



The Petchey Academy  
*Inspiring & supporting every child*

### **Year Lead (Head of Year)**

**Closing Dates: 15<sup>th</sup> October 2017**

**Salary: Competitive plus allowance and performance related bonuses**

**Contract type: Permanent**

**Start Date: January 2018**

***Do you want to work in a “good school”... with “outstanding leadership and management at all levels”? Ofsted 2015***

***Are you looking for a school where “There is a strong, aspirational and supportive ‘family’ culture of teams”, “where commitment to learning and development is high”  
Investors in People GOLD AWARD 2014***

The Petchey Academy is seeking to appoint dynamic, pioneering and entrepreneurial staff to work at this academy, where there are good opportunities for career advancement supported by strong CPD. We are currently recruiting for a Year Lead that ideally teaches either, PE, Maths, English or Science. This position is ideal if you are thinking of pursuing a career in a pastoral role with the support of the academy. The academy is seeking to appoint a pastoral leader who will focus on achieving academic success for students in a caring supportive environment.

#### **The successful candidate will have the opportunity to:**

- Contribute to an outstanding Learning Centre; either PE, Maths, English or Science.
- Support students to succeed beyond national expectations
- Work with dedicated and enthusiastic team of academic tutors to inspire our students.
- Enjoy state of art facilities
- Enjoy excellent professional development opportunities and grow within the academy
- Enjoy an excellent benefits package including an onsite sports club

#### **Knowledge and Experience**

- At least 2 years working within the secondary sector of education with some managerial and leadership experience
- Experience of working in a school with a culturally and socially diverse student population
- Working knowledge of SEN Code of Practice
- An understanding of the demands of an education/school environment

- Ability to Safeguard and promote the welfare of children and young people
- Preferably the ability to teach; PE, Mathematics, English or Science.

#### **Personal Qualities, Skills and Abilities**

- Able to work calmly and effectively with challenging young people and their parents
- Good written and oral communication skills: able to respond to general enquiries in a helpful and informative manner.
- Excellent interpersonal skills including listening, negotiation, persuasion and direction
- Flexible, adaptable, results orientated and able to prioritise, and resilient under pressure.
- Organised and able to work under their own initiative
- Able to work with personnel from all levels
- Enthusiasm for and commitment to the achievement of the Academy's overall vision.
- Awareness of and commitment to diversity and inclusion. Demonstrates respect for people, regardless of ethnic origin, gender or disability.

*The Petchey Academy, under the patronage of Jack Petchey, is dedicated to enabling young people to aspire and succeed. We have adopted his motto and encourage our students to truly believe "If I think I can....I can!" If you are seeking a challenging and rewarding position, enriching the lives of the students who attend The Petchey Academy, then we are keen to hear from you. .*

*The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.*

*The Petchey Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and their contribution to the learning process will be valued*

**To apply please visit our website [www.petcheyacademy.org.uk](http://www.petcheyacademy.org.uk) and our recruitment-vacancies page (Please note we do not accept CVs, the application form should be fully completed)**



## **THE PETCHEY ACADEMY**

### **JOB DESCRIPTION – YEAR LEAD**

*Please note that the statements below are intended to describe the general nature and are not an exhaustive list of all duties and responsibilities.*

*The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.*

**TITLE OF POST:** Year Lead

**STATUS OF POST:** Permanent

**CONTRACTUAL** As per the Terms and Conditions of Service for The  
**TERMS:** Petchey Academy

#### **PURPOSE AND OBJECTIVES OF POST:**

- 1) To provide first class support for all students' academic, emotional and social development.**
- 2) To liaise with key stakeholders to provide outstanding learning opportunities and outcomes for students.**
- 3) To remove barriers to learning so that all students achieve their potential.**

**4) To support the Academy vision and ethos, and set high expectations which make a significant contribution to achieving Academy targets.**

**RESPONSIBLE TO:** The Principal and the Governing Body of The Petchey Academy; under the day-to-day leadership and management of the Year Lead and the AVP for Year.

**ADDITIONAL and SPECIFIC ROLES AND RESPONSIBILITIES of the YEAR**

**LEAD:**

**Strategic**

- Manage a team of academic tutors and other colleagues; set clear aims for the team that incorporate whole academy priorities; monitor, evaluate, review and make necessary interventions to improve the quality of support provided by this team.
- Ensuring a consistent and continuous focus on student achievement, using data to track and monitor progress.
- To manage the business plan for the year group.
- To plan and deliver specific policies, procedures and interventions.
- To undertake strategic support and interventions for an identified group of targeted students for example, G and T.
- To undertake any additional duties as may be required from time to time by The Principal.

**Operational**

**Students**

- Ensuring 0% unauthorised absences/truancy by making sure Assistant Year Lead track the attendance and punctuality of students and making necessary interventions; and provide weekly reports
- To maintain the highest standards of Behaviour and Safety: implement necessary investigations, rewards, sanctions in a timely manner and in line with Academy policies
- Promoting extra-curricular activities and out-of-hours learning.
- To maintain high standards of visual displays relating to the cohort.
- To support the team in maintaining high standards during Family Service.
- To contribute to the Academy website and newsletter with information/articles relating to the year group.
- Contribute to the planning and delivery of Year Assemblies and Seminar.
- Conducting student searches when necessary.
- To assist with the organisation of Year events or trips.

### **Parents**

- To ensure effective communication and consultation with parents and coordinate all student information received externally.
- To keep parents informed of student progress; make contact and arrange meetings where necessary.
- To monitor the quality of pastoral comments on annual reports.
- Coordinate and evaluate parents' evening and performance review days

### **Renaissance**

- Coordinate referrals to the 'Inclusion Team' and attend panel / professional meetings which include LSP, PSP and ABC meetings.
- Liaison with external agencies when necessary, as directed by Renaissance
- Contribute to setting up a mentoring programme for 'cause of concern' students.
- To ensure the maintenance of accurate and up-to-date information concerning the Year group using the Academy's management information system.

### **Curriculum/Teaching and Learning**

- To promote and co-ordinate whole year enrichment activities
- Oversee, monitor and evaluate the delivery of the seminar programme and ensure ILHP's are complete and are of a high standard.
- Liaise with connexions and/or other agencies, where appropriate to provide adequate careers / academic advice for students at key 'mile stones' in their educational career.
- Set action targets based on analysis of student performance data.
- To coordinate and take regular Year assemblies.
- Care of the Year room, including the oversight of displays and message boards.

### **Leadership:**

- Attend and take a leadership role in Year Team meetings: be an excellent role model and ensure staffs are motivated.
- Support the team by appropriate praise and challenge to ensure all members of the pastoral team deliver a high standard of care, guidance and support to every student in the year group.

### **Other:**

- In conducting these responsibilities, to treat all members of the Academy community equitably and with respect.
- To comply with any reasonable request from a manager for the year group.

## PERSON SPECIFICATION: Year Lead

The following criteria will be used when short-listing and interviewing candidates:

	Essential	Desirable (but not essential)	Evidence
<b>1. Qualifications</b>	<input type="checkbox"/> Degree and qualified teacher status	<input type="checkbox"/> Further relevant qualifications/study	Application form and letter
<b>2. Previous experience</b>	<input type="checkbox"/> 1. At least 3 years working within the secondary sector of education  <input type="checkbox"/> 2. Experience of working in a school with a culturally and socially diverse student population  <input type="checkbox"/> 3 Working Knowledge of SEN code of practice  <input type="checkbox"/> 4. Experience of implementing effective strategies for managing pupil behaviour in an 'Inclusive' environment	<ul style="list-style-type: none"> <li>○ Experience of working within/developing imaginative approaches to positive behaviour management within a multi-agency working environment to ensure that 'Every Child Matters' is a reality</li> <li>○ Preferably the ability to teach; PE, Maths, English or Science</li> <li>○ Some Leadership and Management Experience within Education</li> </ul>	Application form and letter  Application form and letter  Application form and letter  Application form and letter

	<p><input type="checkbox"/>5. Experience of working within diverse staff teams</p> <p><input type="checkbox"/>6. Ability to Safeguard and promote the welfare of children and young people</p> <p>Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances</p> <p>Has a good understanding of the safeguarding agenda</p> <p>Can demonstrate an ability to contribute towards a safe environment</p> <p>Shows a personal commitment to safeguarding</p>		<p>Application form and letter</p> <p>Application form and letter</p>
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	Essential	Desirable (but not essential)	Evidence
<b>3. Knowledge and Skills</b>	<input type="checkbox"/> 7. Evidence of being a skilled learning and teaching practitioner and experience of Sixth Form teaching.  <input type="checkbox"/> 8. Excellent verbal and written communication skills  <input type="checkbox"/> 9. Excellent IT skills including the ability to use a range of standard Microsoft packages  <input type="checkbox"/> 10. Ability to work with and motivate a variety of people, including students, parents, staff.	<ul style="list-style-type: none"> <li>○ The ability to communicate 'cross phase' and within the community are important features.</li> </ul>	Application form, letter and interview  Application form, letter and interview  Application form, letter and interview  Application form, letter and interview  Application form, letter and interview  Application form, letter and interview
<b>4. Personal Attributes</b>	<input type="checkbox"/> 13. Ability to inspire trust and empower others  <input type="checkbox"/> 14. Confidence, energy and enthusiasm		Application form, letter and interview  Application form, letter and interview



	<input type="checkbox"/> 15. Stamina and determination  <input type="checkbox"/> 16. Drive and ambition		Application form, letter and interview  Application form, letter and interview
<b>5. Equal Opportunities</b>	<input type="checkbox"/> Commitment to the pursuit of anti-discriminatory practice		Application form, letter and interview
<b>An Academy Focus</b>	<input type="checkbox"/> A commitment to buy into the special nature of this academy and to accept its very different ways of working		Application form, letter and interview