



MAGHULL HIGH SCHOOL RECRUITMENT PACK

Southport
Learning
Trust



PASTORAL ASSISTANT HEAD OF YEAR

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, Merefield School, 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.

WATCH VIDEO



Southport
Learning
Trust



**Academic
Excellence**

**Professional
Development**

**Inclusive
Education**

**Realising
Aspirations**

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 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.

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.

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:

At Southport Learning Trust, continuous professional development (CPD) and learning are integral to enhancing a culture of growth and excellence. We will support your career aspirations and support you to thrive in your role.

Generous Pension:

Employees benefit from a generous pension scheme, with Southport Learning Trust offering a competitive contribution, ensuring that staff are well-supported in planning for their retirement. We are part of the Teachers' Pension Scheme for teaching staff and Merseyside Pension Fund for support staff.

Cycle to work scheme:

At Southport Learning Trust, the Cycle to Work Scheme offers employees a fantastic opportunity to promote healthier lifestyles while saving money. Through the scheme, staff can purchase a bike and cycling equipment tax-free, making it more affordable to commute to work sustainably.

Collaborative Working:

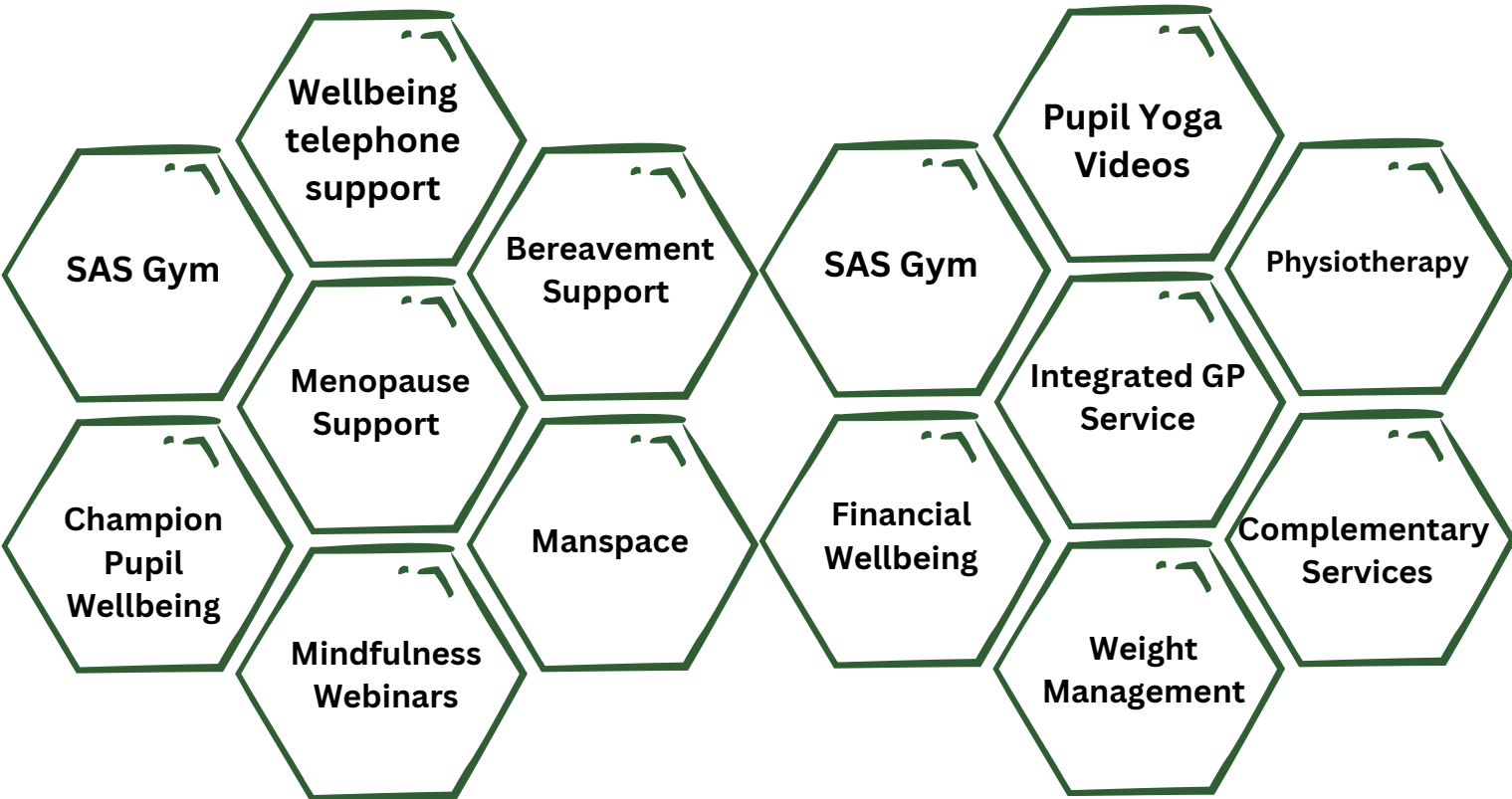
Collaborative working is at the heart of its culture, offering employees the opportunity to thrive in a supportive, team-oriented environment. By working together across schools and departments, staff can share expertise, best practices, and innovative ideas, enhancing both personal and professional development.



School Wellbeing

LEARN MORE

As a trust, we buy in an employee assistance programme 'School Wellbeing' (SAS). This programme gives all employees access to an array of wellbeing support, which includes



EMPOWERING OUR COMMUNITIES TO POSITIVELY IMPACT THE WORLD

ABOUT US

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

Maghull High School is proud of its ethos and standing within the local and wider community which has led to us being an oversubscribed secondary school. At Maghull High School, we believe that achievement and enjoyment go hand-in-hand to ensure every child makes excellent progress. High quality teaching and learning lies in the heart of daily life in our school. Our talented and committed staff are dedicated to ensuring all students reach their full potential and develop into capable, caring and confident members of society. We strive to help all to achieve their very best. This commitment extends through a rich and rewarding curriculum and a wide range of vibrant cultural and extra-curricular experiences that enable students to succeed and develop a range of employability skills for life long learning.



You can view our school prospectus video and hear directly from staff, students and parents about life at Maghull High School.

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 34 hours per week (Monday to Friday)

CLOSING DATE: Friday 16th October 2026 at 9am

FORMAL INTERVIEW: WEEK COMMENCING Monday 19th October 2026

START DATE: ASAP

SALARY: Grade F SCP 12-19 £29542- £33119 per annum (pro-rata),
actual salary £23590 - £26447

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an Enhanced Disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying this post is except from the rehabilitation of offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

The Trust may carry out an online search on shortlisted candidates as part of our due diligence and in line with Keeping Children Safe in Education. This may help identify incidents or issues that have happened and are publicly available online, which we may wish to explore with you at interview.

Prospective candidates are encouraged to submit their applications at the earliest opportunity. All applications must be completed online via the designated application portal. Please note that paper applications will not be accepted.

Applicants should select the **“Apply Now”** option and ensure that the online application form is completed in full. It is essential that all details are accurate and that all required declarations are appropriately signed.

Candidates are required to complete a supporting statement within the online application form. This statement should clearly and concisely outline your relevant experience, the contributions you can make to the role, and any particular strengths or areas of expertise you wish to highlight. The supporting statement must be tailored to the specific post and should be a minimum of 1,000 words.

Please ensure that your employment history is fully accounted for, with no unexplained gaps in your career timeline.

You must provide the details of two professional referees. One referee must be your current or most recent employer, where applicable. If you are currently employed within a school setting, one of your referees must be your Headteacher.

CVs will not be considered

JOB DESCRIPTION

We are committed to promoting the safeguarding and welfare of children and young people and expect staff all staff and volunteers to share this commitment.

POST: Pastoral Assistant Head of Year

Term time only 34 hours per week (Monday to Friday)

Salary: Grade F SCP 12-19 £29542- £33119 per annum (pro-rata), actual salary £23590 - £26447

START DATE: As soon as possible

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.

For any enquiries about the post please contact Miss N Bowen at bowenn@maghullhigh.com or telephone: 0151 527 3961.

For further information and application pack please visit www.maghullhigh.com

CLOSING DATE: Friday 16 October 2026, 9am

INTERVIEWS TO BE HELD: Week Commencing 19 October 2026

NO AGENCIES PLEASE

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

Salary Allowances: SCP 12-19

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KEY PURPOSE

- 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
- To monitor and support attendance within a designated year group/Key stage
- 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.

PERSON SPECIFICATION

Classroom teacher skills, experience and professional qualities and knowledge
(to be addressed in your letter of application and followed up at interview)

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Level 2 qualification or equivalent in Maths/Numeracy and English/literacy.	E	AF
Relevant Level 3 qualification.	E	AF
Relevant Level 4 qualification.	D	AF
Evidence of Continuous Professional Development.	E	I
<u>EXPERIENCE</u>		
Proven track record of working with children and young people.		
Understanding of principles of child development, learning styles and independent learning.	E	AF + I
	E	AF + I
Understanding of inclusion, especially within a school setting.	E	AF + I + T
Working knowledge of relevant policies/codes of practice/legislation.	E	AF + I
Understanding of statutory framework relating to teaching and learning.	E	AF + I
Ability to relate well to children and adults.	E	AF + I

<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
Communication & Influence Selects the appropriate content and delivery style to communicate ideas, plans and decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in an effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.	E	AF + I + T
Team working Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own expertise with others to enable them to achieve their goals.	E	AF + I + T
Organisational awareness Keeps up to date with educational developments, analysing and interpreting how this impacts on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school. Regularly networks inside and outside the school to exchange ideas and information.	E	AF + I + T
Adaptability Contributes personally to the change process. Helps others to understand the need and reasons for the change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges existing practices and conventional thinking.	E	AF + I + T

Use of technology Is able to use and understands the purpose of Information Communication Technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.	E	AF + I
Professional Values and Practice Demonstrates high expectations for all pupils. Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration. Ability to work collaboratively with colleagues and carry out the role efficiently, knowing when to seek help and advice. Ability to improve own practice through observations, evaluation and discussion with colleagues.	E E E E	AF + I AF + I AF + I AF + I
<u>SPECIAL REQUIREMENTS</u>		
Willingness to undertake appropriate first aid training. Required to complete Support Staff Induction Programme.	E E	I I

AF = Application Form

I = Interview

T = Test



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