

Shevington High School

Head of Application Pack



Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways - to be creative - and realise that “life is what I make it !”

Life is what you make it !



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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

Head of Year

37 hours per week, term time only

Required: As soon as possible

Salary: G7 (Scale point 20–25)

Closing date: Tuesday 2nd June 2026

Interviews: To be confirmed

We are seeking a dedicated Head of Year. The successful candidate will work proactively to provide pastoral support, care and guidance for students. The Head of Year will act as a main point of contact for students and their parents, and work closely with tutors and other key members of staff. The Head of Year will also play a key role in the monitoring the academic achievement of the students, implementing mentoring or support programmes where necessary.

Some of the Principal Responsibilities include:

- Provide pastoral care and support to students in the designated Year group, including monitoring their well-being, behaviour, and attendance.
- Track and monitor the academic progress of students within the year group, identifying areas of concern and implementing strategies to support their learning and achievement.
- Liaise with parents or guardians to communicate students' progress, address concerns, and foster positive relationships between home and school.
- Implement and oversee behaviour management policies within the year group, including managing disciplinary issues and promoting positive behaviour among students

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.

Benefits

- Access to Pension Scheme
- CPD including Knowledge Development Courses
- Commitment to employee Health and Wellbeing including dedicated Employee Assistance Programme
- Rewards and Recognition Scheme
- Cycle to Work Scheme
- Dedicated Staff Wellbeing team

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

Head of Year

G7

Job purpose:	To monitor, support and improve the overall progress and development of students. To be available to support the personal welfare of all members of the school community with regard to spiritual, moral, social and cultural values and to promote the ethos of the school.
Reporting to:	Headteacher, School Business Manager
Responsible for - Staff	Responsible for SAIL Tutors and Support Staff within the year group
Liaising with:	Headteacher, SBM, Senior Leadership Team, School Governors, other members of staff – teaching and non-teaching, LA, parent/carers and external agencies.
Grade of post:	G7
Disclosure level:	Enhanced

Job Outline

- To manage the school pastoral care function and effectively formulate aims and objectives which are relevant to the needs of the designated school year group.
- To develop, monitor and implement appropriate strategies for the pastoral care function within the school.
- To identify, monitor and evaluate appropriate strategies for student progress tracking, target setting and mentoring and supervise students when required and liaising regularly with parents/carers.
- Work with the relevant senior manager to identify students who are vulnerable and to formulate appropriate plans to achieve aims.
- Provide formal mentoring where appropriate.
- To plan and deliver workshop sessions on a range of issues and to plan, lead and deliver extra-curricular opportunities.
- To liaise with and work in conjunction with the multi-agency team.
- To develop, maintain and implement robust systems in order to record relevant information and to have responsibility for child protection documentation.
- To develop and implement relevant school policies and procedures.
- To monitor and evaluate student attendance and behaviour management systems.
- To contribute to the development of effective links with partner schools, the community.

Main Duties

- To raise standards of student engagement.
- Monitor, support and ensure a high quality learning experience for students through SAIL themes and missions.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To be responsible for and leading and managing SAIL tutors for a specific year group.
- To liaise with the SENCO, SLT Lead to support systems for enhancing student achievement. Support EHCP Reviews and monitor SEND Student Progress.
- To ensure that SAIL Tutors use registration and PD time effectively.
- To manage promotion of student achievements and progress across the school.
- To liaise with SLT regarding student learning, student performance issues, target setting and attitude to learning and behaviour across a year group.
- To develop the role of Form Tutors with a focus on academic progress, SAIL and progress of individual students
- To lead Year Assemblies.
- To contribute to the leadership and management of parents' evenings
- To liaise with external agencies as necessary.
- To liaise with the designated teacher for child protection.
- 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.
- To promote actively the school's corporate policies.
- To supervise students as required.

Health and Safety Training

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

Job Profile

Pastoral Head of Year

Person Specification / Selection Criteria

Pastoral Head of Year

G7

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 in a voluntary or other professional capacity	E		A, I, R, P

Has led or made a major contribution to a project or initiative (e.g. progression work with partner schools, extra curricular activities)		D	A, I, R
Experience and understanding of Every Child Matters within a school setting	E		A, I
Supervisory experience		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
Relevant degree		D	A, I, R
Relevant NVQ Level 4 qualification or equivalent level of experience	E		
Counselling or Mentoring qualification – level 2 or willingness to work toward within agreed timescales		D	A
Evidence of participation in regular professional development and further professional study	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children	E		A, I
Understanding of relevant legislation	E		A, I
Understanding of inclusion, behaviour and attendance issues	E		A, I
Knowledge of how to deal with a range of different pupil behaviours	E		A, I

	Essential	Desirable	Source
Understanding of the main challenges for pupils in the secondary sector	E		A, I
Understanding of teaching and learning strategies and how these impact on pastoral issues	E		A, I
Knowledge of monitoring, evaluation and review processes to raise standards	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work sensitively with others to build effective relationships	E		A, I
Commitment to and ability to promote a positive ethos within the school	E		A, I
High quality people skills to deal with difficult situations	E		A, I
A clear understanding of the impact of school improvement and in particular high quality learning and teaching	E		A, I
Ability to use initiative to respond to and resolve problems in the short term	E		A, I
Commitment to collaboration and sharing of resources and expertise across all phases of learning	E		A, I
Ability to utilise a range of ICT functions	E		A, I
Very good organisational skills			
Very high level of communication skills to deal with children and adults	E		A, I
High levels of commitment, enthusiasm, inspiration and motivation			
Ability to encourage and influence parents/carers to work co-operatively with the school and involve them in their child's education	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		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