



Raising Standards Leader (Head of Year— year yet to be confirmed)

TLR1A £7,699

Information for Applicants

Start date September 2018



Weavers Academy

Striving for success, focusing on learning



Dear Colleague,

Thank you for showing an interest in the post of Raising Standards (Head of Year) at Weavers Academy.

This is an exciting time for the school following our Ofsted inspection last May where leadership, teaching, outcomes, personal development, behaviour, welfare and post-16 programmes were all judged good.

In particular, we are absolutely delighted that inspectors noted that the culture of higher expectations had resulted in the rapid improvements seen in recent times.

However, we are not complacent.

We aspire to being a school of first choice for the community, a beacon of hope, a provider of not just a 'good' education, but a 'world class' one! We want our staff, students, families and governors to judge Weavers Academy to be an outstanding school and we want to have that externally verified by Ofsted when they next visit us.

There is still a distance to travel but our improvement journey is now in a new and very exciting phase. Although students in all year groups make good progress across a range of subjects, further early targeted intervention is needed to ensure that all students – including the most able – make the good progress of which they are capable and achieve the highest levels of attainment.

Whilst Ofsted noted the good behaviour and attitudes to learning of the students, we want to drive this area of the school's work further forward so that outcomes are good and better for everyone.

We are looking for a colleague who is able to seize the initiative, who enjoys solving problems, is analytical but highly creative. You will need to be driven to deliver, be able to remain constructive under pressure and consistently demonstrate the communication and collaborative skills needed to persuade and influence others.

If you feel that you possess these professional characteristics and are ready to take the next step we would like to hear from you. Please submit a short supporting statement (no more than 2 sides of A4) outlining how you feel that you fit the requirements of the person specification.

The application deadline is **9am on Tuesday 22 May 2018 with interviews later the same week**

Applicants should refer to the 'Guidance on the Application Process' provided.

Your sincerely,



Vivien Swaida
Principal

The Creative Education Trust is committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust recruitment, selection and Induction procedures extends to organisations and services linked to the academy on its behalf.

CET

Creative Education Trust

The Creative Education Trust is a charity and social enterprise set up in 2011 with support from leaders in the creative industries, innovation - based businesses and education.

Their mission is to improve standards of education and skills for children and young people across the UK, equipping them to be successful adults in the competitive, globalised world of the future. The creative, problem solving, innovation and making skills used in design, engineering, high-tech manufacturing and architecture are at the heart of their approach to learning because these skills are at the heart of the UK economy of the future.

They are delivering their mission through exciting innovations in curriculum, teaching and learning which are driving educational improvement and developing students with modern employable skills in their growing number of primary and secondary academies across England.

Their ambition is to be among the very best providers of publicly-funded education in the country. They are achieving their aims through:

- Educational rigour
- Organisational effectiveness
- Financial efficiency
- Partnership and respect for local identity
- Respect for autonomous leadership
- Quality not quantity
- Promoting practical creativity





Job Description

Raising Standards Leader (Head of Year 7)

TLR1A £7,699

Job Description

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks.

JOB TITLE: Raising Standards Leader (Head of Year 7) - September 2018

JOB PURPOSE : To provide a strong professional presence to a year group and a team of tutors. To plan, agree and implement action with a range of staff (including tutors), external partners and parents focusing on high standards of behaviour, attitudes to learning and attendance so that all students make good progress.

RESPONSIBLE TO: To be confirmed

SAFEGUARDING: Every member of staff has a responsibility to be proactive in securing safeguarding for all students in line with School policies and procedures.

SPECIFIC RESPONSIBILITIES:

- To lead both a team of tutors and a cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning and implementing appropriate actions to manage them.
- To manage both the people and resources associated with each year group.
- To monitor, evaluate and review standards, learning and progress, liaising with relevant staff as required to ensure that the large majority of students make good progress.
- To promote the ethos of the school through leading high quality assemblies and other activities.
- To develop high standards of personal and academic development.

Behaviour, attendance, attitudes to learning and progress:

- To closely monitor, evaluate and review the progress of a Year group in order to secure and sustain effective learning, with particular reference to the proportion of students and groups of students making good progress.
- To use all data including behaviour, attendance, CATs, KS2 SATs, Standardised Scores and DCP data to identify and target students for additional specific provision as appropriate.
- To deal effectively with barriers to learning that affect behaviour, attitudes and progress.
- To collaborate with a range of staff to plan, agree and implement improvement strategies to ensure that all students make good progress.
- To monitor the effectiveness of these interventions and report to SLT and governors regularly on the progress being made by students in the year group.
- To liaise with key staff, including the SENCO and PP Coordinator regarding the progress of identified students with particular reference to the proportion of students and groups of students making expected or better progress.
- To monitor the regular setting and completion of homework and the extent to which students and staff value it.
- To develop and implement a range of learning activities to promote SMSC.

Leadership and Management:

- To act as a role model for tutors, teachers and support professionals by demonstrating high expectations, monitoring of students, continuous professional development and professional presence in the year team.
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors, other staff and parents.
- To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, attitude, uniform and safeguarding to promote good outcomes for all.
- To set the agenda for the tutor meetings, making sure that the work of the team leads to significant improvements in outcomes for all students.
- To closely monitor and analyse behaviour, attendance and progress data to highlight emerging trends and patterns, working with students, staff and parents to meet needs and secure good outcomes.
- To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff CPD.
- To collaborate with the High Needs Co-ordinators and a wide range of external partners as required, in order to meet needs effectively so that outcomes are good for students.
- To provide a link for parents, tutors, staff and external agencies.
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children and do this in a timely manner.
- To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance at such events, evaluating responses and planning and agreeing actions as necessary.
- To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels.
- To monitor student behaviour, attitudes to learning, attendance and progress in collaboration with key staff to decide on appropriate sanctions, interventions and rewards.
- To oversee students on report and make contact with parents when necessary.
- To lead and manage motivational schemes e.g. "Premier League" to drive learning, progress and outcomes.
- To take the lead in the disciplining of students, referring situations to the appropriate member of SLT when appropriate.
- To contribute to the management of key school events; for example induction, transfer arrangements, outings, extra curricular and social events.
- To collaborate with other post-holders to ensure the effective delivery of a framework for daily tutorial activities including year specific tasks (preparation for exams, options, learning conversations etc).
- To have involvement in policy development and decision making across the school as appropriate.

Teaching:

- To teach, students according to their educational needs, including the setting and marking of work.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards or work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required and to ensure that students are routinely responding at an appropriate level.

Communications:

- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Other Specific Accountabilities:

- To contribute to all aspects of the transition process in collaboration with key staff.
- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To take an equitable part in the cover system of the school according to policy and regulations.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the principal to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



May 2018

Person Specification

SELECTION CRITERIA (no priority order)			
Experience and Qualifications	Essential	Desirable	Assessed by
Be an effective teacher with a track record of achieving good outcomes for students.	X		A, I
Success in leading on, and securing school improvement.	X		A, I
Have a broad knowledge of developments in teaching, learning and assessment.	X		A
Demonstrate evidence of relevant managerial skills, including interpersonal skills and leadership qualities.		X	A, I
Commitment to Safeguarding	Essential	Desirable	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		A, I
Ability to raise the self-esteem and expectations of children and young people.	X		A, I
Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline.	X		A, I
Knowledge and Skills	Essential	Desirable	
Have a broad and current knowledge and understanding of quality assurance methods both, attendance and attitude to learning.	X		A, I
Ability to analyse trends and patterns in data and to plan and agree action with a range of staff.	X		A, I
Posses the knowledge, confidence and skills needed to effectively advise and support colleagues in order to move the academy forward.		X	A, I
Interpersonal Skills	Essential	Desirable	
Ability to communicate effectively and relate well to all stakeholders.	X		A, I
Ability to both lead and work as part of a team.	X		A, I
Personal and Professional Qualities	Essential	Desirable	
An understanding of the importance of excellent relationships with parents and the wider local community.	X		A, I
Evidence of working constructively under pressure	X		A, I
Have substantial experience of teaching and leading and committed to the principles of inclusive education.	X		A, I
Demonstrate good decision making skills with an ability to identify and implement solutions to problems.	X		A, I
Be committed to continuing professional development through wider reading, research and membership of professional organisations.	X		A, I
To demonstrate enjoyment for working in new and changing situations, steering the vision through from beginning to end.	X		A, I
Personal Development, Behaviour and Safety	Essential	Desirable	
Experience of working with colleagues to address poor behaviour, attendance and attitudes to learning to make a substantial		X	A, I

The selection criteria above will be assessed in the following ways: -

Key: A = Application I = Interview

How to Apply

To apply for this position please complete a teaching staff application form, and a letter of application of no more than 2 sides of A4.

Please return them by email to HRManager@weaversacademy.org.uk or by post to the HR Manager, Weavers Academy, Brickhill Road, Wellingborough, NN8 3JH. CVs are not accepted.

Closing date: 9am on Tuesday 22 May 2018 with interviews later the same week (Start date: September 2018)

The successful candidate will be subject to an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

