



# HEAD OF YEAR

## BURSCOUGH PRIORY ACADEMY



Dear Applicant,

Thank you for your interest in the Head of Year vacancy at Burscough Priory Academy.

Are you the right person to work with our fantastic students and staff? Can you demonstrate the 'E Pluribus Unum' Spirit by modelling kindness, respect and ambition to the school community? Have you got first class interpersonal skills? If yes, read on.

At Burscough Priory Academy, we are committed to the academic and personal development, social and emotional well-being of every one of our students and as a result, we are expanding our team and are looking for two enthusiastic, dynamic, team players who will join us in the position of Head of Year. The main purpose of this role is to monitor, track and support all students which will in turn contribute to raising levels of achievement for students at our school. As a Head of Year, you will work closely with the Attendance, Behaviour and Progress Leads to track progress and coordinate interventions for our students.

We are a small and thriving community school, within the Endeavour Learning Trust family of schools. Since joining the Trust, we have made rapid and sustained progress over the last four years -in November 2022, this was recognised by Ofsted and we were judged a 'Good' school. At our school you will find a caring, ambitious and inclusive community; one that is dedicated to celebrating the potential and uniqueness of everyone. To support this commitment, there is a strong curriculum, inspirational and challenging teaching and learning and quality pastoral care.

The relationships that are fostered in school between the children and staff are exceptional. We are very aware of our responsibility as a school at the heart of our Burscough community and we know that excellent relationships with our parents, staff and within the wider community are crucial to the success of the children. Our motto is, 'E Pluribus Unum,' which translates as 'Out of Many, One.' You will feel a distinct feeling of togetherness, working as one to make sure our children feel safe, valued and well supported.

Our family ethos is tangible; we work as a team and we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the information in this pack give you a flavour of who we are and what we do. If you have any further questions about the role please get in touch.

We look forward to receiving your application.

Yours faithfully,

Mrs L.MacLaren  
Headteacher

## Head of Year

**Full time, Permanent**

**Term time only (plus 2 weeks)**

**£25,979 - £29,777 pro rata**

**£23,122.67 - £26,503.09 per annum**

Are you the right person to work with our fantastic students and staff? Can you demonstrate the 'E Pluribus Unum' Spirit by modelling kindness, respect and ambition to the school community? Have you got first class interpersonal skills? At Burscough Priory Academy, we are committed to the academic and personal development, social and emotional well-being of every one of our students and as a result, we are expanding our team and are looking for two enthusiastic, dynamic, team players who will join us in the position of Head of Year.

The main purpose of this role is to monitor, track and support all students which will in turn contribute to raising levels of achievement for students at our school. As a Head of Year, you will work closely with the Attendance, Behaviour and Progress Leads to track progress and coordinate interventions for our students.

We are looking for someone who is able to:

- Work with and support children of a relevant age
- Form positive, effective and appropriate working relationships/boundaries with young people
- Work effectively as a member of the team, prioritising conflicting demands and managing own workload effectively

They will be expected to:

- Take a lead role on the implementation of the school's Celebration, Award & Behaviour Procedures
- Work directly with students to provide mentoring and pastoral support to overcome particular obstacles to learning
- Lead on administrative support to the year group(s) you are working with

The School can offer you:

- A caring and supportive school environment
- Delightful children who are keen to learn
- A fantastic Local Government Pension Scheme
- On-site parking
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

This position is full time, permanent and term time plus two weeks (inclusive of 5 inset days)

37 hours per week. Working Monday to Thursday 8:30am to 4:30pm & Friday 8:30am to 4:00pm

### HOW TO APPLY

To apply, please complete an application form in full and send to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org) along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Tuesday 6<sup>th</sup> February 2024

Interviews are to be held on Thursday 8<sup>th</sup> February 2024

Prospective candidates are welcome to contact the school for a telephone conversation prior to the final application please contact Miss P. Murray, Operations Manager at [p.murray@burscoughprioryacademy.org](mailto:p.murray@burscoughprioryacademy.org) to organise a convenient time.

### SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## JOB DESCRIPTION



### HEAD OF YEAR BURSCOUGH PRIORY ACADEMY

#### Job Purpose

- To be the lead and champion for a year group in school
- To develop and sustain a positive ethos within the year group
- Work to develop students who to have high expectations of themselves (and others) and be kind, respectful and ambitious young people
- To work to the academic, personal, social and emotional well-being and development of our students
- To have responsibility for ensuring effective pastoral care and promote academic success for all students within the year group, liaising with external agencies where necessary in order to intervene

#### Main Activities

- With the Attendance Lead, support the school's attendance policy and procedure by completing first day response calls and working closely with students and their families to improve their attendance, especially disadvantaged and vulnerable students
- Provide support and advice to students to promote their social care and personal development
- Liaise with teaching staff to provide particular support to targeted students to overcome specific barriers to learning and engagement- for example. attendance at school and lesson
- Provide input to the identification of needs, assessing those students needing extra support and the development of individual action plans for targeted students
- Work with targeted students to implement an action plan
- Be responsible for monitoring of individual action plans / analysing data and implementing support plans
- Manage students on report at the appropriate stage
- Assist in maintaining contact with students' families/carers to inform them of progress and issues
- Support student access to out of school activities and study support
- Collate information and maintain records of student behaviour and attendance
- Prepare written reports, case studies and evaluations where appropriate
- Assist in resolving relationship issues between students
- Manage support packages for students to reintegrate them into school following periods of suspension/absence
- Lead and attend parental or external agency meetings as appropriate
- Maintain good working relationships with students, staff and parents to ensure positive outcomes for students
- To undertake any additional identified training as appropriate to better support you in your job role
- Make referrals or provide relevant information to external bodies to best support students
- Participate in the admissions process for the year group
- Implement the school's Celebration, Award & Behaviour Policy
- Seek opportunities to celebrate success individually and collectively
- Review data on a daily, weekly, termly and annual basis to evaluate impact and direct action
- Support the 'In Year Admission' application process, meetings for students who are Managed Transfer and those in alternative provision placements

### **Student Support and Guidance**

- To monitor and promote student's attendance and punctuality in accordance with school policies and procedures
- To ensure the very best standards of behaviour, acting as a role model for staff and students and promote positive working relationships
- To develop and maintain an ethos within the year group that sets high expectations for all students in all aspects of their work through assemblies and whole school initiatives
- Contribute to, as required, assemblies for the year group
- To work with colleagues to monitor the progress of all students within the year group, encouraging high aspirations and achievement including the provision of support and guidance
- Liaise with
- To be aware of and support the coordination of student progress reports to parents
- To liaise with staff / parents / other agencies to ensure appropriate support for students at all stages including behaviour management
- To attend Parents' Evenings to maximise relationships with students and their parents
- To develop positive relationships with all parents and support the hardest to reach to attend school events
- To support colleagues, students and processes with specific regard to year group activities: transition, options and examination preparation for example
- To ensure parental concerns are dealt with promptly and that communication between home / school is maintained to a high standard in order to promote a positive partnership
- To provide reports for Governor's Disciplinary Panel meetings and ensure the SIMS/ClassCharts and CPOMS database is maintained with all relevant information pertaining to each student within the year group

### **Policy and Planning**

- To liaise with Line Manager to ensure consistency of implementation of school policies and procedures
- Ensure staff are well informed of all matters relating to the year group in order to promote good communication
- Encourage the practice of working as a team
- Show commitment and encouragement for students to attend the extra-curricular activities of the school
- As required, provide reports on the progress / development of the year group

### **Whole School**

- To ensure that school policies and procedures are communicated and implemented accordingly in the year group
- Liaise with and inform parents on all aspects relating to their child's education / achievement / behaviour / relationships with peers
- To maintain knowledge and understanding of the school ethos and be instrumental in its realisation
- To attend all relevant meetings and cascade information in line with school systems

### **Support for the School**

- To undertake supervision and detention duties as required
- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage the Trust's ethos and its objectives, policies and procedures
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the Headteacher

## PERSON SPECIFICATION

	KEY CRITERIA	Essential (E)/ Desirable (D)
<b>QUALIFICATIONS</b>	NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E
<b>EXPERIENCE AND KNOWLEDGE</b>	Experience of working with or caring for children of relevant age	E
	Experience of working in a relevant classroom/service environment	D
	Experience of working with students with medical needs	D
	Experience of administrative work	D
	Experience of working within a school environment	D
	Experience of supporting pupils with challenging behaviour	D
<b>SKILLS AND ATTRIBUTES</b>	Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E
	Ability to relate well to young people	E
	Ability to form effective and appropriate working relationships/boundaries with young people	E
	Capable of working effectively as a member of a team	E
	Excellent oral and written communication skills	E
	Time management skills	E
	Ability to prioritise conflicting demands and manage own workload effectively	E
	Ability to work accurately under pressure and to tight deadlines	E
	Efficient, meticulous and well organised	E
	Knowledge of concept of confidentiality	E
	Standard office practices and procedures	E
	Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E
	Adaptable with a flexible approach to work	E
	Operate a computer and other standard office equipment	E
	Maintain effective working relationships with school, staff and students and those encountered in the course of work	E
	Communicate with the public in a courteous and professional manner in writing, by telephone and in person	E
	Respond rapidly and accurately to situations	E
	Able to use own initiative and work independently with general supervision	E
	Understand and carry out written and oral instructions	E
	Be honest and trustworthy	E
	Be respectful and polite	E

<b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b>	Possess cultural awareness and sensitivity	E
	Ability to deal with confidential matters in a professional manner and to maintain confidentiality	E
	Show initiative	E
	Good communication skills	E
	Demonstrate sound work ethics	E
	A commitment to contributing to the wider school, Trust and its community	E
	Ability and willingness to travel between sites, as required	E
<b>OTHER</b>	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the documents 'Keeping Children Safe in Education' 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E