

## The appointment of **Head of Year**

*Required for September 2018*





*Anchored in Christ*

We are seeking to appoint an innovative, inspiring and well qualified Head of Year with leadership and interpersonal skills of the highest order and who is committed to maintaining a consistently high standard of pastoral care and student wellbeing. We are looking for a confident and strategically minded individual with excellent interpersonal and communication skills to assist in the overall management and development of a year group.

This role is available for qualified teachers (especially those that can offer maths or science) and professionals that have experience in schools but do not hold QTS. We would expect any unqualified teacher to have significant experience working in secondary education and this should be demonstrated through the application form and will be tested at interview. Non teaching applicants will be expected to cover absent colleagues for some lessons during the week.

We are currently graded outstanding by Ofsted and SIAMS, a World Class School and are a member of the Leading Edge network. In the summer we achieved our best ever GCSE and A level results in terms of both progress (top 10% nationally) and attainment. However, we are much more than a successful, academically focused school. We believe in educating the whole child and our Christian values of joy, perseverance, servant leadership, charity and forgiveness underpin everything we stand for. It is important that all of our staff, whether they are teachers or not, work closely with our young people and ensure that they are successful in all that they do. We are looking for staff who will always go the extra mile for our young people and believe that education happens both in and out of the classroom.

Chelsea Academy is a great place to work (we are one of the few schools in the country with Investors in People Gold), our staff are friendly and supportive and we offer a whole range of professional development opportunities no matter what stage you are at in your career. We want all of our staff to be outstanding and so offer unrivalled professional development and support. This includes a CPD session every week and access to a library of online courses besides bespoke training available for individual roles to carry out their responsibilities. Pastoral training is also available to help staff mentor students as Learning Coaches. Academy staff have access to a wide range of benefits these include a private healthcare package, 24 hour GP service, physiotherapy and a confidential well-being support line as well as a laptop and free lunch.





Please visit our website for an application form that needs to be completed and returned to the Academy. Sorry but we do not accept CV's. The deadline for applications is **Friday 18th May 2018 at 12:00 pm. Interviews will take place on Tuesday 22nd May 2018.** It will assist the shortlisting process if applicants can address directly to the criteria in the person specification in their supporting statements.

If you have any further questions about this post, then please feel free to contact Anisha Yataly (HR Advisor) on [recruitment@chelsea-academy.org](mailto:recruitment@chelsea-academy.org) who will put you in contact with the relevant staff member. Visits to the Academy and / or requests for informal discussions with the Principal are welcome and can be arranged by Anisha. Please note that Chelsea Academy is committed to safeguarding and promoting the welfare of children and young people.

#### **Equal Opportunities and Safer Recruitment**

Chelsea Academy is an inclusive employer. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability, however, we do expect all our staff to note and follow our Christian ethos which is outlined on our website. Please note that Chelsea Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy successful references, an enhanced police / Security Disclosure and Barring Service (DBS) check and right to work in the UK prior to starting employment with the Academy.

If you want to work in a happy, purposeful inner city academy with a strong Christian ethos and commitment to helping every student go on to university or meaningful employment, then we would welcome your application.

Yours faithfully  
**Matt Williams**  
**Principal**



**CHELSEA ACADEMY HEAD OF YEAR**
**JOB DESCRIPTION**

<b>Purpose</b>	The day to day leadership and management of all aspects of pastoral care, welfare, discipline and progress of students across a year group.
<b>Reporting to</b>	Vice Principal (Inclusion) or Assistant Principal (Inclusion)
<b>Working time</b>	40 hours per week (8.00am to 4.30pm). Term time plus two weeks in the holidays OR normal teacher terms and conditions.

**MAIN DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

- To be responsible for the pastoral care, welfare, discipline and progress of students across a year group.
- To lead on all aspects of year group activity within the overall aims of the Academy.
- To promote the highest standards of behaviour, attendance, punctuality and uniform across the year group.
- To monitor student progress across the year group and work closely with class teachers and Curriculum Leaders to support students in their learning.
- To effectively lead and manage a team of Learning Coaches.
- To promote the Christian values of the Academy in all aspects of your work.
- To have a high profile across the Academy including presence before school, after school during lessons and break times.
- To support the leadership team in ensuring that the Academy runs smoothly each day.
- To teach the subject area that you are qualified in or cover lessons if you are unqualified.

**SPECIFIC RESPONSIBILITIES**

- To ensure appropriate and effective structures are in place across the year group to support students in their learning, progress and pastoral development.
- To work with other members of the Inclusion Team and external agencies to ensure that all students are supported effectively, particularly those who are vulnerable.
- To monitor and take action on all Child Protection and Safeguarding issues across the year group
- To work closely with parents and carers in order to support students effectively.
- To attend Intervention Panel meetings, referring students according to Academy procedures and taking follow up action as appropriate.
- To monitor the progress of students across the year group, and work closely with class teachers and Curriculum Leaders to ensure the effective and targeted follow up to progress check data.
- To be responsible for student behaviour across the year group, effectively implementing the CAW4B procedures and the restorative approach to behaviour management.
- To deal with incidents of bullying appropriately and according to Academy procedures.

- To support the implementation of the CAW4B procedures by carrying out Behaviour Walks, Isolation Room duties and On Call duties.
- To monitor and oversee the report system across the year group.
- To monitor and follow up issues relating to year group pastoral detentions.
- To proactively promote the Academy rewards system across the year group.
- To ensure that high levels of attendance and punctuality are maintained across the year group.
- To ensure that high standards of uniform are maintained across the year group.
- To lead a team of Learning Coaches and ensure that they carry out their role effectively.
- To ensure that the Coaching Time schedule is followed and that Coaching Time is used effectively.
- To be responsible for carrying out Pastoral Quality Assurance procedures and taking follow up action as necessary.
- To ensure that Coaching Time registers are completed accurately and according to Academy procedures.
- To ensure that student planners are used according to Academy procedures, and that they are checked and signed weekly by Learning Coaches.
- To take a lead in the organisation and follow up of the Learning Coach and Parent Consultation Evenings for the year group.
- To assist in the organisation of year group related exams.
- To lead the weekly year group assembly.
- To chair year team briefing and meetings, setting agendas and circulating action points.
- To cover lessons of absent staff and ensure that there is a positive and productive atmosphere in those lessons with exemplary behaviour and learning.

## PERSON SPECIFICATION

Successful candidates are likely to be able to give evidence in support of all or most of the following:

	Essential	Desirable
<b>Qualifications</b>		
Educated to Degree level or equivalent.		✓
<b>Experience</b>		
Ability to use IT effectively.	✓	
Use IT to raise achievement and as a management tool.		✓
Demonstrate experience of effective performance management and quality improvement within a school environment.	✓	
Leadership experience, including managing staff and students.		✓
Demonstrable experience of improving student outcomes	✓	
High quality outcomes	✓	
A record of continuous professional and career development		✓
Experience of pastoral work	✓	
Strategies to raise standards and achievement of students.	✓	
<b>Skills</b>		
Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy	✓	
Must be well presented.	✓	
Ability to analyse data effectively to assess performance.	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude.	✓	
Ability to organise and prioritise workload and work on own initiative.	✓	
Good interpersonal skills and the ability to work collaboratively, leading to professional development of staff, to the achievement of the Academy aims and efficient running of the Academy.	✓	
Commitment to personal career development.		✓
Ability to assist in organising whole academy/ house/ year based activities.	✓	
Ability to think and plan strategically and manage change.	✓	

Willingness to engage with parents in order to encourage their close involvement in the education of their children.	✓	
	Essential	Desirable
Knowledge and Understanding		
Developments in the National Curriculum.	✓	
Academy's strategic plan and the role to be played by the Inclusion Support Manager.		✓
Effective strategies for supporting staff to manage vulnerable students.	✓	
Have a good understanding of positive effective strategies for whole academy behaviour management.	✓	
A thorough understanding of the intervention packages available to support disaffected students.	✓	
A rigorous understanding of the OFSTED Framework regarding effective leadership, management and self-evaluation.	✓	
Knowledge and understanding of schools statutory responsibilities regarding the needs and care of students with SEN.	✓	
Understanding of behaviour for learning and assessment systems.	✓	

	Essential	Desirable
Equal Opportunities		
Understanding of different social backgrounds of students.	✓	
Understanding the needs of students and the appropriate policies and strategies to support them.	✓	
Understand the needs of EAL students.	✓	