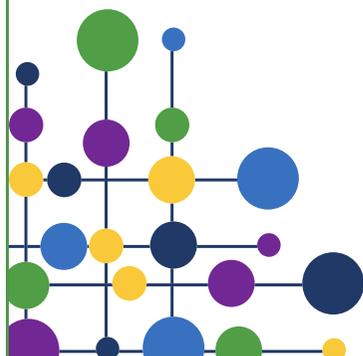


Shelley College
Student Manager Application Pack –
July 2022



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.

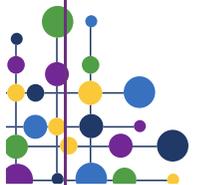
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

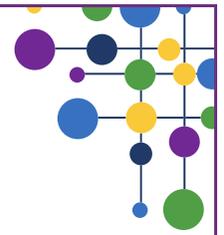
I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

A handwritten signature in black ink that reads "J McNally". The signature is written in a cursive, slightly slanted style.

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant and Nursery School, Liversedge; Woodside Green Primary School, Cowlersley; Royds Hall Community School, Lily Park Primary School and Luck Lane Primary School, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six 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.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.

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



We are part of the SHARE Multi-academy trust and Calderdale and Kirklees Teaching School. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our pupils/students enabling them to develop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both our employees and children/young people. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils/students think for themselves whilst ensuring pupils/students see a purpose to their work. A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to all the children/young people. Together they assess pupils/student progress and achievement discussing to ensure each learner's self-confidence and self-esteem rise quickly, developing their thirst for learning

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils/students learning.



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 – actual salary £31,410 to £33,841

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

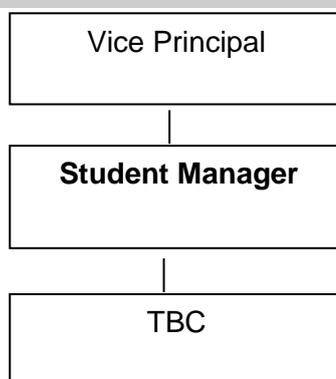
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| • Experience of working with children of mixed age ranges preferably in a school environment | Essential |
| • Experience of promoting high standards of attendance | Essential |
| • Experience of dealing with sensitive issues | Essential |
| • Safeguarding 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 |

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| • 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 |
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Structure



Signatures

Approved by : CEO _____

Approved by : Post Holder/or Representative _____

To apply, please complete an application form on the TES website, which can be found on our career site here:

<https://www.tes.com/jobs/employer/-1082675>

Closing date: Wednesday 17th August 2022 @ 9am

Interviews: Wednesday 24th August 2022

*any candidate unavailable for interview on 24th August due to holidays, please still apply and we will make alternative arrangements