

# Recruitment Information Pack



Head of Year - Student Behaviour and Welfare (Non-teaching)  
37 hours per week term time only (plus 5 training days)  
Grade 10  
Required to start January 8<sup>th</sup> 2018

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# Vision, Values and Ethos

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## **Widening horizons and enabling excellence**

Staff and Students have created the values that Winstanley stands for in promoting learning for life.

All members of the community SHINE.

This means we believe in:

**Supporting others**

**Hard work**

**Independence**

**Never giving up**

**Excellence**

Everything we do is related to these values

**We SHINE**

# The Application Process

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Completed application forms should be returned to [shambleton@winstanleyschool.org.uk](mailto:shambleton@winstanleyschool.org.uk) or by post to

**F.A.O:**

**Mr Gareth Williams and Mr Dave Bennett, Co-Heads of School**

The Winstanley School

Kingsway North

Leicester

LE3 3BD

An email will be sent to shortlisted candidates with details of the interview process.

## Queries

If you have any queries on any aspect of the application or need additional information please contact the school office on 0116 289 8688 or email [shambleton@winstanleyschool.org.uk](mailto:shambleton@winstanleyschool.org.uk) or visit our website: [www.winstanleyschool.org.uk](http://www.winstanleyschool.org.uk)

Thank you

# Preamble

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There will be five Heads of Year – Behaviour and Welfare at Winstanley, one for each year group. The vacancy is the result of an internal restructure. The particular year group to which the successful applicant will be assigned will be determined in consultation with the appointee and the Pastoral Team.

Heads of Year are key figures in the leadership and management of the school. Their credibility is a very important factor in the image of Winstanley with students, parents and the wider community. Heads of Year are responsible for the behaviour and welfare of a year group. In addition, each post has its own specific responsibilities depending on the year group.

We see the role of Head of Year as a non-teaching role to allow flexibility and time to work closely with students in the year group.

All five Heads of Year focus on raising standards across their year groups, identifying barriers to learning and developing strategies to overcome them. This means that Heads of Year do need to be able to understand what behaviour and attendance data is telling us about their students. Modifying and improving behaviour and attendance are key aspects of this role.

The work of the Heads of Year is supported by administrative support. The Heads of Year will meet regularly with the Assistant Head of School (Student Support) and the Key Stage Manager who is their coach. There is also close liaison with the Inclusion team, which includes the Key Stage Managers, the Pupil Premium and Well Being Champion, the SENCO and representatives from partner agencies. These can range widely but would include, for example, the school nurse and social workers.

Heads of Year inevitably work closely with disaffected and/or troubled young people. However, there needs to be a balance between their needs and the interests of other students and the school as a whole. A few parents can also be hard to reach. It is not always easy to be pro-active yet it is essential to stand back and take a strategic view of the role. This is likely to include challenging the curriculum where necessary and developing or sustaining initiatives to improve the quality of education at Winstanley for all our students.

This post is a challenging though enormously rewarding one and provides an excellent platform for further career progression. It demands a high level of commitment, energy and resilience. Very good inter-personal skills are required with the ability to command respect and build positive relationships with students, staff, parents and partners in both education and other sectors. A calm, measured response is needed, as is the ability to work under pressure. Students, staff and parents want Heads of Year to respond to their concerns immediately. Of course, this is not always possible, demands on time are considerable and there is a need to prioritise. A Head of Year can expect to be busy before school, at break, lunchtime and in the critical time at the end of the school day when contact is often made with parents. Heads of Year will be expected to 'volunteer' for lunch-time manager duties, at least one each per week, but this is open for negotiation.

# Advert

**Head of Year – Behaviour and Welfare (non-teaching)**  
**37 hours per week term time plus 5 training days (85.94 % contract)**  
**Grade 10**  
**Actual salary: £23,073 - £25,917 (pro-rata of £26,848 - £30,157)**

The Winstanley School is an 11-16 school situated in the heart of the vibrant and engaged Braunstone Town community. The school is part of the LiFE Multi-Academy Trust of which Bosworth Academy is the lead institution.

The Winstanley School is seeking to appoint an enthusiastic and committed Head of Year – Behaviour and Welfare to work with our students. The successful candidate will have a real passion for supporting learning, improving behaviour and the ability to promote the school's vision to 'Shine brighter than you thought you could'.

This role offers candidates an exciting opportunity to contribute to the School's relentless drive for excellence across the school. Whilst the role is based at The Winstanley School, we encourage the opportunity to develop professionally within different contexts and situations, working in partnership with Bosworth Academy and other partner schools across the Trust.

**GCSE 'C' or above in Maths & English (or equivalent) are essential.**

Please contact the school office on: 0116 289 8688, via e-mail:  
**shambleton@winstanleyschool.org.uk** or visit: **www.winstanleyschool.org.uk** for further details  
and application form.

**The closing date for completed applications is noon on Monday 27<sup>th</sup> November 2017**

"This school is committed to safeguarding and promoting the welfare of children and young people  
and expects all staff and volunteers to share this commitment"

The Winstanley School, Kingsway North, Braunstone Town, Leicestershire, LE3 3BD  
Tel 0116 2898688, email [office@winstanleyschool.org.uk](mailto:office@winstanleyschool.org.uk)  
Executive Head: Chris Parkinson  
Co-Heads of School: Gareth Williams and Dave Bennett

November 2017

Dear Applicant

**Head of Year – Behaviour and Welfare (non-teaching)**

Thank you for your interest in the above post.

We are seeking to appoint a committed and enthusiastic Head of Year to work with students to improve behaviour and outcomes at The Winstanley School. The successful candidate will have a real passion for working with young people and a desire to support them to improve their behaviour and so their performance. They will also have the ability to promote the school's vision, inspiring colleagues to develop professionally, enhancing the teaching practice of staff at The Winstanley School.

The Winstanley School is a welcoming and friendly place to work.

The following information is included in this pack:

- Job Profile and Personnel Specification,

If you are interested in applying for our post, please complete the following:

- An application form which can be downloaded from our website,
- Letter (of no more than two sides of A4), outlining your experience and how your appointment might contribute to the future life chances of our students.

The Personnel Specification indicates the specific skills and qualities we are interested in and where we expect to make judgements of these in the selection process.

Further details about the school can be found on the website at [www.winstanleyschool.org.uk](http://www.winstanleyschool.org.uk)

**Your application should be sent to Sue Hambleton at the school, by 12 noon Monday 27<sup>th</sup> November 2017.**

I look forward to receiving your application.

Yours sincerely



Gareth Williams  
**Co-Head of School**



Dave Bennett  
**Co-Head of School**



Chris Parkinson  
**Executive Head Teacher**

# Job Profile

## The Winstanley School

**JOB TITLE: Head of Year - Behaviour and Welfare (Non-Teaching)**

**Responsible to: Assistant Head of School (Student Support) and Key Stage Progress & Attendance Manager**

### Objective:

1. To improve student attendance and behaviour and so raise achievement.
2. To develop strong partnerships, especially between parents and the school.
3. To ensure the well-being of students and that the student voice is heard.
4. To promote high quality tutoring across the year group.

### Principal Responsibilities:

- To promote the ethos and values of the school and maintain a high profile across the Year Group.
- To celebrate and publicise student successes.
- To monitor and improve student attendance and lateness in the year group.
- To monitor and improve student behaviour in the year group.
- To set up and manage interventions to improve attendance, behaviour and progress.
- To work effectively as part of the Heads of Year Team to establish consistent practice over all five years. To liaise closely with colleagues, for example those in Inclusion and SEN.
- To ensure the consistent use of the school behaviour policy including enforcing the correct wearing of the school uniform.
- To ensure that record keeping is of a standard that will stand up to challenges, including possible legal procedures.
- To ensure that staff are briefed about issues and concerns to do with individual students as appropriate and that vulnerable students are supported.
- To reduce oppressive behaviour such as bullying and racism and ensure that incidents are dealt with effectively and victims supported.
- To develop a range of opportunities for students in the year group which develop a sense of belonging to the school, demonstrate personal and social responsibility and promote emotional well-being.
- To develop student voice.
- To support tutors in the year group to monitor behaviour, attendance, punctuality.
- To support tutors on insisting on appropriate kit and correct uniform.
- To establish effective relationships with and gain the support of parents.
- To build positive relationships with partners from other schools and agencies
- To promote the school, enhancing our reputation with existing and prospective parents and the wider community.
- To carry out any reasonable request from your coach, Assistant Principal (Student Support) or the Heads of School to undertake work of a similar level but not specified elsewhere.



# Job Profile

## Key Tasks:

- To challenge and follow up instances of poor behaviour and provide interventions to support the development of good behaviour.
- To celebrate and publicise successes, for example, by rewards schemes, items in the newsletters, by presenting certificates, writing notes home etc.
- To take a strong stance against oppressive behaviours and to devise strategies to reduce these. To include anti-bullying projects, including the Government's Prevent strategy.
- To thoroughly investigate and document reports of oppressive behaviour. To include recording all hate incidents, including racism, and bullying in the logs, contacting parents, liaising with Key Stage Managers re sanctions and providing support for the victims.
- To work with Student Support and other agencies to meet the welfare needs of students in the year group.
- To keep records to a high standard, for example, the contact sheets on students causing concern.
- To prepare reports as needed, for example, for occasional governor disciplinary/ exclusion meetings.
- To support the effective running of Year Group Assemblies.
- To contribute to the work of the Heads of Year Team, for example, attending the meetings, supporting each other, sharing tasks.
- To consult, liaise and share information with members of SLT, tutors, heads of department, other heads of year and others as appropriate.
- To organise and lead activities for the year group, for example, team-building days, charity and end of term events, activity day.
- To keep 'TLC' and vulnerable children registers/records. To contribute to the identification of disabled students and parents as required under the Disability Equality Scheme.
- To participate in peer mentoring/buddying schemes and other activities to support vulnerable youngsters.
- To operate the Child Safeguarding policy and procedures under the direction of the Designated Safeguarding Lead who must be closely involved. To attend Child Safeguarding conferences/core meetings as appropriate.
- To monitor the attendance of students closely with tutors, liaising fully with the Pastoral team and Attendance Improvement Officer, identifying concerns for intervention at an early stage (when attendance is about to drop below 95%). To ensure that tutors are vigilant about attendance and accurately record absence.
- To monitor lateness closely with tutors and intervene as necessary.
- To promote 'Behaviour for Learning'. To promote and monitor the effectiveness of the Behaviour Management Policy. To include placing the students on the various stages, liaison with parents, detentions, review.
- To draw up strategies such as Pastoral Support Plans to support students who have significant difficulties. To organise/attend/chair in-house and multi-agency case conferences.
- To liaise with tutors in the year team to ensure a consistent approach and that school policies and practices are followed.
- To liaise fully with parents so they are kept well informed of any issues and their support sought.
- To actively and positively promote the school to parents.
- To work alongside partners from other schools and agencies, ensuring good communication.
- To interview new students and parents who seek entry mid-year and liaise with the LA and Heads of School as appropriate.

# Personnel Specification

This is a post for someone who has vision and the energy to pursue that vision with well thought out strategies. He or she must be excited by the challenge and be keen to try new ideas. Above all, he or she will be determined to improve the life-chances of young people, especially those with disadvantage.

We are seeking an individual who is an excellent communicator. She or he will be able to build good relationships, motivate students and staff and achieve high standards of work and conduct. A sensitive approach to those pupils with additional needs is important to us as is proper attention to differentiation. The person appointed will be a team player but ready to lead a team by example and influence and able to insist when necessary. She or he will be positive, optimistic and supportive but not afraid to be appropriately challenging. A creative and problem-solving approach and the ability to make decisions must be backed up by good communication skills and strong organisation and time management. A high level of credibility with students, parents, staff and other partners is essential.

Resilience and the ability to manage stressful situations are vital as is a record of very good health and attendance. A smart professional appearance is particularly important for this post.

		<b>Essential</b>	<b>Desirable</b>
1.	Qualifications	English and Maths at grade C or above or equivalent.	
2.	Experience	Substantial experience of working in or around a comprehensive secondary school.	Experience as Assistant Head of Year  Experience of carrying out Monitoring and Evaluation, for example, data analysis.
3.	Professional attributes	High expectations of self and others. A positive problem solving approach; a critical thinker. Personal impact and presence; adaptability; energy; perseverance; self-confidence; enthusiasm; intellectual ability; reliability and integrity; commitment. Strong administrative/ organisational skills. Commitment to team work. Effective user of ICT, personally and with learners. Active keen interest in whole school issues; appreciates the bigger picture. Willingness to engage in professional development activity; takes responsibility for own professional development. Can successfully manage personal stress. Smart professional appearance and dress.	Able to use SIMS.

4.	Relationships	<p>Able to build positive relationships with and inspire confidence in young people, colleagues, parents and other partners.</p> <p>Able to get the best out of people.</p> <p>Assertive as opposed to confrontational and able to de-escalate conflict.</p> <p>Able to raise issues, tackle problems and hold others accountable.</p> <p>Able to manage difficult people.</p>	
5.	Communication	<p>Good oral and written communication skills.</p> <p>Keep excellent records.</p> <p>Liaise effectively and keeps colleagues and coaching/line-managers well informed.</p>	Able to lead assemblies/ whole year group sessions.
6.	School Ethos	<p>Positively promotes the school, and its values; is an excellent role model.</p> <p>Contributes fully to the wider life of a school; willing to organise and lead special events, trips and visits.</p>	Has organised special events, led trips and visits.
7.	Child Safe-guarding.	<p>High standards of personal behaviour.</p> <p>Satisfies all appropriate checks, e.g. enhanced DBS.</p>	