



FULLHURST
COMMUNITY COLLEGE
EST. 1991

Head of Year

Information Pack



Fullhurst Community College | Imperial Avenue, Leicester LE3 1AH
0116 282 4326 | www.fullhurst.leicester.sch.uk | office@fullhurst.leicester.sch.uk



Dear Applicant,

It is a privilege to introduce myself as Principal and to thank you for expressing an interest in working with us here at Fullhurst Community College.

To be part of Fullhurst Community College is to transform lives. We are proud to serve a diverse community of over 1000 students, aged 11-16 years, on our large site in south west Leicester and are oversubscribed each year. As the first school in Leicester to be rebuilt under the 'Building Schools for the Future' programme, Fullhurst provides an exceptional environment in which to learn and work.

This role has come about due to the expansion of Fullhurst, something which reflects both the success and popularity of the college. Over the next four years we will continue to expand from 1035 students to 1500 students. To facilitate this, a new build is being developed in conjunction with Leicester City Council on Ellesmere Road, the site of the old Ellesmere College. As such, we need to increase our staffing capacity and therefore this role is being advertised.

In 2016, our Progress 8 measure was +0.48, the highest in Leicester and in 2017 it is +0.67, placing Fullhurst in the top 200 schools in England. This score is exceptional; demonstrating the strength of our curriculum and that all groups of Fullhurst students achieve beyond national targets. We are extremely proud of our students' progress and achievement which continues to increase year on year. In 2012, Ofsted graded Fullhurst 'good' in all categories and in 2013 a HMI subject inspection of mathematics graded all areas 'good' again. Challenge Partner reviews, most recently in 2017, suggest the school has many outstanding features. In June 2017, Fullhurst was recognised by the Department for Education as Secondary Regional Champion at the Pupil Premium Awards and in December 2017, we were extremely proud to be announced as the Leicester Mercury School of the Year 2017.

Your involvement in our journey to outstanding cannot be underestimated. You will have ample opportunity to share in and enhance our current good practice. The potential for your own professional development is outstanding and we provide excellent support for new staff.

If you have any questions please do not hesitate to contact the college on 0116 282 4326 or via email recruitment@fullhurst.leicester.sch.uk

I look forward to receiving your application and accompanying letter, explaining why you are a suitable applicant for the position.

Yours faithfully

S Piggot
Principal

Transforming lives

Principal: Mr Steve Piggot
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Transforming lives at Fullhurst Community College



Fullhurst Community College's priority is to provide the highest quality education for every student in a supportive and inspiring environment. Behind the iconic 1930s façade on Fosse Road South, the modern, well-equipped and recently refurbished facilities at Fullhurst are second to none.

It is our aim that students leave the college as successful, confident and responsible young people equipped with academic qualifications as well as the personal and social skills to enable them to succeed and make a positive contribution to society. We take great pride in seeing our students flourish and move on as confident young adults.

At Fullhurst Community College, we offer a broad and balanced curriculum designed to ensure that every student has the opportunity to fulfil their potential. Students follow personalised pathways for learning which meet their individual needs. All students learn more about the world around them in Citizenship and RE lessons and through our tutor programme. Careers education, information, advice and guidance is offered to students in each year at Fullhurst Community College including trips and workshops, work experience and mock interviews.

At Fullhurst we strive to ensure that work is closely matched to students' abilities and rigorous enough to provide the challenge necessary for students to achieve their very best. We know that some of our students have individual learning needs which may affect their progress across the curriculum and we have a committed team of teachers and teaching assistants trained to support students with a variety of needs, able to facilitate in class support, small group work and individual one-to-one support. Students showing aptitude in specific areas will join our more-able groups which run in all curriculum areas.

The positive benefits of the Pupil Premium can be seen across the college and particularly in the increasing percentage of students making better than average progress. We were extremely proud to be announced as Secondary Regional Champion at the Pupil Premium Awards 2017. The award recognises the college's success in raising aspirations and ensuring disadvantaged students can fulfil their full potential. We're continually looking to improve the outcomes for our students.

Our 2017 results:

- Fullhurst Community College's Progress 8 score for 2017 was +0.67.
- Fullhurst Community College's Attainment 8 score for 2017 was 45.12.
- 23% of all grades were A* or A or grade 7,8 or 9.



Fullhurst Community College

Reasons to join our team



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future. There are currently 1036 students and over 150 teaching and support staff, housed in an attractive traditional building with a modern extension which opened in 2008. We also have a large, well equipped sports complex and grounds.

In order to meet the essential need for additional school places locally and to enable us to transform the lives of even more young people, Leicester City Council are planning to expand Fullhurst Community College into the nearby vacant site, formerly occupied by Ellesmere College. This is a tremendously exciting opportunity. Getting these state of the art new facilities will not only allow us to welcome more new students to our college, it will also help us to continue to raise standards.

We listen to our staff

Following a recent annual staff survey, 96% rated the performance of the college as good or very good. 97% said they would recommend the college to prospective parents.

We value our staff

We have signed up to work towards achieving the Wellbeing Award for Schools (WAS). This award focuses on ensuring effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils.

What we can offer you:

- A comprehensive induction process, with all new teaching staff offered a mentor.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Collaborative planning sessions, where dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- A comprehensive support structure.
- Developmental lesson observations which are not graded.
- Free access to our fully equipped on-site gym.
- Preferable rates for sports and college facilities hire.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.
- Childcare scheme - allows money to be taken out of your salary before Tax and National Insurance.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Vectis discount card - an easy way to save in store on shopping, eating out and much more.
- Annual flu jab - to protect against those winter germs.
- Staff can always approach their line manager for assistance but they also benefit from a dedicated team who provide a confidential counselling service offering telephone or face-to-face appointments, 365 days a year.
- We're committed to equality and diversity. We have our very own Stonewall Champion and are committed to equal opportunities for everyone.
- We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs and sporting activities.
- We are part of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff.

What staff have to say about Fullhurst Community College



"I started at Fullhurst in 2010 as an unqualified teacher, through the TeachFirst programme. I was greatly supported by colleagues in the maths faculty and across the college in those first couple of years in particular, and from day one enjoyed working with the incredible students we have here at the college. I have had the privilege of performing different roles here over the past few years, and have seen the college go from strength to strength in that time. Fullhurst is underpinned by its moral purpose. The culture of the college is driven by the want to give our students the very best experiences possible, enabling them to flourish academically and grow as young people. My favourite aspect of Fullhurst has always been the sense of community shown by the students, who in my opinion are incredibly accepting and supportive of one another."

Mr T Hague
Deputy Principal

"I joined Fullhurst Community College in 2013 as a Cover Instructor. Having graduated from university at a later stage of my life, I wanted to make a contribution to society by working with teenagers from a similar background to my own. I initially started at Fullhurst Community College on a temporary contract because my intention was to apply to join a teacher training course after a few months. However, I quickly realised that working as a Cover Instructor was very stimulating and enjoyable and could be more than a 'filler' before a teacher training course. This, coupled with the fact that Fullhurst was keen to enable staff to develop their skills, persuaded me to accept a permanent position when it was offered. At Fullhurst, cover instructors are highly valued. We work closely with staff and students on a daily basis and assimilate ourselves in the workings of the school. This has enabled me to develop relationships of mutual respect and trust with colleagues and at the same time build positive relationships with my students. In my role I am fortunate to work with students from both an academic and a pastoral perspective. I enjoy the challenges which arise in my role whether they relate to behaviour or achievement and I take pride in the outcomes achieved during my lessons despite the fact that the regular teacher is not present. I joined Fullhurst because I wanted to make a difference to young peoples' lives. If you are genuinely interested in improving the lives of young people and you want to work with children from challenging backgrounds who have heaps of potential and great character then this could be the school for you."

Ms F Bhattay
Cover Instructor

"I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!"

Miss T Marlow
Technician, Science

"I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education. The reason I applied to work at Fullhurst is their ethos of transforming lives. I believe that as a teacher, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students' lives in both their academic and personal development."

Miss M Bird
Head of PE

"I started working at Fullhurst Community College as receptionist back in 2008. I chose to work here because I had heard positive things and wanted to be part of a school that was evolving. After a time, I found myself really enjoying the engagement with the students, at this stage I knew I wanted to be in a role that offered more and found myself interested in the pastoral route. I became the Assistant Head of Year 8 and enjoyed this experience very much. Later I progressed to Head of Year, rolling with our year groups and every year group brought its own challenges and rewards. Four years on and I am now the static Head of Year 11 and loving it. I really enjoy this role as I get to see the students through their most crucial year and help support them through college applications and exams. It is also amazing to come and be a part of results day and makes it all worthwhile! I enjoy working here because I like being part of a team and we have a fantastic pastoral team that is dedicated and committed to helping our students achieve their best. I enjoy the daily challenges and I look forward to even more future successes."

Mrs R Buckle
Head of Year 11

"I joined Fullhurst as an NQT in 2002 and I am now Curriculum Leader for Science. The college has provided me with so many opportunities to grow as a leader and as a person that I feel it is only right that I give back to the college, the students and the community. Every day we work tirelessly with young people to transform their lives. To work in such a diverse college, with so many talented people, is humbling as well as being a privilege. For many of our students, the college provides the only advantage they will have in their lives. It is therefore very clear to me that the students, the college and the community deserve the very best teachers and the very best leaders"

Miss S Thompson
Curriculum Leader, Science

"I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. Having worked previously as a second in department at a different school in the city, I was ready to influence students' lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college's goals falls in line with my personal goal as a facilitator of learning, which is that 'every child irrespective of their background have the right to achieve and do well to the best of their capability'. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst, I have been given opportunities to embark on courses to improve my leadership skills. Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country."

Mrs V Adeniyi
Standards and Progress Leader, Maths and ICT

Fullhurst Community College

Recruitment advertisement



Post title: Head of Year

Salary: Grade 6 (Point 23-26 £23,398 - £25,951)

Contract type: Full time and permanent

Hours: 37 hours per week (Mon – Thu 8am-4pm with 30min lunch and Fri 8am-3.30pm with 30min lunch)

Responsible to: SENDCo

We are seeking a full-time, enthusiastic Head of Year to join our pastoral team at Fullhurst. This role involves working principally with our SEND students, under the line management of our SENDCo.

Fullhurst is in the top 200 schools nationally, the Department for Education 2017 Pupil Premium Secondary Regional Champion and 2017 Leicester Mercury School of the Year. We passionately believe in transforming the lives of young people from one of the most deprived communities in the UK. With over 50% of our students from disadvantaged backgrounds, we know that our success is genuinely doing this.

If you want to be part of our continued success, if you believe in improving the life chances of young people from disadvantaged background and if you are committed to success for yourself and your subject we look forward to receiving your application.

Further details, including the application form, are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk

A letter detailing why you are a suitable candidate for the position should accompany your completed application.

Completed applications should be returned to Mrs Ruth Sharp, Assistant Business Manager, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at recruitment@fullhurst.leicester.sch.uk

Closing date: Monday 22 January at 9am

Fullhurst Community College is committed to safeguarding and promoting the welfare of all children and young people. Please note that an Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.



Transforming lives

Fullhurst Community College

Job Description



Post title: Head of Year

Salary: Grade 6

Contract type: Full time and permanent

Hours: 37 hours per week (Mon – Thu 8am-4pm with 30min lunch and Fri 8am-3.30pm with 30min lunch)

Responsible to: SENDCo

Core purpose of the post:

- To be responsible for the teaching and learning and pastoral arrangements of the college in establishing high standards of achievement, behaviour and attendance.
- To be responsible for the behaviour and provision of the SEND cohort across all year groups.

Specific responsibilities of the role:

- To lead on all pastoral arrangements for the SEND cohort across all year groups.
- To ensure communication of matters relating to their years are clear and well publicised.
- To monitor students' academic progress and develop appropriate intervention strategies where necessary.
- To address the needs of the students who require help to overcome their barriers to achievement, both inside and outside of college, through activities and strategies enabling them to reach their full potential.
- To liaise both internally and externally with agencies and individuals to support students' progress.
- To support colleagues by dealing with student problems as they arise, including counselling and supervising of students and communicating any action to the relevant staff, and or parents / carers.
- To maintain regular contact with the families / carers of students in need of extra support, keeping them informed of the student's progress and needs, to achieve their positive, active involvement in the progress of the student.
- To engage with student attendance and liaise with the Education Welfare Officer as appropriate.
- To ensure that the college behaviour policy is adhered to in relation to individuals and groups of students.
- Follow and adhere to all college policies and procedures including data protection policy, equality and diversity policy, health and safety policy, safeguarding children in education - child protection policy.

Job tasks: (Each task taking at least 10% of the post holder's time)

- To liaise with curriculum leaders and other leaders, teaching staff, learning support staff, learning mentors and senior staff as necessary.
- Produces and implements individual action plans for each student, developing 1:1 or group mentoring relationships in order to achieve the goals defined in the action plan.
- Develops, implements and supports enrichment activities.
- Convenes and organises team meetings and provide reports on progress as requested, developing team ethos by sharing information and best practice between team members, external agencies, schools, teacher, and support staff.
- Convenes case conferences and initiates follow up.

- Keeps accurate records of interviews and meetings with students in an agreed format.
- Ensure that students who are excluded arrive home safely, and liaises with parents about student behaviour and work that may have been set.
- Convenes relevant meetings that may be called to discuss individual students' progress (e.g. Social Services, Connexions, LEBC, etc).
- Contributes to specific pastoral initiatives, e.g. Anti-Bullying week.

Other responsibilities:

- Maintains regular communication / contact with all facilities in school.
- Arranges / broker external placements.
- Attends weekly meetings, leads assemblies, and inducts new tutors / staff.
- Establish moral and spiritual lead for identified year registers, registration and tutor time.
- To be proactive in challenging poor behaviour during lesson and at break and lunchtime in line with the college behaviour policy.
- Undertake duties and tasks related to the above deemed reasonable by the Principal, Deputy Principal and Director of Resources.
- Attend relevant courses and any other training deemed reasonable within the requirements of this post.
- To cover for staff absentees as required as part of the team.
- To attend meetings, training & events outside of school hours if required.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Fullhurst Community College

Person Specification



Post title: Head of Year

Salary: Grade 6

Contract type: Full time and permanent

Hours: 37 hours per week (Mon – Thu 8am-4pm with 30min lunch and Fri 8am-3.30pm with 30min lunch)

Responsible to: SENDCo

Training and education	Essential (E) / Desirable (D)
GCSE Maths and English or equivalent	E
A level qualification in relevant subject or equivalent ability / experience.	D
Relevant professional qualification or other accreditation or equivalent ability / experience.	D
Experience and knowledge	
Experience of working effectively with parents of children who have significant emotional, social and/or behavioural challenges.	E
Experience of mentoring.	E
Knowledge of good practice, policies and procedures in schools/colleges including Child Protection, Data Protection and Health & Safety.	E
Qualities and skills	
Ability to work independently on own initiative and as part of a team.	E
Good interpersonal and listening skills.	E
Excellent oral and written communication skills.	E
Able to exercise confidentiality.	E
Good time management and self-motivation	E
Ability to work with a wide range of people.	E
Understanding of the context of educational institutes.	E
Understanding of the need to support students' educational progress and achievement.	E
Understanding of the support needs of parents.	E
Understanding of how students learn and the potential barriers to learning in an educational setting.	E
Equal opportunities	
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice	E
Commitment to equal opportunities and equal value for all students	E
Other conditions	
Willing and able to work outside normal college hours.	E
Able and willing to attend/achieve further training/qualifications where appropriate, e.g. First Aid, ICT, etc.	E
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E