

Kettlethorpe
HIGH SCHOOL

RECRUITMENT PACK



www.kettlethorpehigh.co.uk

Kettlethorpe HIGH SCHOOL



Thank you for considering Kettlethorpe High School. We hope the information in this pack helps you determine if you possess the qualities, skills, and experience needed for our vacancy.

I am delighted to invite you to join Kettlethorpe High School and become part of a team dedicated to excellence. We seek individuals with vision, creativity, and an unwavering commitment to high expectations and inclusivity.

We believe that both teaching and support staff are crucial to our success, and we value every team member's contribution to our learning community.

Kettlethorpe is a happy school, and we aim to appoint individuals with a positive outlook and a 'can do' attitude, who enrich the lives of our learners and keep them at the heart of their work.

I am proud to lead Kettlethorpe High School and work with such talented pupils and staff, all committed to teamwork. If you have the vision, drive, and energy to support and contribute to our ongoing improvement, we would love to hear from you.

Roisin Paul
Headteacher

WE ARE KIND, WE ARE KETTLETHORPE

At Kettlethorpe High School we want to be the very best in all we do and never take things for granted. Pupil success is always a cause for celebration.

Partnership and collaboration between staff, pupils and families is vital to this success; we will do everything in our power to ensure each pupil achieves to the best of their ability. It matters to us that every pupil feels safe and happy at school, and we work to provide an atmosphere that is safe, challenging and stimulating for our pupils. We consider ourselves a second home for pupils, and as part of this we encourage parents and carers to visit at any time. Pupils at Kettlethorpe High School have a strong voice. The pupil body organises fundraising events across the school year, raising money for local, national and international charities. Pupil opinions are taken into account as we work together to continually improve Kettlethorpe High School in order to be the best we can be.



RESPECTFUL



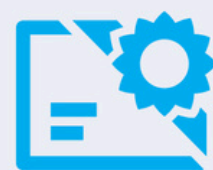
RESPONSIBLE



RESILIENT



REFLECTIVE



STATE-OF-THE-ART

We encourage our pupils to excel in all areas, recognising that school offers more than just academic learning.

Our goal is for pupils to engage in a variety of activities beyond the classroom, allowing them to grow as individuals and gain valuable life experiences. Our state-of-the-art facilities provide pupils with the chance to explore a wide variety of sports, both during PE and through extra-curricular activities. Subjects like Performing Arts and Design Technology, along with other practical disciplines, empower our pupils to express themselves creatively. Facilities such as our allotment, dance studio, and science labs further nurture creativity, which is also reflected in our after-school offerings, including choir, textiles, music bands, and science club. At Kettlethorpe High School, pupils have the chance to engage in a wide range of local, national, and international experiences, including sports and cultural trips. These opportunities allow them to explore firsthand the places and environments they've studied in the classroom, offering a unique and enriching extension of their learning.



SPORTS



PERFORMING
ARTS



DESIGN
TECHNOLOGY



DANCE
STUDIO



SCIENCE
LABS



ALLOTMENT



FULL POTENTIAL

At Kettlethorpe High School, our pupils are confident and engaged learners.

We place great importance on a strong foundation in English and Maths, equipping pupils with the ability to think critically and reason mathematically. Throughout the school, we foster a culture of 'richer reading,' encouraging every pupil to engage with age-appropriate literature to cultivate a love of reading and enhance their literacy skills. Our Humanities and Modern Foreign Languages departments promote respect for different cultures and societies, while our hands-on Science program nurtures curiosity and inspires discovery. We encourage and empower our pupils to actively make a positive impact on the things they are involved in.

At Kettlethorpe High School, we take pride in fostering a culture where everyone respects one another and the school environment, takes responsibility for their actions, reflects on their growth, and builds the resilience needed to adapt to challenges. These enduring values form the foundation for both individual and collective success. The Kindness Charter outlines the behaviours we strive to see across the school to create a more positive environment. Pupils engage with the charter during PSHE sessions and assemblies, where they reflect on and agree upon the values we hold and the qualities we want to see in one another. The five principles of the charter emphasize showing compassion, valuing everyone—regardless of differences—and using kind, respectful actions and language.

We are incredibly proud of our pupils' achievements, which affirm our belief in the potential of young people, regardless of their starting point or aptitude.

Kettlethorpe High School is a large and popular maintained school in Wakefield, near to the M1 and with excellent links to Sheffield, Leeds and Kirklees. We continue to flourish and are the school of choice within the local area. We are often oversubscribed and are currently planning for a larger cohort entry that will see new capital building work and a potential 11-16 roll of 1,800 pupils.

This supports the wider development of our pupils and this was endorsed by Ofsted in June 2022 when they inspected the school and described pupils' personal development as 'being noteworthy'. We are proud of this, as the character of a person does much to support their life chances.

Our school is a very friendly place to work and a strong sense of shared community exists. We have an excellent extra-curricular offer which really is valued by our school community. We also have strong values and believe in supporting others. The school community is also very charitable and over the last ten years our school community has raised over £110000 for Children in Need and other local and national charities.

Kettlethorpe High School is an equal opportunities employer. We are committed to safeguarding our pupils and expects all staff, Governors and volunteers to share this commitment. Any successful candidates will be subject to an enhanced DBS check.

Kettlethorpe HIGH SCHOOL

Year Manager
Grade 7 – 37 hours per week
Term Time Only + Insets days + 2 Weeks
£28419.84 – £30522.95 per annum (actual)

Kettlethorpe High School is the last local authority-maintained high school in Wakefield. We're also the first when it comes to innovation, as we want to deliver a 21st century education where imaginative teaching creates synergy alongside cutting-edge technology. That is why we are putting a brand-new team together under an ambitious, visionary new Headteacher. It is also why we want you to be part of our pastoral team as a Year Manager.

This exciting post will work with the senior manager of the relevant key stage, to ensure pupils (for one academic year group) enjoy learning, engage in school life, and experience success. You will take a lead role to address the needs of those pupils and to provide care and pastoral support to enable pupils to access all teaching and learning and make strong academic progress and sound personal development.

The Year Manager will track all aspects of pupils' progress in school from learning and extracurricular activity to attendance, punctuality, and behaviour.

The Year Manager will take the lead on behaviour management strategies, developing and implementing effective student behaviour plans to maximise learning whilst ensuring the safety and emotional wellbeing of the young people.

The Year Manager will be a visible presence in school and requires excellent communication skills with the ability to build and maintain positive relationships with both students and parents alike.

Responsibilities include:

- Taking the lead on effective behaviour management strategies
- Monitoring behaviour, emotional and social issues within all groups
- Working directly with students to address barriers to learning to include behaviour, attendance, and welfare
- Giving clear guidance and strategies to the education/teaching team to help minimise poor behaviour during lessons
- Working closely with the designated Safeguarding Officer

The successful applicant will be required to provide criminal conviction information and complete a Disclosure Application Form.

For further information and to apply online please visit: www.kettlethorpehigh.co.uk.

Completed application forms should be returned to the school no later than noon on Friday 10 January 2025.

Kettlethorpe HIGH SCHOOL

Job Specification

Post Title: Year Manager (Non Teaching)

Grade: 7

Reporting to: KS Leader for KS3 or KS4

Manager's Grade: Teachers +TLR 1B

Service Area: Schools

Service Directorate: Children and Young People

Overall Purpose of the Post:

Under an agreed system of supervision: take a lead role for a specified year to address the needs of those pupils and to provide care and pastoral support to enable pupils to access all teaching and learning and make strong academic progress and sound personal development.

Requirements for the post

	Essential	Desirable
Qualifications/ Training	Degree or equivalent qualification or substantial relevant experience in a similar role	Child Protection Training
Knowledge	<ul style="list-style-type: none"> · Good Numeracy/ Literacy Skills · Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation · Understanding of principles of child development and learning processes and in particular, barriers to learning · Ability to plan effective actions for pupils at risk of underachieving · Full understanding of the range of support services/providers · Effective use of specialist ICT packages · Behaviour management skills · Ability to relate well with children and adults · Child protection issues. Health, safety and security issues · Data protection issues · Knowledge of Inclusion approaches · Ability to work with data · Ability to self-evaluate learning needs and actively seek learning opportunities · Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	Appropriate knowledge of First Aid
Experience	<ul style="list-style-type: none"> • Significant general clerical/administrative work. • Evidence of effective organisational work 	<ul style="list-style-type: none"> • Previous experience of working in a school setting • Previous experience of dealing with attendance issues

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Requirements for the post

	Essential	Desirable
Physical Skills	<ul style="list-style-type: none"> Partially office based Expectation to monitor the climate of the corridors of the school and playground areas to identify pupils not in lesson Visit classroom to identify and reward pupils working well and also to identify pupils requiring support. 	
Competencies and other skills required	<ul style="list-style-type: none"> Successful team and partnership working Decisive problem solving Conscientious approach to building relationships with families Tenacious approach to continuous improvement for outcomes for pupils 	

Responsibilities and accountabilities

SUPPORT FOR PUPILS

- To support learning through the use of data, intervention and monitoring in order to maximise pupil attainment/progress. Use this data/information, to develop and implement strategies which remove barriers to learning.
- To monitor all pupils in the year group, both academically and with behavioural/attendance issues, including vulnerable groups such as pupil premium/SEND and provide support in and out of lessons. Keeping parents updated and involved regarding these issues.
- To work with SEND staff/inclusion staff on the completion of pupil support plans and behavioural/attendance plan as required.
- To make daily tutor and classroom visits to the lessons of all pupils in their year group to promote strong attitudes to learning and rewards and to support BfL sanctions.
- Working closely with the CAB (Cultural and Behaviour) Team, SLT and Key Stage Leaders for KS3 and KS4 on intervention strategies, targeting pupils for intervention, (ie coursework completion and other issues which may present a barrier to learning).
- To work with the attendance team to track and intervene with serial internal truants or pupils who are consistently late for lessons, for those who are PA.
- Constantly embedding the ethos of school so that pupils are resilient, respectful, reflective, responsible and support the school, Kindness Charter.
- Be responsible for completing paperwork and attending various internal and external meetings for the school and completing any actions discussed at the meeting and taking accurate minutes.
- Through liaison with Senior Leaders for safeguarding, recording safeguarding incidents (CPOMS), including the production of reports on pupils for multi-agency meetings.
- With Key Stage Leaders prepare and monitor behaviour support plans for pupils with complex needs and/or those who are repeat offenders. This may involve being a key worker for named pupils and liaison with CAB Team and HLTA (attendance provision).
- Responsible for completing school nursing referral forms, booking rooms and informing parents/carers and pupils of their appointments.
- Contribute to the preparation of Wakefield Inclusion Panel referral paperwork for those in their year group.

Responsibilities and accountabilities

SUPPORT FOR TEACHERS

- Supporting enrichment activities (e.g the prom in Year 11, events, trips and visits, open/parents' evenings, helping pupils organise fund raising activities).
- Following up intervention for pupils with low effort grades/poor attendance/missed work/SEND and involvement in intervention as requested for the specified year group.
- Act as a link between school and parents/carers on non-departmental issues.
- Supporting Team Leaders and subject teams to maximise intervention and monitoring.
- Pupil attainment through working with colleagues from outside agencies and schools to gather and communicate pupil information, (for example Y6-Y7 transition, new pupils, pupils needing support).
- Responsible for chairing tutor meetings.

SUPPORT FOR THE CURRICULUM

- To support departmental activities linked to the specified Year group (trips, visiting speakers, examinations etc).
- To support with curriculum adaptations/timetable changes/personalisation for pupils in the specified year group including in lesson support for some pupils where required.

SUPPORT FOR THE SCHOOL

- Implement strategies to support the school in its core business: the quality of education for all pupils (see support for pupils' section).
- To contribute and deliver assemblies as required.
- Supervise breakfast, breaks and lunchtime for the year group.
- Undertaking referrals for pupils and/or their families as specific needs are identified.
- Supporting the attendance team in undertaking truancy sweeps and collecting pupils from home to attend school.
- Support the school by contacting parents to inform them of sanctions issued in line with the school Behaviour policy.
- To comply with the school's Child Safeguarding Procedures.
- Responsible for leading and completing paperwork for reintegration meetings where appropriate and completing actions discussed at the meeting.
- To patrol corridors to monitor any pupils out of class and escort to lessons.
- To be available as part of an on-call system to remove students from lessons if required.
- To work with school's Safer Schools Police Officer where pupils required further involvement.
- Attending School Attendance Panel/Formal Attendance Panel meetings as required.
- Undertaking attendance checks for your year group and phoning parents/carers to clarify reasons for absence to support the Attendance team.
- Contribute to successful inclusion for all in the school. This may be staffing inclusion spaces; supervising pupil on time out; making resources; lunchtime activities; taking small groups or contributing to alternative provision.
- Responsible for carrying out tutor checks every morning and ensuring consistent delivery of the tutoring curriculum/programme.

SAFEGUARDING

- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- To be responsible for the care and guidance for Pupils within your tutor form and also to ensure your classroom is a safe environment for pupils to learn.

ADDITIONAL EXPECTATIONS

- Manage record keeping systems and processes.
- Attend and participate in regular meetings as required (core group meetings, strategy meeting, managed move meetings etc).
- Attending disadvantaged pupil meetings and completing actions discussed in the meeting.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the school as requested by the Headteacher.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

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Responsibility for Resources

Employees (Supervision):

None

Financial:

None

Physical:

Access to school MIS

Service Users:

Front facing role working with pupils and having contact with adults with parental responsibility along with contact with staff in school and external agencies.

Working Conditions:

The role is split with being office based for phone calls home, updating school MIS etc. but then also involves walking the school corridors and site and visiting lessons.

Characteristics of the post:

The ability to regularly attend meetings as required by the Headteacher/Line Manager.
Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:


- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level

Date completed: February 2024

KETTLETHORPE HIGH SCHOOL
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