

Shevington High School

Student Services Officer

Application Pack



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Ofsted 2022

“Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning.”



WELCOME TO OUR SCHOOL

Message from the Headteacher

Many thanks for your interest in the post above. I hope you find the enclosed information useful in making a decision about your application to join Shevington High School. Shevington High School is a growing, successful and popular high school. Over the last few years the school has seen significant investment and improvement in all areas of the school.

Shevington High School is a popular 11-16 community school located in the village of Shevington. We are 3 miles from Wigan town centre and mere minutes from the M6 motorway. The school is smaller than the average size secondary school but growing. We have 178 students in all years and a waiting list in year 7.

Shevington is a thriving and vibrant school. We work incredibly hard as a team to support pupils to make excellent progress in their learning from their varied starting points on entry. The school has celebrated very good examination results over recent years and we pride ourselves on our constant drive for improvement.

We pride ourselves at Shevington that we put the student at the centre of learning through the delivery of high quality teaching which enables all of our pupils to learn effectively. The school has a clear and well-articulated vision and intent for the curriculum and pedagogical approach in school, grounded on current research and methodologies nationally and internationally. This is drawn from the work we have been doing over the last 5 years on Student Agency in Learning as part of the SAIL Network, LAB Schools Network and inspired by work done with Kunskapsskolan Schools (Sweden).

Since 2020 as a school we have worked extremely hard to make further improvements in our educational provision. Through developing a truly blended learning approach using technology to enhance pedagogy that enables personalisation and develops learner independence and ownership.

School has a robust teaching and learning framework and strategy incorporating digital devices and using Google Classroom to enhance student learning. As part of our initial Remote Learning Strategy in March 2020 we devised a remote learning lesson framework, over time and whilst working as a Laboratory School with the International Centre of Educational Enhancement we collaboratively developed with staff the Shevington Teaching Framework.

The framework has a series stages and non-negotiables

- **Instructional phase**
- **Practice phase**
- **A rubric assessment**
- **A retrieval task**
- **A very clear modelling or scaffolding of task**
- **Summary of learning**

The Rubric is an essential element of the Shevington Lesson; it is designed to encourage ownership of learning through transparent learning intentions and clear assessment criteria. The rubric is used by the student to set personal learning goals in the lesson.

A distinct part of student life at Shevington High School is coaching. We see coaching as the key to personalised learning and putting students at the centre of their learning. Students attend coaching in groups of 4-5 students once a week. In the coaching session the students are encouraged to set weekly learning goals and reflect on progress made.

Mr J Bennett - Headteacher



Student Services Officer

35 hours per week, term time only

Required: As soon as possible

Salary: G5 (Scale point 8–14)

Closing date: 9th January 2025

Interviews: To be confirmed

We are seeking a dedicated Student Services Officer. The Student Services Officer plays a vital role in supporting the pastoral care and well-being of Shevington High School students. This role encompasses a range of responsibilities, including providing day-to-day pastoral support, first aid, managing student data, coordinating class-support requests and other pastoral related duties.

The successful candidate will work proactively to serve as a first point of contact for students needing pastoral care, providing support and guidance on day-to-day issues. To with students, families, staff and external agencies to provide support, advice, guidance and to ensure the safety, wellbeing.

This is a fantastic opportunity to join our School. In turn, we are looking for a candidate committed to playing a part in transforming the lives of our young people.

The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

Applications to be returned to Lisa Thompson on email at lthomson@shevingtonhigh.org.uk or dropped off at the school for the attention of Lisa Thompson

Job Profile

Student Services Officer

Job purpose:	Serve as a first point of contact for students needing pastoral care, providing support and guidance on day-to-day issues		
Reporting to:	Assistant Headteacher (Pastoral) and SLT		
Responsible for - Staff	NA		
Liaising with:	Headteacher, teachers, children, parents/carers		
Grade of post:	G5	Gauge ref:	A23316
Disclosure level:	Enhanced		

Job Outline

- Serve as a first point of contact for students needing pastoral care, providing support and guidance on day-to-day issues;
- Assist with the implementation of pastoral programs and interventions to support student well-being.
- Liaise with SLT, pastoral leads, safeguarding team, teaching staff, parents/carers, and external agencies to ensure effective pastoral care for students.
- administer first aid to students as required and maintain accurate records of treatments provided.
- Manage and distribute prescribed medications in line with school policies and procedures.
- maintain up-to-date qualifications in first aid and related training.
- Record and maintain accurate student data related to attendance, behavior, medical needs, and pastoral interventions.
- Produce reports and analyse data to support the pastoral team and inform decision-making.
- Ensure all student records are managed confidentially and in compliance with data protection policies.
- Coordinate requests for class-support, ensuring resources are assigned effectively;
- Collaborate with staff to respond to the individual needs of students within the classroom.
- Support the pastoral team with administrative tasks, including managing correspondence, booking meeting rooms, coordinating pastoral school events and arranging meetings.
- To contribute to maintaining a safe and inclusive school environment that promotes respect and well-being.

Candidate profile

- Have previous experience of pastoral or administrative roles within an educational setting (preferred).
- Hold and up to date, recognised first aid qualification or willingness to undertake training.
- proficiency in using school administrative platforms e.g. ClassCharts, SIMS, Google, Microsoft etc
- Have strong interpersonal and communication skills to build positive relationships with students, staff, parents/carers and external agencies.

- Have excellent and proven organisational talents and a keen eye for detail;
- Be diligent, reliable and resilient and possess the imagination, stamina and flexibility to go beyond the constraints of a job description;
- Have empathy, patience, and a commitment to supporting student well-being;
- Be expected to uphold the values and ethos of the school, maintain high standards of professionalism, and actively contribute to the pastoral care and development of student

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

Student Service Officer Person Specification / Selection Criteria

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 11 -16 yrs in a voluntary or professional capacity	E		A, I
Experience and understanding of Every Child Matters within a school setting		D	A, I

How to Apply

1. Read carefully all the information about this post
2. If you have any questions, please do not hesitate to telephone or email Lisa Thompson, PA to Headteacher/Office Manager on email lthompson@shevingtonhigh.org.uk.
3. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

Send your completed application form by email (if downloaded from our website) to Lthompson@shevingtonhigh.org.uk or through the post to: Mrs L Thompson, Shevington High School, Shevington Lane, Shevington, Wigan, WN6 8AB