



Beacon Academy

Ambitious for excellence in all we do

ASSISTANT HEAD OF YEAR 8

37 hours per week
Term time only

Information for Applicants



North Beeches Road
Crowborough
East Sussex
TN6 2AS

01892 603000

www.beacon-academy.org

Twitter: @Beacon_Academy

Facebook: @BeaconAcademyCrowborough

Headteacher: Ms A Robinson

Contents

1. Letter from Human Resources
2. Letter for Headteacher
3. Examination Results
4. Staff Testimonials
5. Job Description
6. Person Specification
7. How to apply

Dear Applicant

Post of Assistant Head of Year 8

We are seeking applications from dedicated and hardworking professionals with a desire to work in a successful, thriving and supportive 11-18 Academy making a positive contribution to our Student Support Team as an Assistant Head of Year.

The role is for 37 hours per week, term time only. This role is paid on Single Status Grade 8, currently £22,074 - £23,842 per annum full time equivalent. Actual salary would be £19,136 - £20,999. This role will be a one year, fixed term post in the first instance.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

The job description

The person specification

Closing date: 10am on Tuesday 24 April 2018

A completed application form should be returned via email to vacancies@beacon-academy.org

Please be advised that we do not accept curriculum vitae.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further details please contact the Human Resources department on 01892 603078 or email vacancies@beacon-academy.org

Yours sincerely

Human Resources

Post of Assistant Head of Year 8

Thank you for your interest in this post at Beacon Academy.

Context

We are a split site, rural, mixed 11-18 non-selective converter academy with approximately 1300 students, including over 250 students in our Sixth Form. We are situated centrally in Crowborough on the outskirts of the Ashdown Forest, an area of outstanding natural beauty. We are close to Tunbridge Wells and the South Coast. The vast majority of our staff travel to Beacon from a variety of destinations within the South East, including Brighton, Eastbourne, Lewes and Tunbridge Wells. We draw students from over 10 primary schools in Crowborough and the surrounding areas, while also attracting an increasing number of students from outside this traditional catchment area, from Kent and from the independent sector. This wide catchment area generates our truly non-selective intake, both in terms of ability and socio-economic background. Our sixth form provision is accommodated entirely at our Green Lane site, an 800m five minute walk from our main Beeches site which accommodates years 7-11. We are immensely proud that we retain a high proportion of our Sixth Form students from Beacon Academy as well as recruiting students from other local and international schools.

Vision, culture, expectations and outcomes

Our vision is to provide the best possible education for all of our students and to be ambitious for excellence in all we do. Whether a member of staff, trustee (governor) or student, we all work relentlessly to inspire and believe in one another to achieve our ambitions and succeed in life.

At Beacon Academy there is an expectation that as staff and students, we will work hard, be ambitious, self-motivated, inquisitive, resilient and determined to succeed. Our students work incredibly hard, are polite, respectful, well behaved, well presented and ready to learn. They are expected to be caring, considerate and tolerant in lessons, social time and whilst travelling to and from school. These areas are reinforced and adopted positively by staff and students alike – there is a tangible sense of pride in being part of Beacon. Our students are meticulously supported by our experienced, loyal, highly skilled and highly effective team of staff. This includes a dedicated, non-teaching Student Support Team consisting of a Head of Year (teaching staff) and an Assistant Head of Year (non-teaching staff) for each year group who support them throughout their time at Beacon Academy.

The rigorous focus on all of our students as unique individuals is paramount. There is an unprecedented determination and commitment from everyone who works at Beacon that they will succeed. We work diligently on our unapologetically high expectations, allowing us to foster exceptional relationships in an environment that is consistently calm, safe, happy and orderly. I have no doubt that the combination of this with our broad, balanced curriculum and outstanding teaching contributes significantly to our sustained improvements across the board. Our latest A-Level and GCSE results are testament to this and to the teamwork of our phenomenal students and staff.

We are immensely proud and delighted to be celebrating the best ever A-Level and GCSE results in our sixty year history. Despite a decline in national GCSE results, we find ourselves once again significantly above county and national averages. These results now place Beacon Academy as the top performing school in East Sussex and one of the top performing schools nationally.

GCSE Success

We have a vast amount to celebrate in terms of our outstanding GCSE results. These exceptional outcomes are a testament to our phenomenal team of staff and hardworking students. Over 77% of our students have achieved five or more GCSEs including English and Maths at grades 9-4 (the new standard pass – the old A*- C grade and above).

Some other highlights are:

- Over 60% have achieved five or more GCSEs including English and Maths at grades 9-5 (a strong pass – the new measure).
- More than a quarter of our students have achieved five or more A*- A grades.
- Nearly half of our students have achieved five or more A*- B grades.

We have also had some truly exceptional subject performances once again this year.

- In Mathematics, a third of the whole year group achieved the very top grades of 9-7 (the old A*- A). 85% achieved grades 9-4 (the old grades A*- C and above) and 67% achieved grades 9-5.
- In English, a quarter of the whole year group achieved the very top grades of 9-7 (the old A*- A). 82% achieved grades 9-4 (the old A*- C and above) and 70% achieved grades 9-5.

- Biology, Chemistry and Physics all achieved over 95% A* - C grades.
- Physical Education and Performing Arts (Drama) achieved 93% and 92% respectively.
- Modern Foreign Languages achieved 89% A* - C for French and 84% A* - C for German.
- Photography achieved 80% A* - C, Art and Design achieved 78% A* - C and Dance 75% A* - C.

A-Level Success

We secured just under 100% pass rate at A-Level. This was supported by an A* - A rate of 30%, A* - B rate of 59% and an A* - C pass rate of 83%. These results are a further increase on consistently improving results. Over 89% in Geography, 86% in Mathematics, 75% in Religious Studies, 100% in English Literature, 71% in Biology, 82% in History and 70% in Chemistry achieved the prestigious A* - B grades.

This is our highest performance ever across the board with our A-Levels and these exceptional outcomes have ensured that our wonderful, hardworking and determined students have been able to secure their futures at their first choice universities. Over 95% of our Year 13 cohort who applied to go to university were accepted to their choice and 47% achieved places at the esteemed Russell Group universities.

National Teaching School and National Support School

Beacon Academy is one of approximately 65 schools nationwide that has been selected to become a National Teaching School in the latest recruitment round, taking a leading role in recruiting and training new entrants to the profession. I am also one of approximately 75 Headteachers to be appointed to the role of National Leader of Education in the latest recruitment round.

At Beacon Academy, the quality of teaching, learning and assessment is expected to be highly effective, enabling all students to make excellent progress. Our performance management systems and associated continuing professional development and learning (CPDL) are tailored to support excellence in teaching, focussing entirely on what good and outstanding teaching looks like in each subject across each key stage. We have a highly acclaimed NQT and ITT programme, recognised as outstanding. Furthermore, we have developed a programme to continue to support teachers in their second and third year with our Recently Qualified Teacher (RQT) programme. We have also developed and deliver an internal Excellent Teacher Programme (ETP) to support colleagues with their CPDL.

We invest in our staff and this has been recognised through the award in November 2015 of the prestigious Investors in People Silver status. This reflects our leadership, management, communication and training across the school.

Beacon Academy is on an exciting journey towards becoming an exceptional school. We are judged to be a good school with outstanding leadership. Ofsted and our results confirm this. Trustees, staff, parents and students know this. We have a rigorous, relentless and uncompromising focus on ensuring that all students leave Beacon with the best set of qualifications possible, equipping them for our rapidly changing, highly competitive but exciting world.

To apply

Once again, thank you for your interest in the post of Assistant Head of Year 8. Please see the details on page 12 on how to apply for this role.

If you wish to have an opportunity to discuss this post informally, please contact Jane Prowse, Behaviour, Safeguarding and Welfare Manager on 01892 603000, or email j.prowse@beacon-academy.org

Completed application forms should be e-mailed to the HR Department at vacancies@beacon-academy.org

Beacon Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. Please come and visit us at any time and see for yourself. To arrange a visit please contact the HR Department.



Anna Robinson
Headteacher

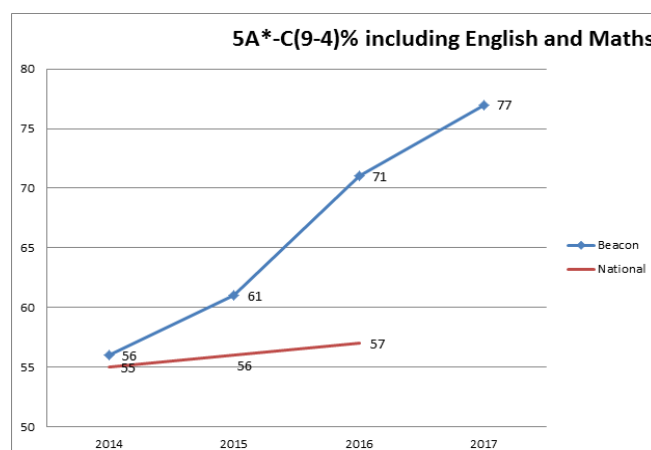
Examination Results

Key Stage 5 - A-Level & Equivalents	2014	2015	2016	2017
	Beacon %	Beacon %	Beacon %	Beacon %
A* - A	21	24	23	30
A* - B	39	47	50	59
A* - C	76	77	79	83
A* - E	99	99	100	98

Key Stage 5 - A-Levels only	2015		2016		2017	
	Beacon %	National %	Beacon %	National %	Beacon %	National %
A* - A	21	26	24	26	27	26
A* - B	47	53	55	53	54	53
A* - C	75	77	81	74	80	77
A* - E	99	98	100	98	97	97

Key Stage 4 - GCSE & Equivalents	2015		2016		2017		
	Beacon %	National %	Beacon %	National %	Beacon %	National %	E/Sussex %
A* - A	16	-	22	-	30.4	-	
Basics (English & Maths @ 4+)	69	58	75	62	77	-	61
Basics (English & Maths @ 5+)	-	-	-	-	60	-	38
5 A* - C including English & Maths @ 4+	61	56	71	-	77	-	
5 A* - C including English & Maths @ 5+	-	-	-	-	60	-	
English A* - C (9-4, standard pass)	80	65	80	68	85	62	73
Maths A* - C (9-4, standard pass)	74	63	82	74	82	59	66
English A* - C (9-5, strong pass)	-	-	-	-	70	48	58
Maths A* - C (9-5, strong pass)	-	-	-	-	66	44	43
Ebaac	30	24	40	24	37	-	19
Overall Attendance	94.4	94.8	95	-	93	-	-

Attainment 8	4.91	4.81	5.31	4.9	5.4		
Progress 8	0.19	0	0.38	0	0.6	0	0



*Provisional
figures correct at
time of publishing
- Figures
unavailable

Staff Testimonials

I initially joined Beacon Academy as a PE and Spanish teacher in September 2004. I was given the opportunity to develop my skills and understanding on how to become an outstanding teacher from my first year. Before commencing my teaching career I worked as a Personal Trainer in London and have not looked back since.

Over the years Beacon have given me many opportunities to develop my professional development having led on many areas such as Head of Year; Head of Key Stage; Head of Department (in two different subjects), Associate Assistant Head of Academy focusing on Progress and Achievement and in my current role as Senior Assistant Headteacher.

Beacon Academy is an amazing place to work because of the friendly and helpful staff, there is a strong culture of collaboration and support that allows everyone to develop their practice. The strong focus upon CPD provides everyone the opportunity to learn the latest cutting edge developments in education and this is a major benefit for anyone wishing to further develop their practice. Our facilities and new technology allow us to provide engaging lessons to provide our learners with the perfect learning environment.

I would recommend Beacon Academy to anyone wanting to teach in a school that favours aspirational ethics and outstanding practice, because there are so many opportunities for ambitious staff who are keen to collaborate, develop and share best practice in order to progress in their career.

Keith Slattery: Senior Assistant Headteacher



I started working at Beacon Academy in May 2014. My previous role working with vulnerable young people in Kent gave me the skills and experience I needed to apply for the post.

The interview tasks were tough and competition was high, but thankfully by the end of the day, I was informed that I had been successful and would start my new role in a month's time. From the day that I started, I was made very welcome by staff at Beacon and have joined a fantastic team who support each other and work hard to improve the outcomes for the students in our care.

The most rewarding part of my role is building successful relationships with students and their parents in order to support them with any difficulties they may be experiencing at home or in school. I feel settled and confident within the school. I am still learning and being faced with new challenges every day, but challenges that I enjoy and working within a school that recognize the importance of the Student Support role alongside teaching and learning to support the whole child's wellbeing.

Krysten Hicklin: Student Support Services Manager

I have thoroughly enjoyed coming to work at Beacon Academy. The commitment and dedication from the staff to ensure students are achieving, and going above in and out of lessons is amazing to see. As an NQT I've received so much support from other members of staff and feel like I can ask anyone for help. The commitment and extra time given to the students is what makes Beacon such a good school to work in.

Imogen Mepham: Teacher of Mathematics



Having joined Beacon Academy as an NQT in September 2014, I have been fortunate enough to work alongside a supportive and passionate staff body, led by an exceptional senior team. The School's vision is clear: every student deserves to reach or extend their potential, and every staff member should enjoy and take pride in their role. There is an emphasis on Teaching and Learning, with a wide array of CPD events, and, opportunities to observe and share outstanding practice. The school has high standards on behaviour, which ensures that students can achieve and excel. Ultimately, it is an environment where teachers can teach, and students can learn.

Toby Horrocks: Head of History



At Beacon Academy, whether a student, a member of staff, a parent, carer or a trustee, we will all:

**Inspire one another
Believe in one another
Achieve our ambitions
Succeed in life**

JOB DESCRIPTION

JOB TITLE: Assistant Head of Year 8

JOB PURPOSE: To manage the individual needs of a cohort of students so that all students attend, behave well, are in the correct uniform, and are ready to learn, to ensure high standards.

RESPONSIBLE TO: Head of Years 8 & 9

Key Accountabilities

Ensuring Good Communications

Develop effecting working relationships with Tutors to ensure that minimum standards are being enforced in relation to the Academy Behaviour policy.

Be available to students, staff and parents so that all issues and concerns can be swiftly addressed, in accordance with Academy policies and procedures.

Liaise with staff, make them aware of students needs and respond to their concerns about students, in a professional and empathetic manner.

Communicate and meet with parents in response to requests, or proactively to improve performance or solve issues.

Initiate and respond to communication within the Academy and with external agencies with regard to individual students within the cohort.

Manage Student Performance

To lead the provision of high quality care and guidance in order to remove barriers to students learning from within the Academy.

Support the implementation of the Academy's behaviour policy in order to ensure high standards of behaviour within the Academy are met.

Manage attendance and uniform using report cards and any other sanctions and support strategies as appropriate.

Provide support for vulnerable and disadvantaged students or to small groups with regard to any issues relating to safeguarding policy, including bullying, child protection, safety and wellbeing.

To work with parents, staff and external agencies to support student personal development.

Maintaining Accurate Records

Enter student data using SIMS (School Information Management System), monitor and respond to the data and generate reports on behaviour, attendance and achievement as requested and initiate solutions to improve these where needed.

To log on SIMS all communication to and from parents and respond or delegate and follow up responses to these as necessary.

Ensure the Academy's first day response system is followed.

To be responsible for taking notes of meetings with parents and students.

Oversee and review alternative provision for any students who require such support.

Other Duties.

To be involved in special events such as Parents evenings, trips, achievement evenings.

To attend and help manage assemblies.

To actively participate in Academy training and development activities and to attend Student Support meetings as required.

To undertake any other reasonable tasks, as requested by the Headteacher.

Participating in the Academy's arrangements for performance management, professional development and that Academy's arrangements for quality assurance and internal verification

Attend relevant CPD opportunities

Beacon Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification – Assistant Head of Year 8

	Person Specification	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> Ability to work collaboratively, effectively and supportively with colleagues Ability to establish positive relationships with students in which the student feels supported or challenged as appropriate to their needs Ability to be consistent and professional with students at all times. Ability to communicate sensitively and effectively with parents and carers Ability to work within Academy policies and expectations 	✓ ✓ ✓	
Interpersonal		✓	
Administration	<ul style="list-style-type: none"> Ability to work in an organised and methodical manner Ability to develop and maintain efficient record keeping systems Ability to produce accurate and up-to-date records and reports as required Ability to communicate with a range of audiences including other employees within the school Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up-to-date 	✓ ✓ ✓ ✓ ✓	
Personal	<ul style="list-style-type: none"> Team player Professional manner Good interpersonal skills Able to deal with difficult situations Able to be discreet and maintain confidentiality Able to use initiative and be proactive Desire to participate in training and development and to progressively develop the role Committed to the principle of equal opportunities Committed to the principle of inclusion 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Experience	<ul style="list-style-type: none"> Knowledge of a range of computer applications e.g. excel and word Working with teenagers 	✓ ✓	
Education and training	<ul style="list-style-type: none"> GCSE Maths/English First aid qualification Clean driving license Willingness to learn a range of computer applications 	✓ ✓	✓ ✓

APPLICATIONS

Completed applications should be sent to:

Human Resources
Beacon Academy
North Beeches Road
Crowborough
East Sussex TN6 2AS

Telephone: 01892 603078

Email: vacancies@beacon-academy.org

Beacon Academy is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Academy is also committed to providing a supportive and flexible working environment to all its members of staff. The Academy recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Please refer to our Recruitment, Selection and Disclosure Policy and Procedures which supports our statutory obligation to comply with Keeping Children Safe in Education 2016.

Further information and applications forms can be found on our website.