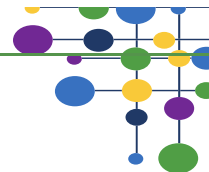




Application Pack for Student Manager



Welcome from the CEO

Academic Year 2022 /2023

Dear Applicant,

Thank you for taking an interest in the role of Student Manager at Thornhill Community Academy. 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.



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.

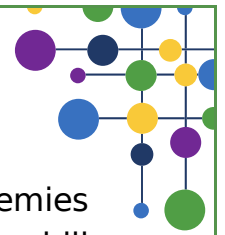
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

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

Yours faithfully,

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and four primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven 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.



Dear Applicant,

Thank you for your interest in the post of Student Manager, a role we are excited to be recruiting to.

At Thornhill Community Academy our rules are very simple: be nice, and work hard. We believe in the power of clarity; we believe in doing a few things which have a genuine impact, but doing them exceptionally. We have a firm commitment towards achieving our goal of becoming an outstanding Academy, and we are proud to serve the community that we do.

We are also proud to be a part of SHARE Multi-academy trust and Calderdale and Kirklees Teaching School Hub, meaning 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, A Family, A Community', and our mission is to improve the life chances of every single one of our students. We are proud of the excellent teaching and learning which happens on a daily basis, which is supported by exceptional standards of behaviour within a safe and inclusive environment.

Before applying, I encourage you to come and visit us, speak to our brilliant staff, meet our wonderful students, and see what goes on every period of every day. If you have any questions about this post, please do get in touch and ask us.

I look forward to meeting you, and to you joining our school, family and community.

A handwritten signature in black ink, appearing to read 'MCB' followed by a stylized flourish.

Mr Matthew Burton
Headteacher
Thornhill Community Academy



Student Manager Role Profile

Role Title Section	Student Manager Thornhill Community Academy	Reporting to	Deputy Headteacher, Pastoral
Contract type	Permanent	Band	Band H

Part A - Job description

Overall purpose of role	<p>The Student Manager plays a key role in supporting academic, personal and wider spiritual, moral, social and cultural development of Thornhill Community Academy's students. The successful candidate will be consistent and have high expectations at all times whilst applying appropriate policies, procedures and initiatives.</p> <p>Each Student Manager may have an additional responsibility, which they will lead, manage and co-ordinate, this could be aspects such as The Bridge, Medical Provision or Transition, as directed.</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 Headteacher. The post will require you to work in partnership with the Headteacher, Senior Leadership Team 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 Deputy Headteacher.</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. To devise, develop and maintain a clear strategy and action plan with regard the additional responsibility, reporting all key outcomes to the Senior Leadership Team, as required

2. To support the development of a culture in which every student is valued, encouraged and supported
3. To support the Deputy Headteacher in establishing the vision and strategies for excellent student progress, behaviour and support
4. To seek consensus and ownership for strategies from teachers and other pastoral staff
5. To communicate strategies and expectations effectively to all staff
6. To develop strategies to help overcome obstacles staff may experience in achieving their personal best
7. To evaluate own performance and undertake professional development to help achieve the highest possible standards in the role
8. To monitor outcomes and progress of students and provide regular updates for the Deputy Headteacher
9. To lead, support and monitor a team of form tutors to help them achieve the best possible standards of behaviour and academic progress for their tutees
10. To help ensure the learning needs of individual students are met, particularly vulnerable groups, such as Pupil Premium, underachieving students and those with low attendance
11. To be able to confidently use appropriate and relevant data in order to provide rationale, evidence and information around progress for key performance indicators, both pastoral and academic
12. To support staff with the effective use of behaviour strategies to help meet the needs of identified students
13. To monitor the implementation of Behaviour TOGETHER across appropriate groups, provide evidence for Heads of Department and discuss inconsistencies with the appropriate member(s) of staff
14. To oversee the use of targeted strategies to support Pupil Premium students' progress
15. To work with other staff, ensure attendance and punctuality have a high profile throughout the Academy
16. To liaise with the Pastoral Attendance Manager and support strategies to help encourage high levels of attendance and punctuality across all students in your year group
17. To work with the Academy's Careers Leader to oversee and quality assure the work experience and alternative provision provided for specific students in your year group
18. To interrogate data to identify specific cohorts and/or individual students in need of intervention or additional support in your year groups
19. To work with all appropriate stakeholders to agree and support the most appropriate package of intervention for students
20. To confidently, sensitively and appropriately communicate with parents/carers
21. To working with the Designated Safeguarding Lead, in order to effectively implement the Academy's Safeguarding Policy
22. To organise and attend Parents' Evening for appropriate year groups and communicate appropriately with parents/carers and staff to help maximise attendance
23. To develop effective working relationships with outside agencies to best support students with specific needs
24. To implement appropriate SEND documentation in order to monitor student progress in the appropriate year groups.

Work/ Business contacts

Internal: All teachers and support staff to advise how effectively to support students to achieve their Personal Best. This post holder will work closely with the Student Support Manager and the Pastoral Attendance Manager.

External: External staff, other schools/academies, parents/carers and families and outside agencies

Expertise in Role Required (At selection - Level 1)**Essential or Desirable**


- Maths and English to grade C, GCSE or equivalent
- Educated to a minimum standard of A-level or equivalent
- Experience of working with young people in a school environment
- Experience of being actively involved with the development and implementation of a range of student support strategies including My Support Plans (MSP)
- Highly developed communication and inter personal skills across a wide range of audiences
- Experience of promoting high standards of attendance
- Experience of dealing with sensitive issues
- Safeguarding trained
- Understanding of relevant policies/code of practice and awareness of relevant legislation
- Understanding of child development and learning including Special Educational Needs and appropriate policies and procedures
- Experience of providing support and advice to students and their families
- Experience of planning, monitoring and evaluating work
- Experience of short, medium and long term planning at an operational level
- Experience of managing Medical Provision
- Ability to work as a member of a team and/or independently
- Experience of delivering defined projects to a deadline and managing a complex workload.
- Experience of collecting and interrogating data from internal systems in order to shape priorities for students
- Ability to work on ones own initiative, balancing competing priorities

Other (Physical, mobility, local conditions)

- To be willing to work flexibly within scope of overall hours - early morning visits and occasional evening meetings

Expertise in Role - After initial development - Level 2

- An understanding of how to effectively coach young adults and their parent/carer(s)

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- Knowledge of issues affecting the personal and economic development of young people
 - Knowledge of Equal Opportunities issues and legislation
 - Good working relationships with service providers who are able to support students and families
 - Knowledge of potential local and national influences on students' attendance and progress

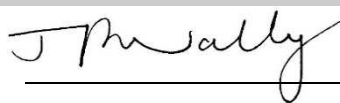
Structure

Deputy
Headteacher

Student
Manager

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>

Alternatively, visit our website www.thornhillcommunityacademy.co.uk

Or contact Julia Wood on 01924 372890 or julia.wood@sharemat.co.uk

Closing date: 10am Monday 6th February 2023



