



House Achievement Leader

Application pack



House Achievement Leader

Welcome to Walton-le-Dale.

Thank you for your interest in the post of House Achievement Leader at Walton-le-Dale. I am delighted that you are considering joining our school and becoming part of a community that truly values its staff and students.

Walton-le-Dale is a smaller secondary school, and this gives us a distinctive and welcoming atmosphere. Visitors often comment on the warmth and friendliness of the school, and it's something we take great pride in. Our size allows us to know our students well as individuals and to tailor our support to meet their unique needs. This approach is central to our ethos, and we are proud to hold Flagship status for the Inclusion Mark, a recognition we have maintained since 2008.

Our student-centred philosophy underpins everything we do. While academic achievement is vital, we believe that education should also help young people develop into confident, responsible, and compassionate individuals. Strong relationships are at the heart of our school community, and it is through these relationships that we help our students achieve their best, both in and beyond the classroom.

Our students come from a wide-ranging catchment area, including Blackburn, Preston, and surrounding localities. As a truly comprehensive school, we welcome students from diverse backgrounds and abilities. The school's strength lies in its people. Across all areas of the school, from teachers to pastoral staff, and from learning support to administration, you will find a team that is collaborative, compassionate, and committed to excellence. Sharing expertise and working together is a hallmark of our approach, and individual professional development is highly valued. We believe that when our staff are supported to grow and succeed, our students benefit immensely.

As the newly appointed Headteacher, I have been struck by the warm and supportive nature of both staff and students. Walton-le-Dale truly feels like a family. This is a school with enormous potential, and I am excited about the journey ahead as we continue to build on our strengths.

We are now looking for a passionate and dynamic House Achievement Leader to join us in shaping the next chapter of our school's success. If you have the energy, vision, and determination to make a real difference, I would love to hear from you.

If you would like to hear further from our staff at Walton-le-dale as to why you should join our team, I would urge you to view our recruitment video on <https://wldhigh.co.uk/about-us/staff-recruitment>.

Thank you once again for your interest, and I look forward to receiving your application.

Warm regards,

Paul Lamoury
Headteacher



House Achievement Leader



Dear Candidate,

Thank you for showing an interest in this vacancy at Walton-le-Dale High School. Here at Aspirational Futures Multi Academy Trust we firmly believe that providing the best possible working environment for our staff leads to the best possible outcomes for our students.

Parklands is the founder school in our trust, which opened in February 2023. Balshaw Lane Primary School and Highfield Community Primary School joined us at Easter 2024 and Walton-le-Dale High School joined on 1st June 2024. Soon to join us later this year Gillibrand Primary School and as a newly established trust, we are at the beginning of an exciting journey, and we are looking forward to deeper collaboration within our family of schools and beyond.

In our trust we place enormous emphasis on professional development, underpinned by research, for our staff. We aim to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is professionally challenged and supported by comprehensive CPD programmes. We are not, however, an exams factory, as successful individuals must also be equipped with the skills and qualities necessary in today's global society. Our personal development programmes along with an abundance of opportunities for student leadership and extra-curricular activities result in compassionate, open-minded and inquisitive young people who are willing and able to make a difference.

Staff in our trust benefit from:

- a culture that actively promotes a positive work-life balance
- a culture that promotes well-being initiatives
- opportunities to participate in extracurricular activities and school trips
- an open-door policy, allowing any colleague to speak with a member of the Senior Leadership Team without an appointment
- excellent relationships between the Trade Unions and the trust schools

Staff at Walton-le-Dale High School benefit from:

- Free access to our state-of-the-art gym before and after school, as well as during school holidays.

Thank you again for taking the time to read this application pack, which, along with the school's and the trust's websites, will have inspired you to apply for the advertised post.

Kind regards,

Steve Mitchell
Chief Executive Officer



House Achievement Leader Required: ASAP

REPORTING TO: Deputy Headteacher
CLOSING DATE: Monday 7th July 2025 at 9am
INTERVIEW DATE: Monday 14th July 2025
SALARY: £31,067 - £35,235 Grade 7 points 19-25 – PRO RATA (£26,960.12 - £30,577.14)
Term time + 1-week
37hrs per week - (8.30am – 4.30pm, 4pm on a Friday)
HONORARIUM: £3,343 (3.5) for Leadership of Early Help Referrals and Reward Initiatives

Walton-le-Dale is a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff. Our smaller size allows us to see each child as an individual and to cater for them individually. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. To make the best provision for our students we recruit and develop exceptional staff.

The successful candidate will:

The successful candidate will: supervise and coordinate a team of mentoring or pupil support staff to deliver established procedures to address the needs of pupils and their parents/carers who require additional support to overcome the barriers to learning; including attendance and behaviour.

Why work at Walton-le-Dale?

Everyone who applies to work with us does so because of the ethos of the school. We trust staff, whatever their role, to do their very best for our students and we focus on individual professional development as the best way to develop exceptional provision.

In addition, you will...

- Be highly emotionally intelligent and empathetic, demonstrating genuine care for each individual while holding themselves and others to the highest possible standards.
- Show initiative and independence in their work, proactively identifying and resolving issues to support the smooth running of the department.
- Combine commitment, flexibility, integrity, and a strong work ethic with a sense of humour and a healthy work-life balance.
- Work effectively both independently and as part of a collaborative, non-hierarchical team, contributing to a supportive and professional environment.
- Uphold loyalty and confidentiality as a trusted member of the team, while engaging constructively in dialogue to ensure the best outcomes for students and staff.
- Communicate openly, honestly, and transparently with colleagues and students.
- Be intellectually curious and engaged with ideas that improve educational practice and operational efficiency.
- Manage time and workload effectively, using initiative to prioritise and complete a variety of tasks swiftly and efficiently in a dynamic school environment.



House Achievement Leader

Job Description

POST TITLE:	House Achievement Leader
RESPONSIBLE TO:	Deputy Headteacher – student support
LINE MANAGEMENT:	N/A
DURATION:	Permanent

Overall Purpose of Post

- To supervise and coordinate a team of mentoring or pupil support staff to deliver established procedures to address the needs of pupils and their parents / carers who require additional support to overcome the barriers to learning, including attendance and behaviour.

Specific Responsibilities

Key duties

1. Contribute to the development of a whole school approach in creating and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and school life.
2. Monitor pupil attendance and implement policies to improve attendance.
3. Oversee support packages for pupils to reintegrate them into school following periods of exclusion / absence.
4. Liaise with teaching staff to provide support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning including nurture groups.
5. Manage the supervision of pupils excluded from or not otherwise working to a normal timetable.
6. Facilitate the sharing of information between the school and external agencies and act as the point of contact for specialist support services.
7. Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance and exclusion sweeps and set up resources/initiatives to help address barriers to learning.
8. Support the identification of alternative provision for pupils with persistent absence.
9. Manage the supervision of pupils excluded from school or following a different timetable.
10. Liaise with parents / carers of excluded pupils to explain the reasons for exclusion and agree a way forward, including procedures for return to school.
11. Provide advice and support to parents / carers of excluded pupils including making home visits where appropriate to keep parents/carers informed and secure positive family support.
12. Monitor the implementation of plans and report on progress achieved, support the re-integration of pupils excluded from school or following an alternative timetable.
13. To attend CLA (children looked after) meetings and complete all documentation in relation to this.
14. To be responsible for LAC (looked after children) in conjunction with the designated teacher to ensure appropriate provision is in place.

Individuals in this role may also:

1. Manage the budget for the mentoring service.
2. Line manage other pupil support staff including conducting professional development reviews.
3. Undertake the duties of Head of House and/or Pastoral Manager

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.
- The successful candidate must demonstrate as evidence of their ability to undertake the role and their safeguarding responsibilities.
- The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.



House Achievement Leader

Person Specification

This is a summary of the skills, knowledge and attributes and should be read in conjunction with the job specification.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Minimum of 5 GCSEs Grade C or above in English and Maths or equivalent• Relevant vocational qualification or technical training maybe working towards a profession qualification or be of graduate entry level.	<ul style="list-style-type: none">• Evidence of further professional development / qualifications
Knowledge & Skills	<ul style="list-style-type: none">• Excellent working knowledge of Microsoft packages including Outlook, Excel and Word. Good keyboard skills• Be of smart appearance• Be approachable and have excellent communication skills• Able to work independently as well as within a team• Can maintain issues of confidentiality in the working environment• Have an understanding of when to consult, make decisions and defer to others• Prepared to undertake professional training necessary to carry out the role effectively• Ability to prioritise workload• Ability to meet strict deadlines	<ul style="list-style-type: none">• Experience of CAPITA SIMS and Synergy• Have a basic knowledge of how schools are organised and managed.• To have knowledge of working with external agencies
Experience	<ul style="list-style-type: none">• Have worked in a school environment• Recent successful work with children• Can demonstrate in the current role, the capacity to work effectively with a range of people at a professional level• The ability to diffuse difficult and demanding situations• Empathy and Sensitivity to the needs of individuals	<ul style="list-style-type: none">• Previous experience in a similar role• To lead a group of form teachers
Personal Qualities	<ul style="list-style-type: none">• Ability to relate well to students, staff, parents etc.• Pleasant and lively personality• Smart appearance• Excellent communication skills• Articulate & Flexible within school• Commitment, enthusiasm and integrity• Sense of humour• To take part in school life, attendance at Open Evenings etc• Assertive / Persuasive• Resilience• Self – confidence, self-reliance, Self-motivation• Ability to prioritise & manage time effectively• Ability to follow things through to a conclusion• Ability to relate to students, staff, parents and guardians	<ul style="list-style-type: none">• Risk-taker• Willingness to contribute to other aspects of school life

The application form can be downloaded from the vacancies page of the website: <https://www.wldhigh.co.uk>.

Applications must be completed using this link: [House Achievement Leader](#)

In addition, please submit an accompanying statement to outline how your experiences demonstrate that you meet the person specification. Please include here details of your experience and your suitability for the post - maximum 2 sides of A4, size 12 font.

Closing Date: Monday 7th July 2025 at 9am

Interview Date: Monday 14th July 2025

Please contact Lorraine Hodgson, Headteacher's PA, for any questions regarding this application or to arrange an informal visit, which are welcomed, on recruitment@wldhigh.co.uk.

Walton-le-Dale High School is committed to safeguarding and the process of safer recruitment. As a result, this post is subject to an enhanced Disclosure and Barring Service check, and all shortlisted candidates will be subject to online checks and expected to prove their identity at interview. The successful candidate will be expected to show original copies of qualifications and further proof of their identity.

Please note, we reserve the right to withdraw this vacancy at any time and regret we are unable to contact individual applicants who may be unsuccessful.