



# Stanborough School



# **YEAR LEADER**

**Information Pack for Candidates**

**January 2019**

# Welcome

Dear Candidate,

7<sup>th</sup> January 2019

Thank you for your interest in the role of Year Leader. We are delighted that you see Stanborough as a school where you can make an impact. We know that Stanborough will provide an outstanding opportunity as you seek to make the next step in your career.

Stanborough is an oversubscribed, co-educational specialist Mathematics and Computing 11-18 Academy which has been asked to expand due to local demand for places.

It has been a privilege to lead Stanborough School from September 2018. My team share an educational philosophy which promotes the highest expectations and consistent pastoral care. Our core aim is to nurture enquiring minds and to inspire our youngsters to pursue their dreams, leaving our school ready to excel in a future which has limitless possibilities.

Our aim is simple, we want to be a truly outstanding school in every sense of the word and we want to be confident that our students get the best possible education that is ambitious, varied and stimulating. At the heart of everything we do is a desire to ensure that our students receive the highest standards of teaching and learning.

The successful candidate will be a committed educator with student-centred values, drive, ambition and a genuine love of learning. I would encourage you to visit the school and to meet with me for an informal discussion about this position. This can be arranged by emailing Sheila Delaney, Headteacher's PA on [sdelaney@stanborough.herts.sch.uk](mailto:sdelaney@stanborough.herts.sch.uk)

Thank you for your interest in Stanborough. If you are passionate about education and really feel you can make a positive difference to students' lives then we look forward to receiving your application to join us at Stanborough.



Mrs M John  
Headteacher



# Stanborough School

Stanborough School is an 11-18 co-educational Academy that sits on the southern fringe of Welwyn Garden City. The school currently has 1096 Students. Due to parental demand for places at the school, from September 2019 we will be expanding to eight form entry. This will require a substantial amount of new premises work to be completed. In December 2014, the school was judged by Ofsted to be 'Good'. We pride ourselves in being a fully inclusive school that serves our local community and on being a school that does its best for each individual student so they can achieve their potential during their time at Stanborough.

Stanborough is proud of its community involvement. We work closely with the four other local Secondary Schools as part of the Welwyn-Hatfield 16-19 Consortium. We also take a leading role in hosting and developing a number of other key community developments such as the Handside Schools Partnership with a local special school and primary school.

The school boasts excellent facilities including our first-rate IT resources, a legacy of our Specialist Computing Status. With a dedicated Technology block, Sports Hall, Sixth Form Centre and recently refurbished outdoor sports pitches, the students enjoy some outstanding facilities. Our excellent resources in all curriculum areas also show our commitment to giving students a wide variety of curricular opportunities including technology, the performing arts and computing.

Our greatest asset at the school is our staff. We want the best educators for our students and through exceptional retention we have a stable staff with very low turn-over. A number of staff who started at the school as NQTs now find themselves in senior positions at the school.

With the appointment of a new Headteacher from September 2018, this is an exciting time to join the school and become part of an ambitious and hard-working team dedicated to moving the school forward. We are looking for teachers who will embody our four principles of High Expectations; Mutual Respect; Quality Learning and Success for All.





# Welwyn Garden City

Welwyn Garden City is a town in Hertfordshire with a population of just under 50,000 people. Welwyn Garden City was the second Garden City to be built, founded in 1920 and it exemplifies the physical, cultural, social and planning ideals of the time it was built.

## Location and Transport Links

Welwyn Garden City enjoys superb communication links. Stanborough School sits five minutes from the A1(M) and approximately 10 minutes from the M25. The M1 is only a 30 minute drive away. The train station in Welwyn Garden City is on the main East Coast Line linking Scotland to London and Kings Cross station is a 30 minutes train journey.

Luton Airport is less than 30 minutes away and both Heathrow and Stansted Airports are less than an hour's drive away. The town is also a central hub for local bus services which link it to the rest of Hertfordshire.

## Facilities and Amenities

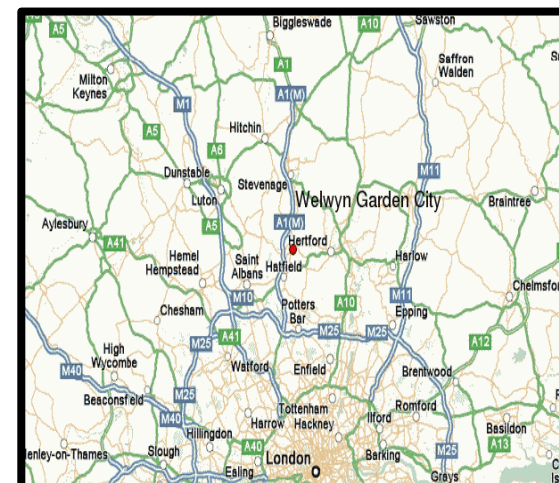
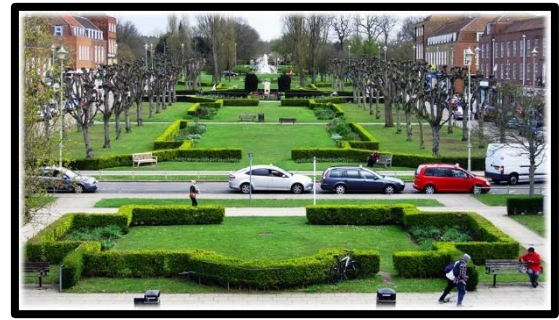
Stanborough School is a two minute walk from the Gosling Sports Park and is only a short car/bus journey to the University of Hertfordshire Sports Village in Hatfield. A range of shops, bars, restaurants and cafes can be found in the Town Centre as well as in the local Galleria shopping centre. St Albans, Hitchin and Hertford are all around 30 minutes away and all offer a range of retail and leisure experiences.

The town also has the QEII Hospital, a theatre, cinema and numerous other cultural and leisure facilities. Stanborough School lies at the southern edge of the town and the school grounds back onto the Stanborough Lakes Country Park.

## Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in other parts of Hertfordshire as well as North London.

Help and advice can be given by the school if accommodation is required.



# YEAR LEADER ROLE

Each year group at Stanborough is led by a Year Leader. Within the school this role is crucial in helping students to achieve their potential by providing pastoral support in a number of forms to enable every child to achieve.

The Year Leader works alongside a team of tutors and a Deputy Year Leader to ensure that all students are given the support required to be successful at school. Support is also given to the Year Leaders through the Year Leader Support Officer who is based in the Year Leaders' office, and Attendance Liaison Officer and a Student and Achievement Administrator.

Pastoral support within the school is also delivered through our two Student and Family Support Workers, a School Councillor and a Life Coach. We also have our Student Support Centre which supports students on internal exclusion and students who require additional support. Year Leaders are also given support from the experienced SENDCo in relation to students on the SEN register.

Each Year Leader is line managed by a member of the Senior Leadership Team and regular meetings are held to discuss key issues.

At Stanborough, the Year Leader is the central figure in our pastoral system. We are an inclusive and comprehensive school and we pride ourselves on providing a high level of pastoral care in a number of ways for our students.



## YEAR LEADER



## JOB DESCRIPTION

Grade: TLR 1d

Responsible to: Assistant Headteacher

Responsibility for: Year Group - 7 to 11

### Main Responsibilities:

- To proactively plan, support and intervene to ensure high standards of behaviour, attendance and progress for the students in the year group.
- To ensure the effective management of the welfare of every student in the year group, working in partnership with teachers, parents and outside agencies for the benefit of each child.
- To be responsible for the leadership and performance of a team of tutors.

### Job Context:

You will operate as a senior middle leader in the school, based in the Year Leaders' office, but operating across the school. Your direct line manager will be the Assistant Headteacher for the appropriate Key Stage. You will meet regularly with your Deputy Year Leader. By leading your team effectively you will engender a positive team spirit and sense of collective responsibility for the students in your year. You will be expected to contribute to the effective operation of the school as a whole. Leading by example and supporting the school ethos. As a member of the Year Management Group you will contribute to the development of school policy, practice and systems, sharing good practice and promoting new ways of working. Your work will be supported by non-teaching staff within the school by arrangement.

### How you do the job:

- To lead a team of tutors, ensuring consistency across the team in terms of ethos and procedures.
- To take responsibility for ensuring that all students across the year group are known, their needs are met and their records are kept up to date.
- To develop structures for effective communication across the year group, such as conducting assemblies and publishing agendas and, in conjunction with the Deputy Year Leader, minutes of Year Team and Year Council meetings.
- To liaise with, and ensure good communications with parents, carers and outside agencies through such routes as Parent-Teacher evenings, parental and professional meetings, telephone calls and written correspondence.
- Lead your team through consultation, in the writing of an annual SEIP, which is referred to, reviewed and developed as the year progresses. Contribute, through the work of your team, to the school's SEIP.
- To contribute to Learning Reviews as part of the school's monitoring procedures and self-evaluation.
- To ensure that the SLT are aware of developments, problems and circumstances affecting the year group, and to ensure solutions to such issues.
- To secure and maintain high standards of behaviour and appearance within the year group, working within the policies and procedures of the school.
- To support high quality learning by ensuring the effective collation and distribution of assessment and reporting data and documents, and following-up accordingly with students.
- To support inclusion by employing a range of school strategies such as Compass and Study Support referrals, CAFs, Attendance Action Plans, PSPs, CSF referrals, reports for case conferences and exclusion meetings, SENCO liaison and school nurse contact.

- To progress learning by ensuring all students have PU data that is regularly analysed and shared with tutors. The PU data should inform strategies that are applied and managed to help improve student performance.
- To support good attendance and punctuality by working with tutors, parents, the AIO and students and taking appropriate action.
- To ensure the purposeful use of tutor time to support learning and raise achievement and to work with the Life Skills Leader to ensure the effective delivery of the year group Life Skills Programme.
- To initiate, review and develop specific programmes pertinent to the year group in conjunction with other Year Leaders.
- To play a key role in policy making through membership of the Leadership Group and other appropriate groups.
- To work with the Assistant Headteacher in identifying student under performance and supporting underachievement through a range of strategies, leading these with your Tutor team.
- To monitor student progress, homework and achievement, leading your team of tutors in a structured weekly programme that makes full use of the Student Personal Organiser.
- Proactively support and enhance all strategies to positively promote the school; through liaison with parents, outside agencies and the community; and through school events, Open Evenings and the PU process.

### **Knowledge, experience and training:**

Year Leaders should have the necessary experience and capabilities to be 'lead practitioners' within the school.

Your professional development and training will be met within the context of your needs and those of the school, and supported by your 'leadership support' from an Assistant Headteacher.

As a successful Year Leader you will require excellent interpersonal skills and the ability to lead and manage through clear structures, effective two-way communication and the ability to inspire and motivate them to work as a team for the benefit of the students. You will be able to discuss, analyse, debate and formulate policy with other Middle leaders and with SLT. Your 'passion for learning' and team-working skills are central to the success of the role as are your understanding of students' needs and of pedagogical issues. Above all your ability to work in an 'emotionally intelligent' way with staff and students, and to model the four principles of the school, will contribute to the wider success of the school as well as your team.

### **Additional information:**

All staff at Stanborough have a comprehensive package of support, training and performance management, giving scope for personal and professional development.

It is a requirement of all staff that they sign the IT Acceptable User Policy, and all staff will be expected to attend Safeguarding and Prevent training.

*Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

December 2018

# Year Leader Person Specification

## Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• First degree</li> <li>• Understanding of child safeguarding issues and successful measures that promote and ensure the safeguarding of children</li> <li>• Knowledge of current legislation, guidance and developments relating to the subject area</li> <li>• Meets National Standards for NQT</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous on-going Continuous Professional Development</li> <li>• Willingness and desire to undertake further professional development and training</li> <li>• Involvement in and organisation of wider school activities, including extra-curricular activities.</li> </ul>

## Knowledge and skills

Essential	Desirable
<ul style="list-style-type: none"> <li>• The ability to demonstrate good subject and curriculum knowledge</li> <li>• Successful experience in teaching and as a tutor/pastoral role</li> <li>• Having an extensive knowledge and well informed understanding of a range of learning, teaching and student support strategies.</li> <li>• The ability to manage behaviour effectively to ensure a good and safe learning environment.</li> <li>• An understanding of the principles of good classroom management and planning.</li> <li>• Ability to challenge and support all students to do their best.</li> <li>• Holding positive values and attitudes and adopt high standards of behaviour in a professional role</li> <li>• An understanding of and commitment to equal opportunities for all students in your Year Group.</li> <li>• Genuine commitment to high quality teaching and pastoral care</li> <li>• Ability to challenge and support all students to do their best</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of recent initiatives and issues in education</li> <li>• A willingness to participate actively in the life and work of the school to support its ethos and culture</li> </ul>

## Professional Attributes:

Essential	Desirable
<ul style="list-style-type: none"> <li>• Holding positive values and attributes and adopt high standards of behaviour in a professional role</li> <li>• An understanding of, and commitment to, equal opportunities for all students</li> <li>• Genuine commitment to high quality teaching.</li> <li>• Developing, supporting and leading other members of staff</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to participate actively in the life and work of the school to support its ethos and culture</li> </ul>



Personal skills:

Essential	Desirable
<ul style="list-style-type: none"><li>• Highly effective communication skills with both children and adults</li><li>• Effective time management skills and an ability to meet deadlines and work under sustained pressure.</li><li>• Commitment to implementing whole school policies relating to the safeguarding of children</li><li>• Raising standards in conjunction with other members of staff</li></ul>	<ul style="list-style-type: none"><li>• Proven track record of successful teamwork</li></ul>

The above will be evidence by a variety of means including:

Application Form

Letter of application

References

Interview process

# How to apply and the Selection Process

**7<sup>th</sup> - 21<sup>st</sup> January 2019**

## **Application Window**

Visits to the school for a tour and a meeting with the Headteacher before applying are encouraged.

**21<sup>st</sup> January 2019**

**(11 a.m.)**

## **Deadline for applications**

Applications should be sent to  
**[sdelaney@stanborough.herts.sch.uk](mailto:sdelaney@stanborough.herts.sch.uk)**

All candidates will be contacted by email, both those shortlisted and those not successful. Details about date and time of final interviews will be given to successful candidates. Candidates will also be given a topic to prepare for their lesson observation prior to interview.

**Week commencing  
21<sup>st</sup> January 2019**

## **Formal interview at the school**

