



Application Pack

Leader of Year

April 2017



Welcome

Thank you for your interest in joining a highly committed staff who want the best for all our students so they are ambitious and hungry for future triumph. Wexham School is welcoming, vibrant and successful and I very much hope that you will join us in this strategic role as a Leader of Year.

Wexham is a highly regarded and successful non-selective maintained school which was judged to be 'Good' when last inspected by Ofsted. In 2013 GCSE results were placed in the top 5% of School's nationally based on progress, in 2014 this had risen to the top 4%. Our 2015 results improved again to 54% of students achieving 5+ A*-C grades including Maths and English, the highest in the school's history for many years with 61% achieving 5 A*-C grades at GCSE. Given the starting points of our students and that Slough is a selective authority, this progress and achievement is excellent.

A key ingredient of this success has been the priority placed on creating an environment in which both students and staff have the confidence to flourish. My personal belief is that great schools, that demonstrate continuous or sustained improvement, are built on a foundation of highly qualified and committed staff, which can only be achieved through valuing all staff and investing in their professional development.

The school hosts the Slough Schools Sport Network of which I am currently the Chairperson. It supports the schools ethos of outreaching and supporting the local community. As such our sports facilities are excellent.

As the Headteacher of Wexham I very much hope you will join me in what are exciting times ahead for the school and the community we serve as we expand from 5 ½ forms of entry to 8, including a multi-million pound building programme. If you want to join us then please do read on. I look forward to receiving your application and meeting you in the future.

Lawrence Smith – Headteacher

Working at Wexham

Wexham School was awarded the NFER Research Mark in July 2015 following a significant cultural shift to create a vibrant research ethos that is widespread across the school. The school offers a range of research activity involving the great majority of staff and a genuine sense of enthusiasm and passion for enquiry.

Our staff take part in programmes of professional development such as NPQML and NPQSL. A number of staff are also supported by the school with a Master's in Education. A partnership with many higher education providers supports this process.

We have developed an extensive and personalised CPD/JPD programme with an emphasis on sharing good practice. It is very rare that our INSET days consist of the whole staff being talked at for extensive periods of times! Instead we use these days to specifically provide training opportunities to selected staff whilst majority use their time to continue their research and update practice as a trusted and committed professional. To support this all staff are provided CPD time as part of their timetable in addition to their PPA time.

NQTs, ITT and staff on assessment routes are fully supported as they work towards QTS. Our links with Brunel University's Teacher Training Department, we are an enhanced partner school, are well developed and assist this process. All staff have generous non-contact time in order for them to be developed and further benefit from mentors and coaches.

We share good practice continuously. Morning briefing is primarily used for this purpose. An open door policy around the school means anyone can observe at any time due to our collaborative and supportive approach. Wexham staff have led on CPD outside of the school at various events, including at PiXL, Local Authority Conferences and at Higher Education providers.

All staff are provided an iPad. We have a well-resourced site which is located on the edge of Slough making it a peaceful and green place to work.

Most importantly our staff are friendly, welcoming and encouraging and this is reflected in the children who are fantastic to teach and support as we do everything we can to provide them the best opportunities and inspiration to be successful.

Wexham School – Leader of Year Specifics

- The School operates a Horizontal Pastoral Structure.
- The PAN for each Year group is 165.
- A Leader of Year is in place for each Year Group, when the school expands to 8 Forms of Entry, Assistant Leaders of Year will begin to be appointed.
- Each Leader of Year coordinates a team of 6 tutors.
- Leaders of Year have generous non-teaching time but are expected to contribute fully to the wider teaching department as an outstanding practitioner.
- Line Management will be from a member of the senior leadership team.
- Leaders of Year continue with their Year Group as they pass up the school.

The School

As a member of Wexham staff you will benefit from generous non-contact time and a tailored approach on a professional development programme. You will also be provided with your own iPad. The opportunity to work collaboratively in the department and across the school provides considerable support.

The School buildings provide an interesting mix of old and new as the school has expanded over the years. The heart of the school was built in the 1960s and currently administration, the school hall, canteen, MFL and Maths department are housed here. By April 2017 the school hall and main reception area will be rebuilt and refurbished. The Science and Technology block is a new addition to the school providing excellent specialist accommodation, our School Library is also based here. Art, Drama and Music is housed in purpose built specialist accommodation providing excellent facilities. A dance studio, media suite and pottery/ceramics are housed in new purpose built accommodation. The recent addition of a new sports hall, which also has classrooms and a fitness suite provides excellent facilities alongside our large Astroturf and field. Currently English and Humanities reside in hatted accommodation which will soon be transformed as part of a multi-million pound project in line with school expansion. Our new building is scheduled to be open in October 2018 and will house English, MFL, Humanities, a new library and sixth form area.

The School has well developed partnerships across the Local Authority and community.

The School currently has 900 students (150 in our Sixth Form). A Resource Base for Autistic Children is attached to the School.

Our current curriculum

Key Stage 4 Year 9 onwards	Core Subjects – GCSE English, GCSE Maths, GCSE Double Science, PSCE, PE and then a choice from GCSEs in Geography, RE, History, French, Resistant Materials, Graphics, Textiles, Food Technology, Business, ICT, Art, Dance, Drama, Music, Triple Science, Media, PE and BTEC Sport and accredited alternative courses for example Beauty.
Key Stage 5	AS or A2 in Art, RE, English, Media, History, Sociology, Maths, Psychology, Biology, ICT, Chemistry, Business and BTEC Level 2 and 3 courses in Business, ICT, PE, Travel and Tourism, Applied Science.

Wexham School

Leader of Year

Start September 2017

Wexham School, Norway Drive, Slough, SL2 5QP

Salary: MPS/UPS plus London Fringe Allowance plus TLR 1B (£9,380)



Wexham School is a friendly and vibrant school with a highly committed staff who want the best for all our students ensuring they are ambitious and hungry for future triumph. We require, for September 2017, a well-qualified and enthusiastic colleague to be responsible for the academic achievement and pastoral care of a cohort of students as a Leader of Year.

We, as a school community, have developed a “can do” attitude through collaboration and effective partnerships. We are currently a smaller-than-average, non-selective secondary school with a sixth form, situated in a grammar school area. We are a good school where students make good progress. The arrival of a new Headteacher 18 months ago has set a new and exciting ambition for the school and its students.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS clearance.

Closing date: Tuesday 2nd May 2017 @ 12 noon

To obtain an application pack please download the relevant attachments from our website www.wexhamschool.co.uk where further information can also be found about the school.

If you have any other enquiries please contact Anita Brudenall-Jones on 01753 526797 or email recruitment@wexham.slough.sch.uk.

In applying for this role please ensure you complete the application form fully, including:

- A full work history.
- Naming two referees, one of which must be your current employer.
- Including a letter/statement of application that must not exceed two sides of A4, this should address areas identified in the Person Specification.
- Please also complete the monitoring form.



Job Description

Leader of Year

Salary: MPS/UPS plus London Fringe Allowance plus TLR 1B

Line of Accountability

Leaders of Year will report to a member of the Senior Leadership Team.

Strategic Purpose

The Leader of Year will play a major role, under the direction of the Senior Leadership Team, in exercising overall responsibility for the pastoral care and academic progress of a cohort of students within the School.

Job Purpose

- Have overall responsibility for leading a Team of Tutors and overseeing and supporting their pastoral and performance and work with the Year Group.
- Encourage a positive ethos in the Year Group in line with the values and ethos of the School.
- Promote excellent behaviour in the Year Group and, when necessary, use the School's Behaviour processes to that end.
- Monitor academic performance, attendance, punctuality and behaviour and reward students who are performing well and provide interventions and support for those that require it.
- Ensure that there are programmes of activities for Tutors to use during registration.
- Meet with the Tutors on a regular basis.
- Ensure that all appropriate student records are kept, used and updated regularly.
- Ensure that Tutors are fulfilling their legal requirements regarding student registration.
- Liaise with parents/carers about student progress and any areas of concern.
- Assist in the organisation of Parents' Evenings.
- Liaise with other key personnel within the School, as necessary.
- Liaise with appropriate outside bodies, including the police and social services when required.
- Carry out those responsibilities defined by statute with specific reference to the Core Professional Standards, the conditions of Employment of Teachers in the DfE publication 'School Teachers Pay and Conditions,' including the educational standards, internal organisation, management and control of Wexham School.
- To contribute to the overall leadership and management of the 6th form and be active in supporting its aims/ethos that promotes achievement and high standards to ensure academic progress and pastoral welfare of 6th form students.
- Ensure that the safeguarding and health and safety of all students and staff is promoted and maintained to a high standard in accordance with the school's policies and procedures.

Core job functions: Personal Responsibility

- To Lead a Cohort of students deputise.
- To support with the transition, recruitment, admission and induction of students depending on the relevance to a specific year group.
- To monitor and evaluate the Year Groups progress through analysing of data, and developing effective intervention strategies.
- Provide leadership in the pastoral, social and academic welfare of students, supporting their inclusion in school life.
- To ensure students have excellent attendance and punctuality.
- Set the tone for tutorial work, and lead a team of tutors.

- Attend meetings and work with external agencies as necessary.
- Raise overall achievement in the Year Group.
- To lead Year Group assemblies.
- Assist with Progress Review Days and Parents Evenings.
- To attend and lead training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- Be an excellent role model for all members of staff and for students in all aspects of school.
- To play a full part in the life of the school community, support its ethos and encourage staff and students to follow this example. To offer guidance and support to colleagues.
- To continue personal professional development as agreed.

Core job functions: Teaching and Learning

- To undertake an appropriate programme of teaching in accordance with the duties of a Main Pay Scale teacher.
- To ensure that personal teaching is consistently delivered to a high standard through effective planning and regular evaluation, and through using a range of teaching strategies which match a range of students' preferred learning styles to achieve student success.
- To make proper arrangements for the assessment of students work' (own classes), as required by school policy and in order to track student progress against targets.
- Inspire, motivate and influence staff and students, taking a leading role in maintaining the highest standards of teaching, learning and student discipline.
- To contribute towards preparation of action plans, progress files and other reports.
- To register students and encourage their full attendance at all lessons and their participation in other aspects of school life.
- To promote the personal and academic well-being of all students.
- Actively promote equality of opportunity by assisting the Head Teacher in ensuring the school's curriculum provides the best possible education for all its students, taking into account ethnicity, gender, and special educational needs, English as an additional language, disability and emotional needs that may affect learning.
- To undertake a significant role in maintaining a high standard of students' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- In conjunction with the Head Teacher ensure the effective delivery of good quality people management practices to achieve high standards and harmonious and positive relationships.

Core job functions: Operational / Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To actively monitor, follow up on and evaluate student attainment and progress.
- To work with colleagues to formulate aims, objectives, and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

Generic Accountabilities

- To comply with any reasonable request from a manager to undertake work of a similar level which is not specified in this job description.
- To be courteous to all individuals and provide a welcoming environment for all.
- Attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.

- Contribute to whole school assemblies and support other staff with assemblies.

Ensure that the health and safety of all students and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Safeguarding Children
<p>In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled 'Keeping Children Safe in Education' (September 2016) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.</p> <p>You are required to have enhanced DBS clearance.</p> <p>You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.</p>
Confidentiality
<p>During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the Wexham School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.</p>
Data Protection
<p>During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1998 and are properly applied to student, staff and school business/information.</p>
Freedom of Information
<p>The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.</p>
Smoking Policy
<p>Smoking is not permitted in any premises or grounds managed by Wexham School. Smoking is not permitted in school vehicles or in any vehicle parked on school premises.</p>

Wexham School

Person Specification – Leader of Year

<u>Qualifications and Training</u>	Essential	Desirable
• Qualified Teacher Status	✓	
• Good Honours Degree	✓	
• Recent and relevant continued professional development	✓	
• Valid driving licence and ability to travel to different sites	✓	
<u>Knowledge</u>	Essential	Desirable
• Current educational issues, national and local policies, legislation and developments	✓	
• Knowledge and understanding of strategies to improve teaching and learning.	✓	
• Good working knowledge of statistical data and ability to transfer data into quantifiable outcomes	✓	
• Effective strategies for achieving high standards of discipline to secure excellent academic progress	✓	
• The role of parents and the community in school improvement and how this can be promoted and developed	✓	
• Innovation in developing and implementing work with students	✓	
<u>Experience</u>	Essential	Desirable
• A proven track record of implementing effective strategies to include and meet the needs of all students to raise achievement.	✓	
• Experience of raising standards of attendance and behaviour for.	✓	
• Experience of initiating and implementing strategies to improve children's learning and progress.		✓
• A proven track record of securing high standards of achievement and attainment.	✓	
• Experience of successful networking with other schools and businesses to enrich the curriculum beyond the classroom.		✓
• Effective promotion of community links and cohesion to ensure pathways for success for all learners	✓	
• Demonstrable success in preparing students for public examinations	✓	
<u>Skills</u>	Essential	Desirable
• Highly effective oral and written communication skills	✓	
• Good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions	✓	
• An effective and inspirational classroom teacher with a proven record of student success irrespective of the students' needs or backgrounds	✓	
• Ability to empower students who have been disengaged from learning to achieve success	✓	
• Effective behaviour management skills which empowers young people to manage their behaviour more appropriately	✓	
• Excellent interpersonal and people skills to lead, inspire, motivate and support students and colleagues successfully	✓	
• Exceptional ICT, organisational and administrative skills	✓	

Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> Consistently demonstrate the behaviours expected by virtue of being a person in a position of trust 	✓	
<ul style="list-style-type: none"> Committed to undertaking professional training and assist with the professional development of others 	✓	
<ul style="list-style-type: none"> Demonstrate reliability and integrity and lead by example 	✓	
<ul style="list-style-type: none"> Can hold others to account by insisting on high standards and a desire to continuously improve and develop 	✓	
<ul style="list-style-type: none"> Be tolerant and possess a calmness when working with others to develop team work 	✓	
<ul style="list-style-type: none"> A genuine concern to secure the educational progress of students irrespective of their background or ethnicity 	✓	