



Head of Year / House

Candidate Information Pack

September 2018 Start

Head of Year / House Co-ordinator

(September 2018 start)

Letter to Candidates from Ms Sophie Cavanagh, Head Teacher
of The Kingston Academy



Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished team. The opportunity to share in the architecture of a new school and be integral in its delivery at a strategic level is unique.

The successful candidate for this role will join us at an exciting stage in our development. The project to build a large modern extension, with state-of-the-art STEM provisioning, to house our growing school will be nearing completion. The addition of a new Year 7 intake in September 2018 will take total pupil numbers to over 700, whilst original History Makers, entering in Year 10, will be starting their vital KS4 programme. In addition, planning for the development of our Sixth Form will have begun in earnest.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development. We expect all Heads of House / Year to undertake a teaching responsibility and we can offer a generous timetable offer to ensure the requirements of this pastoral responsibility can be met sufficiently. As a growing school, we are in an advantageous position to be able to recruit subject specialists in a number of curriculum areas.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this exciting, central role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application and I would be delighted to meet and talk about the role, the Academy, the staff and pupils, our governance and the vision for the school. Alternatively, you may call me to discuss any questions you may have prior to submitting your application. You can contact my PA, Justine Free, on 0208 465 6208 in order to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.

Ms Sophie Cavanagh, Head Teacher

Key Dates

Commencement:	September 2018
Closing date:	Midnight on Sunday 18 th March 2018
Interviews:	Thursday 22 nd March 2018

Head of Year / House Job Description

Job Title: Head of Year

Job Purpose: To assume overall pastoral responsibility for one house of pupils and have accountability for these pupils across the curriculum

Salary: Mainscale / UPR dependent on experience +TLR2b

Reporting Line: Assistant Head Teacher in charge of pastoral care

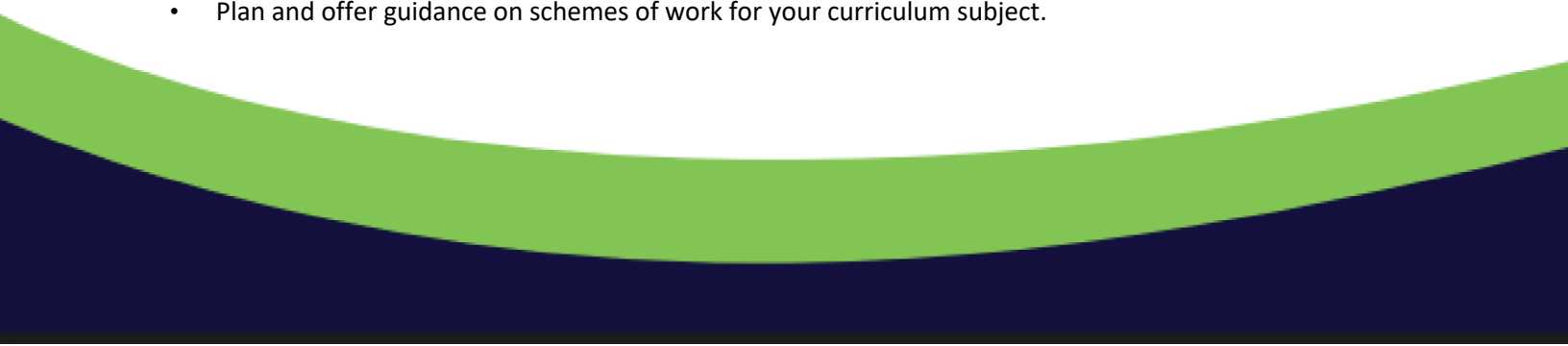
Start Date: September 2018

Tenure: Permanent, Full time

Key Responsibilities:

1. Teaching and Learning

Consistently high quality teaching is the aim of every teacher and the entitlement of every pupil. Subject teachers should:

- Have a deep and secure knowledge of their subject and the pedagogy associated with its teaching.
 - Create a challenging and stimulating classroom climate that will motivate pupils to learn, think independently, take risks, empathise with others, and perform to the best of their abilities.
 - Support every pupil (regardless of ability) in their learning, making them feel included, secure and valued.
 - Ensure that SEND requirements are met.
 - Be consistent, fair and create an atmosphere of mutual trust and respect.
 - Be aware of the learning needs of the pupils they teach and ensure that each pupil is given every opportunity to fulfil her potential.
 - Plan and offer guidance on schemes of work for your curriculum subject.
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- Plan lessons carefully and keep a record of their planning.
- Be aware of new teaching methods, particularly in the digital environment, and have a willingness and eagerness to put these into practice.
- Ensure consistent and effective assessment of pupil learning by departmental staff.
- Undertake the preparation, marking and assessment, in line with the School policies, required to ensure that pupils achieve the highest possible standards. Monitor progress against prior attainment and employ effective intervention strategies when required.
- Organise and lead progress meetings.
- Co-ordinate setting and marking of internal school exams.
- Plan and organise the distribution of certificates of achievement.

2. Pastoral / Disciplinary

The Kingston Academy is committed to safeguarding and promoting the welfare of children and teachers are expected to:

- Assume overall pastoral responsibility for one full house of pupils
- Assist in the production, administration and delivery of the pastoral curriculum.
- Assume responsibility for the welfare of pupils, follow up incidents, maintain detailed records, have meetings with parents during or after school as required.
- Leading a team of tutors attached to a designated house
- Support form tutors both by counselling and disciplining pupils as required.
- Monitor attendance / punctuality of pupils within the house you are responsible for and liaise with the EWO as appropriate.
- Direct the preparation of reports and references as appropriate – including confidential social enquiry / medical reports.

3. General

- Get to know all pupils within your house and become accepted as the person they can turn to for guidance.
- Respond to parental enquiries by telephone, letter or email as appropriate.
- Keep accurate records of all communication with parents, sanctions issued and any other pertinent pastoral information.
- Organise and run House Assemblies.
- Convene team meetings with your tutor team.
- Contribute whole-heartedly to the organisation and running of enrichment activities and to other aspects of school life, drawing on their own interests and enthusiasms.
- Uphold the School's code of conduct and the values of The Kingston Academy.

- Maintain good order and discipline amongst pupils and be active in implementing the School's policies on rewards and sanctions.
- Attend formal parents' evenings and communicate with parents, at other times, as necessary.
- Attend staff meetings as required.
- Undertake supervisory duties as required.
- Work with the relevant members of the Leadership Team to visit feeder primary schools in order to support the transition from primary school.

4. Professional Development

- Attend relevant CPLD training.
 - Manage in the annual performance review, appraisal and development programme.
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Head of Year / House - Person Specification

The successful candidate should fit with the following profile:

Qualifications

- Good Honours degree
- A postgraduate teaching qualification including QTS
- Evidence of further relevant professional development
- Higher degree or other professional qualification (nice to have).

Skills

- The ability to lead, inspire, motivate and support pupils and colleagues
 - Excellent organizational, administrative and ICT skills
 - Recent relevant in service training (nice to have).

Experience

- Experience of undertaking pastoral responsibilities in the secondary setting
- Experience of dealing with outside agencies (nice to have)
- A proven track record of delivering on academic performance
- Evidence of successful, inspiring and innovative teaching at all levels
- A broad knowledge of curriculum and assessment areas across key stages 3, 4 and 5
- Experience of using data tracking / target setting to raise attainment and identify under-performance □
Experience of leading and collaborating with colleagues.

Knowledge

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives
- Effective planning, assessment and record keeping.
- An understanding of the appreciation and importance of interesting and stimulating displays. □ Experience of digital learning methods.

Personal Qualities

- A commitment to the welfare and achievement of pupils in the school
- High levels of personal and professional integrity and an ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- The ability to collate and take account of the views of others
- Positive rapport with pupils
- High standards of personal presence and presentation and attention to detail

- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences □
Energy, resilience and sense of humour.

Leadership

- Ability to inspire and lead staff
- Excellent organisational skills
- Clear and consistent vision
- Ability to produce succinct and accurate self-evaluation and improvement plans.

Attitudes

- A team player with leadership qualities
 - A reflective and flexible approach
 - Organized, energetic, positive and able to self-direct
 - Positive, enthusiastic and energetic approach to life
 - Ability to think creatively and imaginatively
 - Committed to The Kingston Academy 's ethos
 - High expectations for pupil attainment, personal development and conduct
 - Ambitious and aspirational for oneself and for the school
 - Committed to professional development and show a willingness to undertake appropriate training for this role.
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