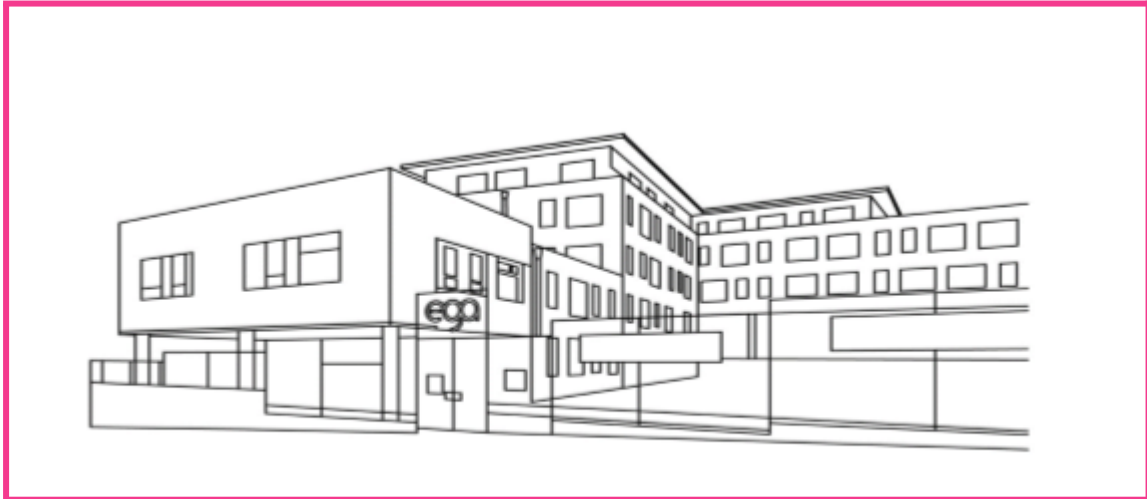




Believe Without Limits



Head of Year
(Teacher of Mathematics or a
Humanities subject)



Believe Without Limits

“EGA - a school without limits”

Students leave EGA having achieved more than they ever believed possible. Through our broad-based curriculum and strong pastoral care, we equip students with the knowledge, skills and confidence to achieve both academically and personally.

Our success can be seen in the ambitious, kind and compassionate life-long learners that make up our rich, varied and diverse community of young people.





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Headteacher's Message



Thank you for your interest in this position. Elizabeth Garrett Anderson School (EGA) is a highly successful community school located in North London. It is held in high regard locally, nationally and internationally. The school is committed to a journey of continuous improvement and works alongside other schools as well as with partners and relationships beyond Islington, to ensure we are at the forefront of educational thinking and research.

Working at EGA is exceptionally rewarding. Many of our students experience disadvantages, but students of all abilities make outstanding progress and leave school with the qualifications and the self belief to help them build a successful future. We believe that academic success, kind and consistent pastoral care and outstanding character education are all essential to students' experiences at school and we expect all staff who work here to be committed to each of these areas of work.

Our expectations are extremely high both for students and staff and we work hard to continually improve our practice. Many staff are promoted internally and we are committed to providing outstanding quality professional development for all our staff through a range of high quality school based training sessions, coaching and appraisal. Colleagues who embrace the EGA ethos will have a wealth of opportunities to develop their career here or elsewhere when they are ready to take the next career step.

I really hope that, having learnt more about our school, you will decide to apply for this post. If you are successful in your application, you will be joining a school where the students thrive, the staff are greatly valued and everyone has the chance to shine.

Sarah Beagley
Headteacher



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**Salary Grade: MPS/UPS + TLR 1b (Inner London)
Permanent**

Required from September 2025

You will be expected to facilitate and encourage cooperation, effective communication and mutual understanding between home and school; maintaining positive communication pathways in the best interest of the students.

You can also visit www.egaschool.co.uk for more information about the school.

Closing date for completed applications: **9.00 am on Tuesday 6 May, 2025**

Interview date: **Friday 9 May, 2025**

In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search For all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

This position is subject to a Disclosure and Barring Service check at Enhanced Level.

Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating 5+ continuous years with local government schools. The starting salary will be calculated based on the individual circumstances of the successful candidates

Please follow link for our school safeguarding policy

<https://www.egaschool.co.uk/258/policies>



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Job Description

Post title : Head of Year

Salary: TLR 1b (teaching)

Responsible to : Senior Leader

Responsible for line managing : The team of tutors and pastoral manager.

Purpose of the job: To lead a team of tutors and Pastoral Managers in creating a positive inclusive learning ethos in the year group, in which each student is sufficiently supported and motivated to achieve the best possible learning outcomes.

Please note that due to current staffing requirements, this role is specifically advertised to teachers of Mathematics, Geography, History & RE. Applications from teachers with other specialist subjects will not be considered at this time.

Elizabeth Garrett Anderson is a vibrant 11-16 girls' school which celebrates learning and achievement within an inclusive environment where every student is inspired to meet her potential without limits.

It is expected that the post holder will carry out his/her responsibilities within this philosophy.

Heads of Year are key in ensuring students are inspired to achieve more than they ever believed was possible. This is done by empowering students to learn and overcome any barriers they face. Enabling our students to be a force for good both in school and beyond.

All TLR job descriptions define the responsibilities of the post holder as being:

- Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the current School Teachers' Pay & Condition Document. (STPCD)
- To fulfil expectations of teachers with TLRs as outlined in The Education (STPCD) Order
- To comply with Health and Safety at Work Legislation
- To work within Equalities and Safeguarding requirements
- To comply with GDPR requirements

Job descriptions are subject to review and amendment



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All post holders will be responsible to the Headteacher and Senior Leadership Team of the school for ensuring the general good order and discipline of the school, and in the implementation of all policies. All staff are expected to have a clear understanding of the vision, aims and ethos of the school and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of the school are seen as inter-related.

Areas of Responsibility:

Leadership and Management

- To actively promote the school's ethos of learning without limits;
- To lead, monitor and actively support the work of tutors in order to create a learning atmosphere in which each individual student is confident and able to progress academically;
- To be responsible for the induction of new tutors;
- To be responsible for overseeing the development of ECTs who have been assigned to the year group;
- To use data on the year group with regard to attendance, punctuality, behaviour, learning and conduct in order to look for patterns, produce data and case studies, formulate strategy, launch initiatives and evaluate impact;
- To deliver whole staff and individual CPD including incremental coaching;
- To engage stakeholders and encourage parental communication;
- To lead the work of the pastoral manager ensuring they are working in line with year and school practices;
- To oversee the safeguarding and wellbeing of the year group;

Teaching and Learning / Assessment

- To actively promote a positive learning ethos within the year group and be responsible for ensuring that the Year is a vibrant learning experience for all students by organising events that build self esteem and motivate learners;
- To design and implement the pastoral curriculum and lead on the four pastoral strands;
- To be a model of best practice in the classroom;
- To celebrate academic success at all levels;
- To work collaboratively with the IAG team to ensure all students have appropriate information, advice and guidance to support the options process;
- To be in regular dialogue with HOFs/HODs regarding the progress of the year group and to monitor their overall attitude to learning with a view to early intervention;
- To monitor the academic progress of tutor groups by making regular visits to a wide variety of lessons, tutor groups as well as meeting individual students and groups of students;
- To lead on pastoral team reviews;

To work collaboratively with Leadership and Examinations Manager to ensure the smooth running of external exams and assessments;

To analyse in detail progress and assessment data across subjects for the year group and coordinate interventions as appropriate in consultation with HOFs;



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- To have a good working knowledge of interventions in place to support students in the year group at all academic levels and students in receipt of pupil premium;
- To work collaboratively with the SEN team to identify and support students who have barriers to learning;
- To coordinate and chair Pupil Support Panels, having gathered relevant information on the students, including individual data and evidence of previous interventions with outcomes;
- To coordinate arrangements for reporting to parents on pupil attainment and progress (progress review information);
- To organise and evaluate Parents' Evenings;
- To lead events/ drop days for the year group e.g Induction, including e-safety (Year 7); Year building, such as humanutopia (Year 8); Option Choices (Year 9); Options reviews and work experience (Year 10) ; revision, graduation prom and the progression of Year 11 students to post 16 Education;
- To liaise with external support agencies in regard to students who have significant barriers to learning;
- To be responsible for mentoring individual students as required;
- To be responsible for setting and updating the Year noticeboard;
- To be responsible for the induction of mid phase admissions.
- To promote the out of hours activities available to the year group and monitor the uptake of these opportunities across the cohort;
- To ensure there are effective student voice opportunities across the course of the academic year;
- To produce referral documents as required for external providers/agencies;
- To be responsible for monitoring pupil mobility;

Ethos

- To promote the four pastoral strands (social development, cultural development, personal development and raising aspirations);
- To lead year assemblies and to contribute to joint assemblies and TTFs as appropriate;
- To work proactively within the framework of the school's system of rewards and sanctions, ensuring that there is an emphasis on rewards as a means of motivating students;
- To support tutors in monitoring behaviour and in intervening effectively when there are engagement concerns;
- To contact parents by letter/telephone/ interview to foster good relationships as well as when concerns arise;
- To organise detentions and any other sanctions specific to the year group;

Attendance

- To actively encourage good attendance and punctuality through assemblies, year group campaign and in communication with parents;
- To implement the schools attendance protocols;
- To meet with the attendance officer to discuss the attendance of the Year group and action any plans produced from these discussions;
- To produce referral



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- documents required for the local authority or when court action is involved;
- To run the year group punctuality system to promote student punctuality including support for the Punctuality and Attendance Support Sessions;

Staff Development

- To be responsible for helping to identify and address the development needs of all members of the team, including addressing underperformance with support and guidance from the Line Manager;
- To keep up to date with initiatives relating to student development well-being and resilience;
- To develop individual members of the team as required, through appropriate methods e.g. coaching;
- To support the work of The Space, including referrals, monitoring and follow up support.

Monitoring

- To lead the team in effective self review, feeding into the whole school review process;
- To ensure that there is effective monitoring of student engagement progress, assessment and learning;
- To monitor student welfare and attendance, including students on part time timetables and those attending alternative provision, including home visits and visits to placements and accurate record keeping;

Other responsibilities:

- To contribute to the implementation and development of whole school policies and practices;
- All other duties as required by the Headteacher, within the framework outlined in national guidelines;

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



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Person Specification

- Qualified teacher status
- Experience in an urban school
- Evidence of highly successful classroom practice where students make outstanding progress
- Ability to motivate and lead other staff
- Ability to use assessment data as a tool for improving standards
- A commitment to raising student achievement
- Knowledge of strategies to address barriers to learning
- Evidence of leadership skills and potential
- Ability to lead a team
- Ability to monitor and evaluate the work of others
- A commitment to school and national policies
- A commitment to inclusion and equal opportunities
- A commitment to working within the safeguarding framework which protects students from harm
- Excellent record of attendance and punctuality



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Why work at EGA?

Staff wellbeing

- **A workload and wellbeing charter** agreed in conjunction with staff and underpinned by an annual staff survey.
- **Gym Membership scheme** - An annual membership for all the 280 leisure centres across the country managed by GLL (Better). This is offered at a very competitive cost and repaid over 10 months
- **Cyclescheme** - Allows staff to purchase a bike and equipment through a lease arrangement, repaid over 12 months allowing for a monthly tax saving.
- **Free Eye Test** - Available to users who use display screen equipment for more than 2 hours a day
- **Employee Assistance Programme** - free confidential and independent support to help staff balance their work, family and personal lives. Support is available via phone, online and through 1 to 1 Counselling sessions.
- **Occupational Health** - aims to promote and maintain the health and well-being of employees to ensure staff have access to specialist occupational health practitioners and services

Remuneration and financial support

- **Inner London pay** - Being in the heart of London, Islington schools offer inner London pay, a competitive way to reward employees who work with us.
- **Staff Laptop** - all teaching staff are provided with a laptop to use on site or at home.
- **Tech scheme** - A salary sacrifice benefit that allows employees to get technology from Currys PC World and spread the cost over 12 months.
- **Season ticket loan** - An interest free season ticket loan allows employees to buy an annual travel card for up to £10,000. The loan is recovered over 10 monthly instalments.
- **Welfare loan** - There may be times when staff experience financial hardship and we aim to help these employees overcome genuine domestic difficulties. Staff can request a loan of up to £1,000, which is to be paid over a 12 month period.
- **Long Service Award** - rewarding staff with 20 or 25 years continuous service in Islington or local government.



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Selection Process and additional information

Recruitment Process

Applications will be considered as they are received by the school and candidates may be invited to interview at any stage. Early applications are warmly encouraged.

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected.

School Visits

School visits are highly recommended and can be requested by emailing admin@egas.org.uk

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing admin@egas.org.uk

References

We will obtain references from your referees if you are successful for the interview. In order to prevent delays, please ensure that the reference section of the application form is accurate and completed in full.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Safeguarding

EGA operates safer recruitment practices in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.



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**Elizabeth Garrett Anderson School
Donegal Street
London N1 9QG**

T: 020 7837 0739

admin@egas.org.uk