



# Sherburn High School

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Headteacher: Ms Miriam Oakley

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# Guide For Applicants:

## Pastoral Support Assistant with Midday Supervisory duties



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# A PERSONAL MESSAGE FROM THE HEADTEACHER

February 2020

Dear Applicant,

Thank you for your interest in the post of: Pastoral Support Assistant with Midday Supervisory duties

This is an excellent time to join Sherburn High School. We have recently joined the STAR MAT which is a local MAT, committed to partnership with a focus on retaining the individual nature of each school. We have improving examination results and were graded as “Good” by Ofsted in 2017. We are keen to continue on our improvement journey and we’re looking for individuals who are excited by this.

With under a 1000 students, I believe that Sherburn High is an 11-18 school, which is big enough to deliver, but small enough to care. Outstanding teaching and learning is at the heart of everything we do and we are passionate about providing our staff with the right training so that we all have a clear understanding of what makes consistently excellent teaching. We deliver a broad and rich curriculum, and we pride ourselves on excellent pastoral support. The school is divided into four houses, each with nine mixed age tutor groups of around twenty students. We aim to develop a ‘family’ feel in the school where students look out for each other and where individuals are well known by their House Achievement teams.

When I first arrived at Sherburn High School there were a number of things that immediately impressed me. The first was the very open and welcoming nature of the school from both the staff and students. The second was the sheer variety of activities offered both within the curriculum and after school hours. Finally, it was apparent that Sherburn was a school with a strong reputation for looking after its students and where high standards of conduct are non-negotiable. Behaviour for Learning is recognised by a wide range of external agencies as being outstanding – you will certainly be able to teach good lessons at our school. We aim to become one of the country’s great comprehensive schools!

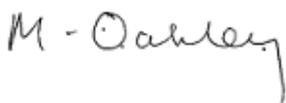
My ambitions for the school focus on achievement for every student whatever their background or ability. This relies on providing teaching and learning of the highest possible quality to engage, enthuse and motivate. We are fortunate to have an established and cohesive team of outstanding practitioners within a successful and vibrant school. At Sherburn we do not limit our definition of achievement simply to academic pursuits. We believe in developing well-rounded individuals and, as such, we make a significant investment in the arts.

Over the last four years, the school has taken huge steps forward. The platform we have for continual improvement is secure. The students here are fantastic to work with and they come to school eager to learn. The staff is professional, supportive, and collaborative; there is a positive, aspirational atmosphere and an impressive level of commitment from everyone to continue moving the school forward. We are very ambitious for our students!

We have excellent relationships with a wide number of schools and academies through our Yorkshire Teaching School, PiXL and of course membership of the STAR Multi-Academy Trust.

If you would like to know more about the school and its activities, please look at our website [www.sherburnhigh.co.uk](http://www.sherburnhigh.co.uk). Alternatively, if you would like to speak with me directly or arrange to visit during a school day, please do not hesitate to contact me on 01977 682442.

Thank you for your interest in this post.



Miriam Oakley  
Headteacher

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## Reasons to work at Sherburn High School:

- We have great students! Excellent student behaviour for learning means that you will be able to deliver outstanding lessons
  - A career development coach to enable you to become ready for middle / senior leadership in three years with the opportunity to gain the National Professional Qualification for Middle Leadership (NPQML) or equivalent
  - Access to professional development through the Yorkshire Teaching School Alliance
  - A weekly CPD induction plan to establish you in school
  - Leaders who walk the talk
  - Senior leaders who teach and understand the demands of the role
  - Leadership with moral purpose
  - Passionate staff who always want the best for our students
  - An exciting and fast paced school that is going from strength to strength
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## A VISION FOR SHERBURN HIGH SCHOOL

### To develop a genuine learning community where:

- Achievement is at the heart of school culture. It is not just for some students it is for them *all*.
  - Where students learn better because staff are learning all the time and improving what they do.
  - *All adults* are valued and feel that they can make a difference to the achievement of students.
  - We involve more people in playing a part in developing the school strategically, particularly middle leaders.
  - We are outward looking and collaborate effectively with others to improve our provision and outcomes.
  - Students and parents are listened to and involved in decision making
  - We are creative, take risks, have good ideas and do not worry if things do not work first time.
  - We work together to solve problems, not simply identify them and we aim to develop a 'no blame culture'.
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## **Inclusion and Support**

Sherburn High School is a fully inclusive school, which prides itself on its support for students who may require additional learning, emotional or behavioural support. Our Inclusion Team runs two centres, Here 2 Learn (H2L) which supports students with learning needs and Support 2 Learn (S2L), which supports students with emotional and behavioural needs. We believe our approach is part of the reason that our attendance is consistently above national average and our fixed term and permanent exclusion figures are significantly below national average.

S2L is a small centre, within our mainstream school currently employing 2 dedicated staff. The centre has an isolation unit, where up to 6 students work on individual work, supervised by S2L staff and other senior staff. Work is provided by subject staff and the S2L Manager works closely with subject teachers across the curriculum to ensure that students remain engaged and ready to return to mainstream.

There is also a small office space for the S2L Manager and a room for intervention. A range of intervention programmes including Anger Management and Mindfulness, Gardening and more run through S2L. Intervention runs in small groups and S2L staff also provide some one-to-one mentoring.

The S2L Manager will also be responsible for liaising with outside agencies to design, deliver and evaluate intervention and support. They will also be responsible for engaging with parents and carers, updating them on their child's progress.

We are keen to build links between our two centres as well as links with Tadcaster Grammar School's Inclusion Team as we become part of STAR MAT.

For further information contact Ruth Marsh (Assistant Head teacher) on:

[ruth.marsh@shs.starmat.uk](mailto:ruth.marsh@shs.starmat.uk)

## **Teaching and Learning**

Here at Sherburn High School we aim to ensure that our classrooms are places where thinking, questioning, predicting, contradicting and doubting is actively encouraged. We believe in providing high quality opportunities for our students to become active creators of their own knowledge. We aim to reinforce literacy in every lesson and we are passionate about providing regular feedback that will help students understand how to improve their work. We have Teaching and Learning Communities where we learn from each other and share best practice and we come together with other schools at our annual Teaching and Learning conference, where we share ideas and network with other like-minded specialists across North Yorkshire. We pride ourselves on having a strong identity when it comes to teaching and learning and we know what works in the classroom. We are a thriving group of teachers who are passionate about remaining at the cutting edge of new ideas and we recognise that regular training is key to success.

For further information contact Andy Stanton (Assistant Headteacher) on:

[andy.stanton@shs.starmat.uk](mailto:andy.stanton@shs.starmat.uk)

## **Assessment, recording and reporting**

Whilst at Sherburn High School, students receive regular data rich reports to show how they are progressing in all their subject areas. This is communicated to parents and students each term at Key Stage 3 and in Year 10, whilst students in Year groups 11, 12 and 13 receive a regular update on their progress approximately every seven weeks. This allows staff and parents to use effective intervention and support and ensures students remain focussed and on course to achieve their potential. Students discuss their reports with their tutor at each data collection point and specific improvement targets are agreed.

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For further information contact John Ralphs (Deputy Headteacher) on: [john.ralphs@shs.starmat.uk](mailto:john.ralphs@shs.starmat.uk)

### **Care, Support and Guidance**

In order to care, guide and support students we promote good behaviour for learning and have constructive consistently implemented sanctions. We ensure that all students have a range of adults / peers within and beyond school to support them. Our vertical tutoring system, where students are in small, mixed age groups of Years 7 – 11, provides opportunities for high quality coaching and mentoring by staff and students within the tutorial programme.

Parents are ensured continuity of care, with children from the same family remaining in the one House for the duration of their time with us. The vertical system also promotes student leadership with increased roles and responsibilities for students and will develop relationships with the community via a structured system of links, competition and rewards to promote a sense of identity for all students within and outside of school. The work of the student council is also fundamental, with a strategic plan for consultation on key issues and subsequent feedback.

For further information contact Ruth Marsh (Assistant Head teacher) on: [ruth.marsh@shs.starmat.uk](mailto:ruth.marsh@shs.starmat.uk)

### **Curriculum**

Our curriculum provides planned and structured progression for students from joining us in Year 7 through to when they move onto higher or further education, or the world of apprenticeships and employment at 16 or 18.

We have balanced subject content at Key Stage 3, providing a broad base of skills and knowledge that meets the requirements of the National Curriculum. Groupings enable students to work at a pace best suited to their individual rate of progress and provide appropriate challenge as they progress through school. There is a strong emphasis and time allocation towards English and Maths ensuring students have the skills to complement other areas of the curriculum and build the foundations for lifelong learning.

In Year 9 students begin their GCSE studies, following a three year route, which provides challenge and depth of study. All students follow Mathematics, English Language and Literature and Science. Students opt for three further subjects from a pool of subjects, including the Creative subjects.

At both KS3 and KS4, we ensure that there are progressive programmes of study for personal, religious, enterprise and health education along with citizenship and career planning. All students follow a comprehensive PE programme combining both the traditional sports with the opportunity to experience some of the less familiar sports.

For further information contact John Ralphs (Deputy Head teacher) on: [john.ralphs@shs.starmat.uk](mailto:john.ralphs@shs.starmat.uk)

### **Provision for students with Special Educational Needs**

All students are taught in mainstream classes and are supported by teaching assistants in class: one to one, class support or small groups. We have expertise in providing personalised programmes to meet the needs of vulnerable children, particularly those with Dyslexia and those on the Autism spectrum, as well as in many other areas. Because of the relatively small size of the school, we know our students very well.

We have two discreet areas for learning support and behaviour support where specialist intervention programmes are delivered or, if needed, provide a quiet space to work.

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Teaching Assistants are based in these areas and students with Special Educational Needs have access to computers, homework club, friendship club and Multi Skills club during break and lunch time when required. All Teaching Assistants are trained and experienced in a variety of areas.

For further information please contact Carroll Atkinson (Inclusion Leader) on:  
[carroll.atkinson@shs.starmat.uk](mailto:carroll.atkinson@shs.starmat.uk)

### **Sixth Form**

In the Sixth Form, we have over thirty subjects available for students to follow. Our collaborative Sixth Form with Tadcaster Grammar School facilitates students' option choices allowing access to the curriculum at both centres, for both sets of students.

Sherburn High School is fortunate to have a Sixth Form, which enables students who wish to stay on (approximately 60% of each year group) and provides valuable continuity in their learning.

Post 16 Education at Sherburn High School offers a varied range of courses. Our curriculum leads to nationally recognised Advanced level (Level 3) and 'Improvers' (Level 2) qualifications. Where possible, we aim to tailor our timetable to the demands of individual students. The range and combination of courses on offer to students extends through our Post 16 collaboration with Tadcaster Grammar School (Law, Economics, Drama and Theatre Studies, Sociology and Philosophy and Ethics).

All Sixth Form students have their own personal tutor, who provides them with guidance and support to University, apprenticeships, or employment. Tutors will strategically monitor student progress and deliver a comprehensive tutorial programme.

We aim to develop independent, responsive and creative students who have transferable skills beyond the school environment. Our success is built on a three-way partnership, with the individual student at the centre supported in their studies by home and school. Time is invested in tutor support and personal guidance.

For further information contact Dan Kirby (Assistant Headteacher) on:  
[daniel.kirby@shs.starmat.uk](mailto:daniel.kirby@shs.starmat.uk)

### **Facilities**

The school is fortunate to have eight fully equipped ICT rooms, used extensively by all curriculum areas. All teaching rooms are equipped with LCD projectors or interactive white boards.

In addition, there is an Information Centre (which includes the library and Internet access), student social areas, a main hall with stage, drama studio and a multi-media lecture theatre. A Post-16 Centre incorporating teaching rooms, social spaces and offices is also available.

Extensive playing fields with grassed and all weather surfaces allow a wide range of sports to be played, including football, hockey, netball, rugby and tennis.

For further information contact Jill Pounder (Business Manager) on:  
[jill.pounder@shs.starmat.uk](mailto:jill.pounder@shs.starmat.uk)

### **Extra Curricular Activities**

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Extra-curricular activities are many and varied; they include numerous performing arts productions, sport and art. The school encourages residential and field trips. Foreign visits and student exchanges occur annually including a visit to Lille, a “Language Immersion” trip near Paris, watersports in the Ardeche, Skiing and visits to the Christmas Markets in France and Germany, as well as cultural trips to Barcelona.

### **Professional Support and Development**

We believe that the school’s greatest asset is the quality of our staff. Consequently, we place particular emphasis on continuing professional development. New teachers joining the school can expect to receive considerable support from their curriculum leaders and members of the school leadership team. In addition, all teachers are part of a ‘Teacher Learning Community’ of colleagues who meet regularly, share good practice and engage in peer coaching.

### **Administration Team**

The finance and admin team support all aspects of school life and are a vital service to the smooth running of the school. The school has a general office and visitor reception, student reception, finance office and personnel office. Responsibilities covered are reception duties, general admin, supply cover for teachers, student attendance monitoring, Parentpay, school finance, HR and payroll.

### **Friends of Sherburn High School**

The “Friends of Sherburn High School” is an active group and provides strong social links and financial assistance to the school.



### **Safeguarding Children**

The school is committed to safeguarding and promoting the welfare of all its students.

We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school, a copy is on our website at [www.sherburnhigh.co.uk](http://www.sherburnhigh.co.uk).

In relation to this appointment process, you should be aware that your referees will be asked the following question – “Are you aware of any child protection allegations or issues of a similar nature in relation to this person? If so please provide details”.

At interview all candidates will be asked if there have been any allegations or issues raised against them by children and, if so, the outcome of them.

All employees must have enhanced DBS check prior to starting work.

### **Examination Results**

We are very proud of our students’ achievements at the end of Key Stage 4 and Key Stage 5. Full details of public examination results can be viewed on [www.dcsf.gov.uk/performance](http://www.dcsf.gov.uk/performance) tables as well as on our website.

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## The Area

Sherburn-in-Elmet is an ideal commuter village situated close to the A1 and A64 and therefore within easy travelling distance of Castleford (6 miles), Leeds (14 miles), Selby (8 miles) and York (15 miles). The new M1/A1 link road has made the whole West Yorkshire conurbation more accessible.

The school crest depicts the history of the area. The crimson discs on each of the five petals recall the Wars of the Roses, which reached a climax in the Battle of Towton nearby, in 1461. The other two discs bear the Archbishop's Mitre (the Archbishops of York once held the lands and power in Elmete) and the hound taken from the coat of arms of the Hungate family, the founders of the original grammar school in Sherburn-in-Elmet.

Sherburn-in-Elmet has a thriving industrial estate on the outskirts of the village, which is good for local employment. Children attend the school from villages in the locality extending from Saxton in the north to Kellington in the south.

In addition to a good academic record, there is also a well-developed community spirit within the school and many links have been forged with the local community.

There is a wide selection of housing in the neighbourhood.

The following estate agents can supply housing information if you request it:



Mike Dobson Estate Agents  
01977 684258



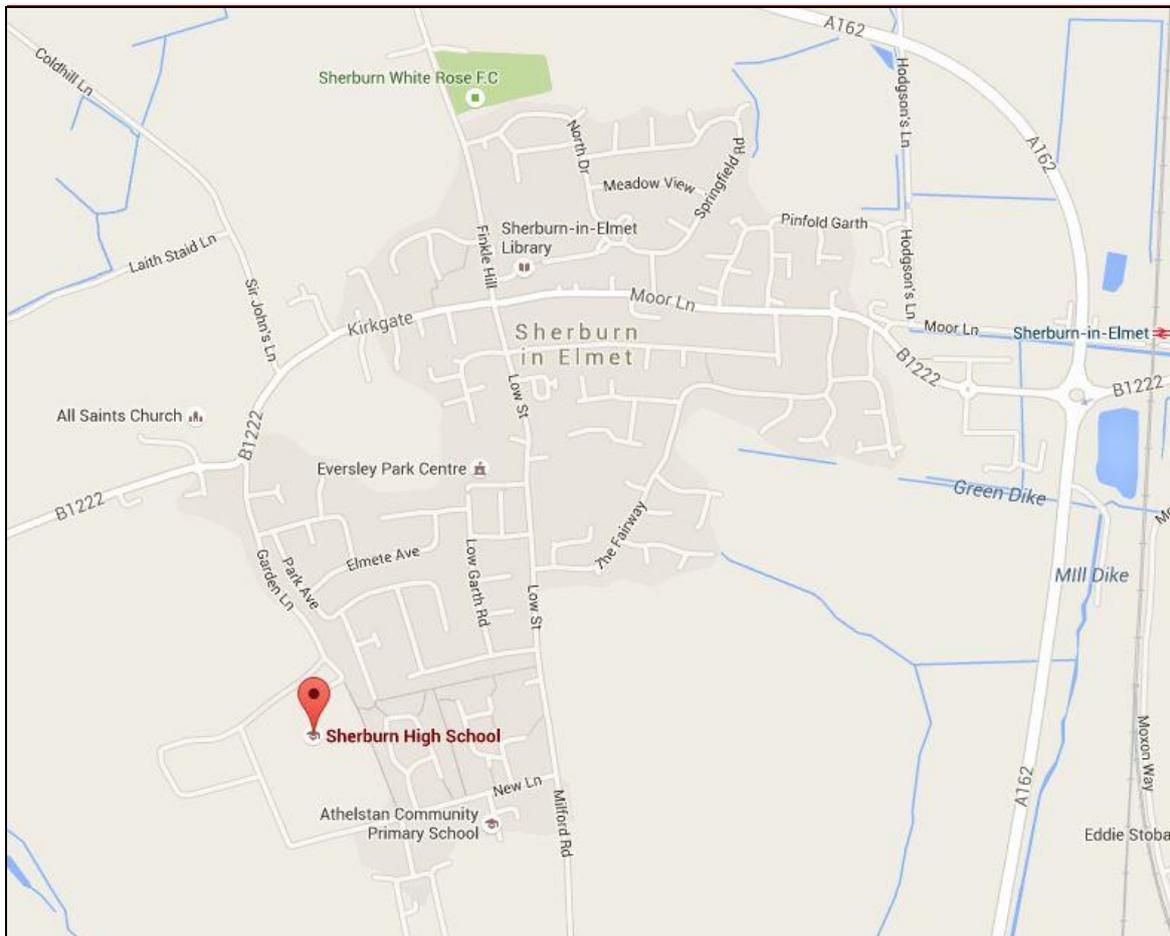
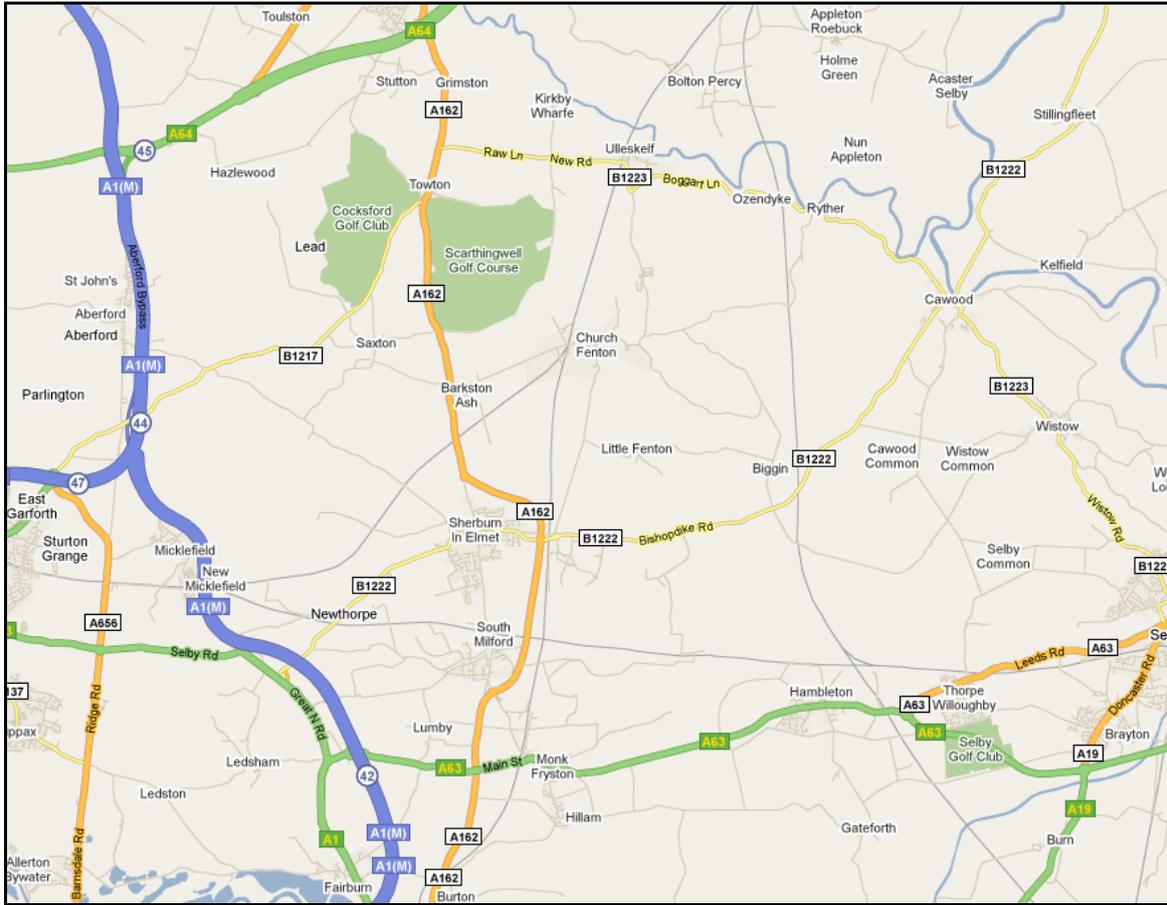
Halifax Property Services  
01757 697313



Park Row Properties  
01977 681122

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# Map of the Area



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## **Your Application**

Job descriptions, person specifications and application packs can be downloaded from our website at: [www.sherburnhigh.co.uk](http://www.sherburnhigh.co.uk)

Completed applications should be emailed to: [recruitment@shs.starmat.uk](mailto:recruitment@shs.starmat.uk)

All emails will automatically be acknowledged. If you do not receive an email acknowledgement please contact Phil Ball on 01977 687969

**Closing date is 9.00am on Monday 24<sup>th</sup> February 2020 with interviews being held on the week commencing 24<sup>th</sup> February 2020. Please do not send CV's.**

Candidates who have not been notified are asked to assume their application has not been successful in this instance. Unfortunately, we are unable to provide feedback to applicants who are not shortlisted.

**Where applicable please bring with you to the interview your original qualification certificates including QTS status if applying for a teaching post.**

It will be necessary for the successful applicant to complete an enhanced DBS form and provide relevant documents proving identity and proof of address prior to starting work.

There is a no smoking policy for all staff and anyone for whom this might present a problem should consider their position seriously before making their application.

If you would like to discuss any of the above before making an application please do not hesitate to contact the Headteacher.

We welcome applications from all sectors of the community; we appoint on merit.

Thank you again for your interest in the post.