



MAGHULL HIGH SCHOOL RECRUITMENT PACK

Southport
Learning
Trust



**Pastoral Assistant
Head of Year
Temporary for one year**

ABOUT US

Welcome to Maghull High School, part of the Southport Learning Trust.

Maghull High School is part of the Southport Learning Trust family of schools. We are seeking to recruit an enthusiastic, motivated and adaptable individual to join our highly effective pastoral team. The successful candidate will be a key member of the Pastoral Support Team for a year group, working with the Head of Year and Tutors to support all aspects of students' progress and to supervise a prepared lesson in the absence of a class teacher, ensuring that in doing so the students' learning and development is continued and maintained.

You must be versatile and flexible and have experience of working with children, be confident and possess good interpersonal skills. The successful candidate will be subject to a satisfactory probationary period of 6 months.

Qualified teacher status is not required for this role, although applicants with this status are welcome to apply.

Maghull High School is part of the Southport Learning Trust, which currently includes Greenbank High School, Stanley High School, Birkdale High School, Meols Cop High School, Range High School, Bedford Primary School and Kew Woods Primary School. Our Trust welcomes teachers who are enthusiastic energetic, and dedicated individuals with a talent for working with young people and a love of education. We are seeking colleagues who can build robust and effective relationships with staff, parents, students, and the wider community in order to further the ethos of the Trust.

Interested applicants are strongly encouraged to visit us, meet our team and most importantly, meet our fabulous students.

To organise a tour ahead of application, please contact Miss N Bowen at bowenn@maghullhigh.com or telephone: 0151 527 3961.



Matthew Kay
Headteacher



APPLICATIONS

CONTRACT : Term time only 33.92 hours per week (Monday to Friday)

CLOSING DATE : Tuesday 25 February 2025, 9am

INTERVIEW DATE : Week Commencing 25 February 2025

START DATE : Easter 2025

GRADE : Grade F SCP 12-19 £27711- £31067 per annum (pro-rata)

PLEASE SEND APPLICATIONS TO BOWENN@MAGHULLHIGH.COM

CVs will not be considered

Please complete the application form for this post, setting out how you meet the criteria of the post. Please ensure that you complete the application form fully and do not leave any gaps in your career history.

An equal opportunity monitoring form which is enclosed with the application form. Please note the information on this form is used for monitoring purposes only and will not be seen by the shortlisting panel.

Our Recruitment Privacy Notice can be found on the school website, which sets out how we will gather, process and hold personal data of individuals as part of this recruitment process. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date.

Maghull High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

JOB DESCRIPTION

Assistant Head of Year

Every member of staff has a current description of the job they do, a confirmation of their conditions of service and their entitlement to equal opportunities.

These entitlements include:

- The right to work without harassment,
- The right to gain satisfaction from what they do,
- The right to equal opportunities for increased job satisfaction and reward irrelevant of gender, disability, sexual orientation, age and cultural heritage,
- The right to learning and development, including induction to new roles or tasks
- The right to be consulted before changes in role or conditions of service

As a colleague at Maghull High School you will:

- Teach pupils across the full age and ability range, aiming always for the highest possible standards of pupil achievement, personal development and well-being
- Develop and foster links with the school's partners, stakeholders and other outside agencies
- Support the vision and values of the school
- Act as a role model to staff and students
- Put the well-being, development and progress of students first
- Demonstrate respect for diversity and promote equality
- Work effectively as part of whole-school teams
- Cooperate professionally with other colleagues
- Take responsibility for maintaining the quality of teaching practice
- Help students to become confident and successful learners
- Strive to establish productive and supportive partnerships with parents and carers
- Demonstrate honesty, integrity and uphold public trust and confidence in the profession

Job title: Assistant Head of Year - responsibility for a designated year group/s

Salary Allowances: SCP 12-19

KEY PURPOSE

1. To be a key member of the Pastoral Support Team for a Key Stage, working with the SLT, year head and wider staff to support all aspects of a student's progress.
2. To monitor and support attendance within a designated year group/Key stage
3. To supervise a prepared lesson in the absence of a class teacher, ensuring that in doing so the students learning and development is continued and maintained.

Specific Responsibilities

- Work with the Year Head, monitoring the achievements and welfare of students across the Key Stage.
- Support the year head in maintaining good attendance.
- Liaise with other professionals to ensure the maintenance of accurate and up to date information concerning the Key Stage.
- Form good relationships with students.
- Be the first point of contact for parents/carers, ensuring effective communication/consultation, as appropriate.
- Support the implementation and reinforcement of school policies and procedures across the Key Stage, in particular, the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person.
- Support the implementation of the Behaviour for Learning Policy across the year group/Key Stage, liaising with pastoral and academic staff to enhance the progress of students.
- Contribute to the celebration of success across the year group/ Key Stage.

- Mentor and offer guidance to students within the year group/ Key Stage.
- Be involved in assemblies and Parents Evenings.
- Support the Progress Leader in the setting of targets, reporting and reviewing student progress and evaluation of processes.
- Support the design of an appropriate curriculum/timetable for individuals or cohorts of students when appropriate.
- Have knowledge and appreciation of the range of activities, courses, opportunities, agencies and services that could be drawn upon to provide support for students.
- In the absence of a teacher, provide supervision of, and be solely responsible for, a class of students during lesson time.
- Provide classroom management to a classes in the absence of a teacher (for up to a maximum of 5 days for the same teacher, including the first 3 days of absence).
- Communicate the set work to the students and ensure that they are aware of the expectations during the course of the lesson with regard to task completion.
- Motivate students to complete the tasks and encourage them to interact and work co-operatively with others, as appropriate
- Respond to questions from students in respect of processes and procedures.
- Manage the behaviour of students to promote and maintain order and a calm working environment for students.
- Refer behavioural issues, arising in class, to the appropriate Head of Department, using the school's agreed referral processes.
- Collect completed work at the end of the lesson and return it to the class teacher/Head of Department, as appropriate.
- Collate a bank of supervision work for all subjects in liaison with the relevant Head of Department. All cover and supervision work to be set by the class teacher for foreseen absences, or the Head of Department.
- Support and help coordinate the delivery of effective student leadership.

Support for the School:

- Examination invigilation.
- Accompany teachers and students on educational visits.
- Be aware of, and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Attend and participate in appropriate meetings and training courses
- Participate in the school's Performance Management Programme and engage in appropriate continuing professional development.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post-holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

Signed: _____
M Kay

Date: _____ Headteacher

Signed: _____

Date: _____ Post-holder

WHY JOIN SOUTHPORT LEARNING TRUST?

Southport Learning Trust is an inspirational multi academy trust that stands at the forefront of educational excellence and community engagement. Southport Learning Trust is one of the largest employers in Southport and surrounding areas thanks to our collaboration of schools which include Birkdale High, Greenbank High, Meols Cop High, Range High School, Stanley High, Maghull High, Kew Woods Primary and Bedford Primary School.

Each of our schools are unique beacons of aspiration in their communities, our connectivity as a Trust makes us even stronger.

The trust is the heartbeat of the local community and its network spans over 6,700 pupils and over 800 employees. Southport Learning Trust is built on its four pillars which enables students to have access to the highest quality of education.



Andrew Brown Photography



Academic
Excellence

Focus directly on school improvement. We are aware of the exceptional practitioners we have in the schools across the Trust. Utilising an Implementation plan focus we will liberate colleagues to prioritise collaboration as a catalyst to sustainable improvement.

Professional
Development

‘Professional Improvement is school improvement’. Creating cultures across our family of schools in which professional development is central, will ensure that we are investing in the area that research tells us has the biggest impact on student progress.

Inclusive
Education

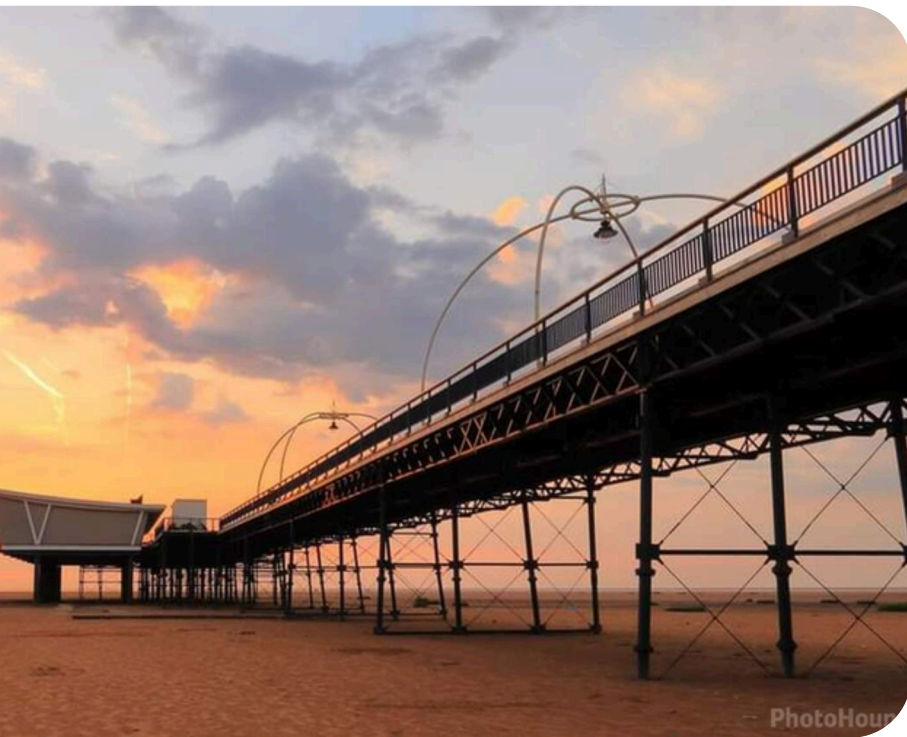
Our family of schools are all committed to inclusive education that is ambitious for all. We are driven to remove all barriers for our children and ensure they have equity in access to all areas of our curriculums and wider school life.

Realising
Aspirations

Committed to not only raising the aspirations of our students but importantly ensuring those aspirations are realised. Working in true partnership with our communities we will ensure our students are visionary thinkers, ambitious innovators and pioneers of the future.



**EMPOWERING OUR COMMUNITIES TO POSITIVELY
IMPACT THE WORLD**



EMPLOYEE BENEFITS INCLUDE:

- **Continuous Professional Development and Learning:** we will support your career aspirations and support you to thrive in your role.
- **Generous Pension:** we are part of the Teachers' Pension Scheme for teaching staff and Merseyside Pension Fund for support staff.
- **Cycle to work scheme:** enjoy a healthy commute with our cycle-to-work programme, making bicycles more affordable.
- **Collaborative Working:** thrive in an environment that values teamwork and collaboration, with a culture of shared knowledge and collective success.
- **Wellbeing Support:** Staff receive access to the Schools Advisory Service Wellbeing App. Services include physiotherapy, counselling and private GP phone & video consultations. Click the link below to find out more. .

WHY SOUTHPORT?

Beautiful coastline: Sandy beaches and long promenade provide plenty of opportunities for relaxation and outdoor activities.

Affordable Property: Compared to larger nearby cities, Southport offers more affordable property prices.

Victorian Architecture: The town boasts a wealth of historic buildings, giving it a unique charm and character.

Green Spaces: Southport is home to a number of beautiful parks and gardens, including the Botanic Gardens and Victoria Park.

Proximity to major cities: easy access to nearby cities such as Liverpool and Manchester, making it convenient for work or more urban entertainment.

Health & Wellbeing: The coastal environment is often associated with a better quality of life, including fresher air, lower stress levels, and opportunities for outdoor fitness activities. The beach, parks, and overall tranquil setting contribute to a healthier lifestyle.

Community: The town has a strong sense of community, with various events and festivals throughout the year, such as the Southport Flower Show and Air Show. It's a family-friendly place with good schools and activities for children.

CLICK HERE



LEISURE & ENTERTAINMENT

Southport offers a range of entertainment options, from its famous pier and Pleasureland amusement park to theatres, cinemas, and a lively dining scene. Its golf courses, including Royal Birkdale, attract golfers from around the world.

Southport Learning Trust



EMPOWERING OUR COMMUNITIES TO POSITIVELY IMPACT THE WORLD



**Maghull High School,
Ormonde Drive, Maghull
L31 7AW**



0151 527 3955



school@maghullhigh.com



www.maghullhigh.com



@maghull_high_school



@MaghullHighsch



**EMPOWERING OUR COMMUNITIES TO POSITIVELY
IMPACT THE WORLD**