

THE
WHITBY
HIGH SCHOOL



Assistant Pastoral
Leader
Application Pack





The Whitby High School is situated a short walk from Ellesmere Port town centre and near to the Cheshire Oaks retail area. The town and the surrounding area has been the subject of investment over past years and this is continuing through large-scale residential developments across a number of areas. This will see more investment in the school over time to accommodate students in what is the only non-faith school in the vicinity.

The school is easily accessed from the major M56 and M53 motorways with excellent road links from Chester, North Wales and the Wirral. Ellesmere Port is a proud town with an impressive industrial heritage, which is still dominated by the local employers of Vauxhall Motors and ESSAR Petrochemicals. However, Cheshire Oaks, TATA Steel, Airbus, Unilever and Urenco are all major employers in the community. The shift over recent years into the retail sector has offered families in the town more opportunity and diversity in terms of employment with students from the school having the same opportunities when they leave.

The school has a comprehensive intake from over twenty Primary schools and serves a diverse social demographic. Links with local Primary schools are very strong through Headteacher meetings, governance and a comprehensive range of activities offered by the school and joint working at both student and staff level.

The Whitby High School enjoys excellent working relationships with other education establishments across Cheshire West and beyond including working with five other Secondary schools through a self-review partnership. We also work closely with the local teaching school, Further Education College and the University of Chester.

The school is large and spread over two buildings with a "Pastoral Hub" at the centre. We have recently completed the construction of a new music and Design and Technology block and a redevelopment and refurbishment project within the Science and Humanities areas.

This popular school has an eleven-form entry with approximately 1600 students including 180 in the Sixth Form and a large successful SEND department from across the range of socio economic backgrounds. Pastoral support is provided for students by a Pastoral Leader for each year group. In addition, Years 7-8 and 9-11 each have an Assistant Pastoral Leader and a Pastoral Director as well as support from the wider Pastoral Team. Each student is placed into one of five Houses (Hanover, Stuart, Tudor, Windsor and York). With a House Leader who promotes competitiveness between the five Houses.

The Senior Leadership Team is constituted of Headteacher, two Deputy Head teachers, six Assistant Head teachers, Business Manager, Pastoral Director, Director of Sixth Form and two associate members who represent the wider staff body.

In total, the school has 114 teaching staff (102 FTE) and 120 support staff of which 22 are teaching assistants. The school is fully staffed with specialist teachers across ten curriculum areas (English, Mathematics, Science, Modern Foreign Languages, Humanities, Design Technology, Visual and Performing Arts, ICT (Media & Business), Physical Education and Learning Support) all with a Senior Curriculum Leader who manages a number of associated departments. Each curriculum area and House is line managed by a member of the Senior Leadership Team.

The school operates a five period day each of one hour per period.

Our curriculum recognises our local context and seeks to develop knowledge and skills which have currency at a local, national and international level, reflecting British values. Our curriculum:

- Sets high academic aspirations
- Reflects local and regional employment opportunities
- Broadens horizons through an extensive programme of international links.



Teaching in each subject area is based upon the Department's Signature Pedagogy and this is updated at least annually to ensure that it reflects best practice. Rigorous self-review processes are in place to ensure that each department's Signature Pedagogy is being used consistently.

At KS3 weekly period allocations for core subjects are:

- Year 7 – English 5, Maths 4, Science 3
- Year 8 – English 4, Maths 4, Science 4
- Year 9 – English 5, Maths 5, Science 3

At KS4 weekly period allocations for core subjects are:

- Pathway P – English 5, Maths 6, Science 6
- Pathway A – English 6, Maths 5, Science 6

At Level two, the school offers 22 courses which are a blend of vocational and academic qualifications. Just over 50% of our current Key Stage Four cohort follow an Ebacc pathway.

At Key Stage 5, in Y12, each subject has five lessons per week and in Y13, they have six. The school offers 24 Level 3 courses including 10 two year Level 3 vocational courses, predominantly BTECs. All Sixth Form students have Guided Learning (supervised, registered study) periods on their timetable, ten periods in Y12 and six periods in Y13. Over the past two years, we have expanded and tailored our Sixth Form provision to support the needs of our students. This has been reflected in the curriculum offer, staffing and study provision for the Sixth Form.

Students who enter the school have an average points score which is slightly below national average. Approximately 25% of students are FSM.

As discussed earlier the school is fortunate to sit within an area rich with employment opportunities based around large petro-chemical, engineering and manufacturing industries plus a huge retail sector base. At The Whitby High School, we believe it important to support local employment need and opportunity through the range of vocational courses we offer at Key Stage 4 and Key Stage 5.

These courses are very popular with students and are extremely successful contributing to twice the national average of students taking up quality apprenticeships after Year 11 and Year 13. This is a real success of the school

The Whitby High School has a very strong culture and identity which is recognised by staff, students, parents/carers and the local community. We continually seek to strengthen and develop this culture using 'The Whitby Way' – quite simply; the way we do things here at The Whitby High School. The Whitby Way makes expectations for staff and students very clear and helps to embed critical aspects of our culture such as good manners and pride in our work.

We use our own PACE Pledge system as part of The Whitby Way to recognise and reward students in challenges that help to develop character and give opportunities to volunteer and develop leadership skills over all three Key Stages. Students are expected to complete PACE Pledges during the course of their time at The Whitby High School. At times throughout the school year we will offer Pledge Days which will have activities organised by staff and students to support the achieving the challenges.

The Whitby High School offers a large range of extra-curricular activities and clubs across all subject areas but particularly in Sport, Music, Drama, Art, Science and Maths. Revision clubs operate across all subjects plus at times, specialist clubs such as Latin. In addition, the school offers a hugely successful "Junior High" extra-curricular provision for Y5 and Y6 students, which is oversubscribed across all areas. It also offers "Academic High" to AG&T students from these Primary Schools

The school holds Investors in People Award, International Schools Award, Silver Arts Mark and Sainsbury's Gold Kite Mark in Sport. We now hold the Rainbow Flag Award and the Careers Award. We are an Attachment Friendly School.

As a school, we value our staff and have a number of wellbeing initiatives firmly established. We also give staff the opportunity of a healthcare plan through the introduction of a BUPA healthcare support package.

A photograph of Whitby High School, a large brick building with a prominent glass-fronted section, surrounded by lush green trees and a well-maintained lawn under a clear blue sky.

Assistant Pastoral Leader

Grade 6 (£22,420-£25,375)

37 Hours Per Week

39 Weeks Per Year

The Whitby High School is a highly successful 11-18 foundation school with 1600 students on roll which includes a thriving sixth form. This popular, oversubscribed school places the achievement of all learners as priority and as a result academic standards are high and improving year on year.

Governors wish to appoint a proactive team member with good communication skills who understands classroom roles and responsibilities, their own position within these roles, and relates well to children and adults.

The successful applicant will work with Pastoral Leaders, the Senior Leadership Team and the wider pastoral team to provide high quality pastoral care and support, to include behaviour, attendance, standards, welfare and safeguarding.

Closing date: **Noon on Wednesday 29th November 2023**

You are advised to submit your application as soon as possible as we reserve the right to close posts at any time, once we have received sufficient applications.

Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting and induction processes.

The Whitby High School is an equal opportunities employer.



Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Good numeracy / literacy / ICT. 	<ul style="list-style-type: none"> • Educated to A level or higher. • Training in the relevant learning strategies, basic skill. • First Aid trained. • Evidence of further training. 	<ul style="list-style-type: none"> • Application form
Experience	<ul style="list-style-type: none"> • Working with or caring for children in an educational setting. 	<ul style="list-style-type: none"> • Experience of pastoral care in an educational setting. 	<ul style="list-style-type: none"> • Application form and Interview
Personal Competencies	<ul style="list-style-type: none"> • Ability to relate well with children and adults. • Ability to work as part of a team, understanding classroom roles and responsibilities and own position within these roles. • Good communication skills. 	<ul style="list-style-type: none"> • Ability to use other additional equipment. • Ability to self-evaluate learning needs and actively seek learning opportunities. 	<ul style="list-style-type: none"> • Interview
Job Related Knowledge	<ul style="list-style-type: none"> • Effective use of ICT to support learning. • Basic understanding of child development and learning. • Awareness of child protection. 	<ul style="list-style-type: none"> • Understanding of relevant policies / codes of practice. • General understanding of the national curriculum in specialist subject(s). • Understanding of behaviour management techniques. 	<ul style="list-style-type: none"> • Interview



Job Description

1.	Support the strategic direction of the pastoral support and welfare systems to include attendance, punctuality, behaviour and welfare.
2.	Support the work of the wider pastoral team and form tutors, assisting with transition, information and celebration events.
3.	Deputise in the absence of the Pastoral Leader attending meetings and leading assemblies as necessary.
4.	Work with students and their families to ensure effective and appropriate support is provided and clearly communicated with student and home.
5.	Support the pastoral team (Pastoral Leads) with day to day pastoral support including upholding high standards of discipline, investigating incidents and ensuring appropriate follow up (sanction and support) for students.
6.	Work together with other agencies, completing paperwork and attending meetings as required, including TAF, CIN, PEP and CP plans.
7.	Complete duties and supervision of students to support a safe and orderly environment.
8.	Liaise with curriculum leaders, teachers and TAs regarding student achievement, engagement and barriers to learning.
9.	Oversee daily administrative routines which support The Whitby Way policies and procedures (issuing, cards, passes, detentions, etc) and keep accurate records.
10.	Communicate with parents/carers by telephone and email in a professional and timely manner over all student matters.
11.	Uphold the high standards and promote the ethos of The Whitby High School and encourage others to do the same.
12.	Support the strategic direction of the pastoral support and welfare systems to include attendance, punctuality, behaviour and welfare.
Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher / Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

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✉ The Whitby High School
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🌐 whitbyhigh.org

