local conditions)

- Is willing to work flexibly within scope of overall hours, e.g. early morning visits and occasional evening meetings. Essential

Structure



Signatures

Approved by : CEO _____

Approved by : Post Holder/or Representative _____

To apply, please click on the link below:

[Shelley College - Student Manager](#)

Closing date: Sunday 25th February 2024

Interview date TBC