



NICHOLAS CHAMBERLAINE SCHOOL

Seeks to appoint a

Head of Year

Band L - SCP 26–28

37 hrs per week

Full time Flexibility required with hours worked



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An introduction to Nicholas Chamberlaine School



Thank you for your interest in becoming part of our school community.

Nicholas Chamberlaine School is a secondary school with VI Form provision in Bedworth, Warwickshire. We have been serving the community for over 60 years and are proud of the impact we are making on the lives of our young people.

In September 2013, we were delighted to join the Griffin Schools Trust and are now part of a family of schools with a distinctive identity. Our closest partner schools are Race Leys Junior School and Park Lane Primary School, and we benefit from working together as a strong and supportive collegiate.

We have a strong vision. Nicholas Chamberlaine School is committed to providing an excellent and inspiring educational experience for all our students. To support this, Nicholas Chamberlaine School:

- raises aspirations, expectations and achievement for all students
- ensures students acquire the knowledge, skills and qualifications relevant to adult life and employment
- shows students how to think for themselves, to develop enquiring minds and become disciplined learners
- helps students to understand the world in which they live and their own responsibilities as members of our community and society
- broadens our students' horizons through a range of academic, creative, sporting and musical activities within and beyond the classroom.

We are passionate about educating young people through a well-rounded approach, built on rich co-curricular programmes and high-quality pastoral care, as well as an inspiring curriculum, expertly taught.

Alison Ramsay
Executive Head

www.nicholaschamberlaine-gst.org

The Benefits

The Griffin Schools Trust is committed to building staff teams of interesting people, who are motivated to advance their own knowledge and skills, as well as their students' achievement.

..... Wellbeing.....

- We never use all of 1265
- We have reduced data drops to allow for more teaching and learning.
- The English department has experienced exam markers which supports mock exam marking.
- During the summer term, we prioritise staff time for core priorities and essential CPD rather than rolling over the timetable.
- Two teacher training days are disaggregated to enable staff participation in the Effective Formative Assessment program's twilight sessions.
- Curriculum planning is centralised within departments, allowing teachers to adapt from base lessons, instead of starting from scratch.
- We provide outstanding professional development opportunities, including NPQs and Trust funded Masters programs, with-in school support.
- Teachers are encouraged and supported to become exam markers.
- Departments have a minimum of three meeting per half term to facilitate the sharing of practices and subject knowledge.
- We minimise emails with one Staff Comms and one MLT Comms per week.
- Detentions are centralised to allow teachers more preparation time.
- We support staff in balancing family needs through part time and flexible contracts, as well as paid/unpaid time off.
- All colleagues enjoy free access to a modern on-site gym.
- We foster a sense of community with weekly staff breakfasts on Fridays.
- Sharing good practices and collaborative work with other departments is actively encouraged.



Department Details

Student Care at Nicholas Chamberlaine School is a vital component of our success. We use the CARE approach meaning that we create a respectful environment.

As a Head of Year you will work in partnership with Year Leaders and the wider pastoral team to promote educational success and outstanding outcomes for all students by encouraging and supporting students including vulnerable learners to develop positive attitudes and behaviours towards learning. As the Head of Year, you will play a pivotal role in promoting a positive and supportive school environment.

Our students are placed in a tutor group within their year group. They have a tutor session each day following an arranged schedule that includes activities in literacy, numeracy and careers as well as giving time for tutor group and House competitions. They have 2 assemblies each week to build community, one led by SLT, one led by Year Lead. The fundamentally most important part of the Student Care system is to form strong and lasting relationships between all staff and students and their parents.

Each year group has a non-teaching Head of Year who oversees the operational day to day work. A Head of Year should be a dedicated and passionate member of our team and work hard to ensure that all of our students feel happy and safe in school.

The school has placed a significant emphasis on supporting students and staff with mental health concerns. In September 2020 we were delighted to start working with Place2Be, a mental health charity with over 25 years of experience working in schools and supporting students and their families. We have a School Project Manager who oversees the work of three counsellors. The counsellors work with students and their families to provide support and guidance for our students.

We also work with Think for the Future to provide behaviour mentoring to targeted groups of students.

This is an exciting opportunity to join a team who truly aim to make a difference, not only to student life chances and successes, but also developing young people who contribute to society with kindness, consideration and confidence.

Person Specification

Key Responsibilities and Duties

Students

- To support in the identification of trends in student behaviour.
- Write, create resource and deliver pastoral intervention programmes based on the behaviour and/or the social, emotional & mental health needs of students.
- Collate and analyse data from intervention programmes to evaluate their impact.
- Support student's pastoral, wellbeing, social and emotional needs. Implementing strategies to enhance, attendance, and engagement.
- To support the supervision of students in Internal Exclusion
- Support the process for making appropriate referrals for students to specialist external services.
- To work with students individually and within groups to reduce the number of repeated negative behaviours they incur.
- To take a lead role in ensuring high standards of behaviour, attendance, punctuality and uniform are maintained.
- Facilitate restorative processes between students within school.
- Provide personal student intervention and support.
- To identify and investigate behaviour incidents around the school.
- To supervise detentions as required.

Staffing (where applicable)

- To work with other staff to support their behaviour management capacity.
- Be a motivated individual with the ability to work on own initiative and as part of a team.
- To support the creation of a pastoral development plan for the team.
- To demonstrate a positive working style with a committed and flexible attitude. Promote the importance and benefits of effective team working and well-being.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

Safeguarding

Nicholas Chamberlaine School is committed to keeping children and young people safe. The post holder is responsible for promoting and safeguarding the welfare of children and young people that she/he is responsible for or comes into contact with.

- To act as a Designated Safeguarding Lead
- To remain vigilant and ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Knowledge of all safeguarding issues within your designated year group
- Continue to embed a safeguarding culture within the team, ensuring the child always comes first.
- Action CPOMs incidents/notifications

Person Specification

Data Protection

- Working within the requirements of Data Protection legislation at all times ensuring student data is kept safe.

Professional Responsibilities

This is a diverse role with a spotlight on the individual to model excellent behaviour, establish and maintain positive and professional relationships, and support the ethos of the school to support students to make positive choices.

You will:

- Administer 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising setting timetables.
- Have excellent communication and interpersonal skills
- Have the ability to create, maintain positive and supportive relationships with staff, parents, carers and all stakeholders.
- Have excellent organisational and problem-solving abilities.
- Have a high attention to detail and accuracy.
- Have a willingness to undertake appropriate professional development including adhering to the principle of performance management.
- Promote the vision and aims of the School and Trust.
- Set an example of personal integrity and professionalism.
- Attend meetings, training days and CPD sessions as and when required.
- Undertake break and lunchtime duties as appropriate.
- Be an effective team player and support the functions of the pastoral team.
- Take responsibility for becoming familiar with school/Trust policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.



GRIFFIN SCHOOLS TRUST



Bramford
West Midlands
Joined June 2013



Lammas
East London
Joined December 2018



Chivenor
West Midlands
Joined February 2014



Riverley
East London
Joined November 2013



Perry Wood
West Midlands
Joined December 2012



Willow Brook
East London
Joined April 2015



Nicholas Chamberlaine
North Warwickshire
Joined September 2013



Kingfisher
Medway
Joined September 2013



Park Lane
North Warwickshire
Joined November 2013



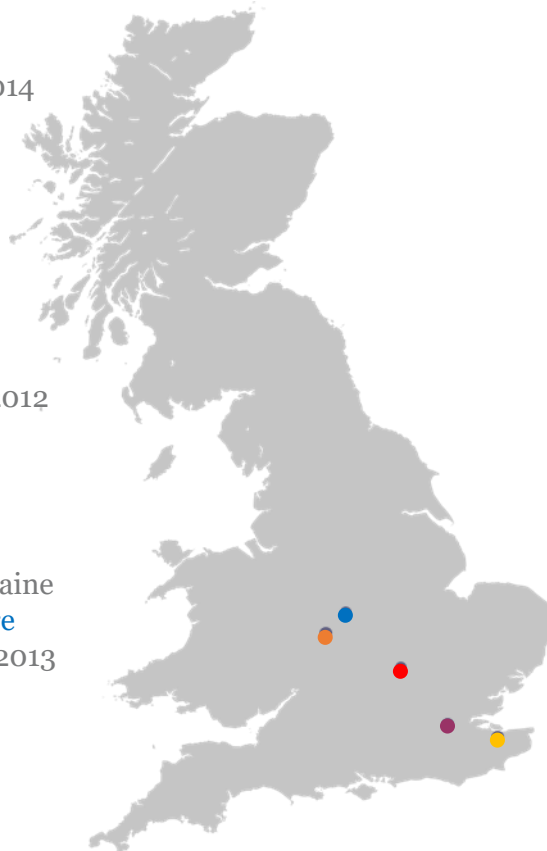
Saxon Way
Medway
Joined September 2013



Race Leys
North Warwickshire
Joined September 2012



Lordswood
Medway
Joined November 2013



How to Apply



NICHOLAS
CHAMBERLAINE
SCHOOL

We would love to show you the heart of Nicholas Chamberlaine School so that you can get a sense of how well matched you may be to our professional community as a school and as a Trust. Please look at our website (www.nicholaschamberlaine-gst.org) and explore the Trust website as fully as you can (www.griffinschoolstrust.org). You will see evidence of the shared life of the schools in the Trust in events such as the Science Symposium, the Arts Festival, the Sports Festival and Founders Day.

The Trust really is a family of schools which work closely together within and across phases and geographical hubs. So, in joining Nicholas Chamberlaine, you do have good relationships with local authority schools and projects but you also have strong working relationships with your peers in two secondary schools in Milton Keynes and East London as well as day to day involvement with our two GST neighbour primaries, Race Leys and Park Lane, both examples of what a Griffin Great School looks and feels like. It is that journey to Griffin Great that informs our development planning.

Ofsted validates our progress within a defined national framework: it emphatically does not set our agenda.

Please read the attached Griffin Great descriptors very carefully because that is the culture and performance you will be helping us to build should you join us. Your research into Nicholas Chamberlaine School will help you to travel.

Having researched sufficiently to decide to apply, please tell us in no more than two sides of A4 in 11 point font (1) why you want to join Nicholas Chamberlaine School as a Year Leader and what you see as our challenges (2) why your personal track record matches or exceeds our requirements.

Please include a full CV with the names and direct contact details of two referees (one being your most recent employer) and the completed Safer Recruitment Form. We will contact your referees before shortlisting and may also have a phone call with you.

Applications should be received no later than Monday 30 June 2025 by 9.00am. Completed applications to include a full CV and covering letter should be addressed to Natalie Minty (Acting Head of School) and sent to recruitment@nicholaschamberlaine.co.uk

Interviews may take place before the deadline on receipt of successful application's. Therefore, we reserve the right to withdraw the advert before the deadline.

If you would like a confidential exploratory call once you have done initial research into Nicholas Chamberlaine School and the Griffin Schools Trust, please email t.pettitt@nicholaschamberlaine.co.uk who will make an appointment.