



WOODHOUSE GROVE SCHOOL

I am Grovian

APPOINTMENT OF
Pathways and Progression
Co-ordinator
(NON-TEACHING)

SEPTEMBER 2024

An Introduction to Woodhouse Grove



Woodhouse Grove is situated on a beautiful 70-acre campus within easy reach of Leeds and Bradford. The school provides a first class all-round education for boys and girls, day pupils and boarders alike. Day pupils are drawn from a wide and well-populated catchment area both within and beyond the West Yorkshire (Leeds and Bradford) conurbation. The school runs bespoke bus services at the start and end of each school day and benefits from a railway station situated across the road from the school campus.

Since 1996 the school has grown from 750 to its current total of 1100 pupils (aged 2 to 18) and has a Sixth Form of more than 200 students. It has benefited from substantial capital investment in recent years that has significantly improved the school's teaching, sporting and performing art facilities. The most recent full ISI Inspection (March 2017) graded Woodhouse Grove as 'Excellent' in all areas; the January 2020 ISI compliance visit found the school fully Compliant in all respects. The school continues to invest in its facilities to further enhance the student experience and deliver our distinctive aims which are core to life at Woodhouse Grove.

The school has an enviable reputation for meeting the needs of a wide range of children including the top 5% of the ability cohort and those with specific learning needs. An acknowledged centre of sporting excellence, pupils from Woodhouse Grove regularly achieve places in county, regional and even national teams and recently the school's 1st VII and U16 Netball teams were placed in the top ten in country. Our 1st teams have in previous years won the Rugby Daily Mail Trophy and National T:20 Schools Cricket Championship. As well as sport, the school has a thriving and respected tradition of performing arts holding several major productions and concerts throughout the year.

Woodhouse Grove is both academically ambitious and academically sensitive. The school routinely achieves outstanding results from a selective, but inclusive intake. It meets a range of learning needs in its well established Learning Support Unit and provides an excellent academic education that means its leavers regularly succeed in their applications to the most successful universities including Oxford and Cambridge as well as preparing students for more vocational options available at colleges of further education. At A-level the school usually achieves a 100% pass rate with >80% A*-C and >60% A*-B. At GCSE the pass rate (including maths and English) usually exceeds 90% with 40% at top grades.

Woodhouse Grove's junior school, Brontë House, was opened in 1934 and the pre-prep (Early Years) department, Ashdown Lodge, was opened in 1993. Academically our results at KS1 and KS2 are consistently well above national expectations and class sizes are kept small to give the children the individual attention that they need. The junior school offers a wide range of co-curricular opportunities for all the pupils.

Founded in 1812, Woodhouse Grove School is the second oldest Methodist school in the country and benefits from its formal partnership with similar schools, including, Truro School, Culford School, Kent College, Kingswood School and Queen's College, Taunton, amongst others.



The Appointment

Role: Pathways and Progression Co-ordinator (non-teaching)
Reporting to: Assistant Head (Sixth Form & Futures)

Overview of the Role

The role is to provide general support to the Assistant Head (Sixth Form & Futures) and to play a key part in the pathways and progression of students across the school. The job carries a high degree of responsibility. All aspects of the role involve liaison with independent help to a variety of third parties (written, verbal, face-to-face) including students, parents, tutors, other Departments and third-party organisations and there are key administrative duties. A high degree of the work is unsupervised. All pathways and progression information on students is confidential.

Main Duties and Responsibilities

Pathways

- Undertake the administration of the Sixth Form and Futures provision.
- To co-ordinate students through the UCAS, Apprenticeship and Higher Education application process.
- To support with the placements of students gaining industry experience through the Partnerships programme.
- Support and co-ordinate post-18 trial entrance exams.
- Organise visits to post-18 organisations and co-ordinate guest speakers in school.
- Provide support with the preparation of letters, filing, minute taking, information reporting.
- To maintain the Further and Higher Education resources in the Sixth Form.
- Co-ordinate Sixth Form Parents' Evenings, post-18 events, Sixth Form interviews, Taster days.

Pick >>>> ↓
your ← →
type of →
sixth form
↙ ← → ↗

Decide ↓
your ← →
life's >> ↗
direction
↙ ← → ↗

The flexibility to
find *your* potential

Find *your* future

I am an individual, yet I am part of something incredible.

I am Grovian

Main Duties and Responsibilities cont..

Progression

- Assist with the production and updating of whole school documents, publications and handbooks under the supervision of the appropriate member of senior staff.
- To administer the Year 10 and 11 information, advice and guidance interviews and induction process, including support relevant Open Evenings.
- Keep records of post-18 and post-16 destinations updating relevant systems.
- To manage all associated filing including overseeing, archiving and retention of student records.
- Keep records of student applications and work with the school admissions team to arrange tours and meetings.



Safeguarding & Wellbeing

- Proactively establish constructive relationships with students, families, and outside organisations.
- To maintain accurate student records with regards to attendance.
- An understanding of social, emotional, and mental health needs of students and committed to Safeguarding and promoting the welfare of children and young people.
- Be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



All the responsibilities above are subject to the general duties and responsibilities contained in the Contract of Employment. The job description and allocation of particular responsibilities may be amended by agreement from time to time.



Person Specification

Personal Behaviours

- Kindness, open-mindedness, and a sense of humour.
- Have excellent interpersonal skills.
- Be able to think creatively and strategically.
- Be efficient.
- Have stamina, resilience and optimism; someone who is willing to go the extra mile in the busy life of the school.
- Have high personal and professional standards.
- Have the desire to get involved in all significant aspects of Woodhouse Grove School life.
- Professional curiosity, enthusiasm, and a personal ethos of development and lifelong learning.
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change.

Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of students in their care
- Committed to operating as part of the school community.
- Committed to equality, diversity and inclusion in the school community.
- Have empathy and enthusiasm for the Christian ethos and values embraced by the school.
- Be in tune with the Mission of Woodhouse Grove School.

Safeguarding and Pastoral

- An understanding of social, emotional, and mental health needs, and previous experience of supporting individuals in this area.
- Committed to Safeguarding and promoting the welfare of children and young people.
- Be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Benefits of working at Woodhouse Grove

- Beautiful grounds and working environment, including free parking.
- Frequent and up to date training given.
- Social benefits include free school concerts, subsidised events and use of school facilities*.
- Pension scheme and longer school holidays
- Employee Assistance Programme for confidential advice and guidance.
- Cycle to work scheme and bike store available.
- Free meals during school day (term time); including hot drinks and snacks.



*When you nurture
a child's confidence,
achievement follows.*

The Application Process



The Application Process

Applications should be made on Woodhouse Grove Application forms, which are available from the school website www.woodhousegrove.co.uk/school-info/vacancies

Letters of application (no more than one side of paper) together with the completed application form should be addressed to:

MR JAMES LOCKWOOD MA
HEADMASTER
WOODHOUSE GROVE SCHOOL
APPERLEY BRIDGE
WEST YORKSHIRE
BD10 0NR

TELEPHONE: 0113 250 2477

EMAIL: RECRUITMENT@WOODHOUSEGROVE.CO.UK

The closing date for applications is Friday 19th April at 9.00am. Interviews will be held as soon as possible after this date.

The salary for this role will reflect the qualifications and experience of the successful candidate. Woodhouse Grove operates its own pay scale with salaries above the maintained sector.

Woodhouse Grove School is committed to Safeguarding and promoting the welfare of children. This appointment will be conditional upon successful pre-employment and DBS checks.

All applicants must read the information on our website regarding further employment checks, equal opportunities and our Child Protection and Safeguarding Policy.

www.woodhousegrove.co.uk/school-info/vacancies



I am the very best of me...

**I am every teacher who has inspired me.
I am every lesson that has opened
my eyes. I am every maths problem
I have solved. I am every book that
has captivated me. I am every science
experiment that has surprised me.
I am every sports tour that has
motivated me. I am every drama class
that has transformed me. I am more
than just academic. I am everything
I want to be. I am prepared. I am
gracious and generous. I am resourceful
and resilient. I am ambitious and
committed. I am understood. I am my
unlocked potential. I am an individual,
yet I am part of something incredible.**

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