

Head's Welcome

Dear applicant,

I am delighted to welcome you to Idsall School and Sixth Form. Idsall is a thriving and highly successful school where we genuinely believe every student can reach their potential. We put students at the centre of our thinking, decision making and everything we do. Supporting the seven-year journey of our students from year 7 to year 13, we are a large and inspiring group of teachers and support staff.

Everything we do is driven by the desire to ensure all students develop the necessary skills needed to be successful in the rapidly changing world which they are destined to encounter.

We create opportunities for all students to experience and try new things, and develop good friendships and pastimes, which gives them such fulfilment and great memories throughout their lives. Our motto is powerful and effective: "E Glandibus Quercus" "Great oaks from little acorns grow". This is certainly true, with the many highly successful students we have seen go on to great things, some very famous, but everyone having the opportunity to go on to university, apprenticeships and on the right path towards getting great jobs.

Externally recognised as a high performing school, Idsall is an exciting and vibrant place to learn, work and grow. We are working hard to ensure we continue to build on our many strengths to secure outstanding results; and support our students to become outstanding citizens and highly successful in life.

Please take a browse of our website. I am sure you will feel encouraged to apply to this post and become a member of our highly regarded team.

Michelle King

Headteacher



*Idsall School
Coppice Green Lane
Shifnal
Shropshire
TF11 8PD*

*01952 468400
info@idsall.shropshire.sch.uk
www.idsallschool.org*



Head of Year

TLR 2b £4,500

Full time, permanent, required September 2022

We wish to appoint an outstanding leader with a proven track record of school improvement. You will be able to give strategic direction to all aspects of the leadership and management of the year group and create a positive and challenging environment that encourages high expectations. You will lead a well-established team of year group tutors and work closely with the Student Support Managers and Assistant Headteacher – Behaviour and Attitudes lead.

This is a crucial role within the school, which will aim to bridge the academic / pastoral divide. As well as the many pastoral aspects to the role, the head of year will also have a key strategic role in leading the year group and will expect tutors and the Key Stage Support Manager to have the main input in day to day operational links with home/parents. The head of year will also liaise with subject leaders and teams, and with parents on the best way to develop and support students' learning.

We are a heavily oversubscribed 11-18 rural school that was described by OFSTED (June 2017) as a **good** school where students achieve well and leave the school with results that are above the national average - all judgements were good.

We strongly believe in distributed leadership and are committed to the individual professional development of all staff.

Students are very well behaved and respond positively to our hard-working and highly committed staff.

This is an opportunity to join our pastoral department where our standards are continually improving.

If you have any questions, please contact the headteacher's PA, Mrs S J Davies, on the email address below. Further details and application forms are available from the school website <http://www.idsallschool.org>

Completed applications should be emailed to jobs@idsall.shropshire.sch.uk

Closing date: midday 19th May 2022

Interviews: from 23rd May 2022

Idsall is an equal opportunities employer. We are committed to safeguarding children and the successful applicant will be required to undergo an Enhanced Disclosure by Criminal Records Bureau prior to commencement in post. This post is a designated customer facing role and under the fluency duty requires a specified level of spoken English as stated in the person spec and in line with our policy.



Job Description and Personal Specification

Head of Year

Name:

Job Title: **Head of Year**

Accountable to: **Head of Key Stage, SLT**

The Head of Year will lead a team of tutors who will identify and intervene in any underachievement as well as highlight students worthy of praise. Positive relationships with students, staff and parents are essential to promote the personal development and learning of all students in the year group.

This is a crucial role in the school which will aim to bridge the academic / pastoral divide. Although there are many pastoral aspects within the role, the Head of Year will have a key strategic role in leading the year and will ensure tutors and the Key Stage Support Managers (KSSM) are the main link between school and home. The Head of Year will also liaise with subject leaders and teams and with parents on the best way to develop and support students' learning.

Post overview

- Be an outstanding practitioner in the classroom.
- To lead, support, guide and motivate a team of tutors. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
- Communicate to, delegate and organise staff well.
- Secure commitment from the team and thus develop teamwork.
- Representing team views, concerns and interests.
- To manage both the people and resources associated with your year group.
- Ensure reporting is timely and appropriate by all their team members.
- To act as a role model for colleagues by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team and in the classroom.
- Develop and create an ambience conducive to learning.

The awarding of a TLR at any level must satisfy the requirement that the responsibility is beyond that which would be expected of all classroom teachers.

The particular duties assigned to this post follow. These may be reviewed and amended in the light of any changes / priorities identified within the school.

Accountabilities	Roles and responsibilities
Leadership	<ol style="list-style-type: none"> 1. To work closely with SLT line manager and the assessment/tracking manager 2. To ensure tutors and KSSM are the main link between school and home 3. To lead and inspire staff within year group, set high expectations (of staff and children) and support their colleagues' professional development 4. To manage effective year group transition, liaising closely with staff and students to ensure continuity and progression 5. To provide effective leadership of class tutors of year group 6. To lead tutors in developing and delivering the tutor programme 7. To work with tutor team to promote, devise and lead strategies to motivate and encourage children in year e.g. in tutor periods 8. To liaise with subject leaders and the Leadership Team on year matters 9. To liaise with the school's SENCO regarding children on the SEN register 10. To ensure that statutory and non statutory whole school tests are carried out in accordance with school guidelines 11. To create, monitor and implement an annual plan for improvement in year group 12. To monitor pupil progress in lessons (tracking data) and extra-curricular activities and prepare intervention strategies to tackle underachievement 13. To work closely with the Key Stage Support Manager to secure the best interests of all students 14. To manage the school's Pastoral Support arrangements for year group including involvement in lunchtime duties and homework timetable, when necessary 15. To deliver assemblies to year group to include tutors giving assemblies 16. To work with the SLT line manager in ensuring the ECM agenda is addressed 17. To act as Child Protection link for year group, reporting to the school's Child Protection Co-ordinator 18. To actively promote safeguarding in all its forms 19. To contribute to the monitoring and evaluation of teaching and learning in tutor time by carrying out regular lesson observations,

	<p>learning walks and the scrutiny of work, including homework, and liaising with heads of departments and offering support and guidance where necessary.</p> <p>20. To carry out data analysis to inform year group and individual student progress to provide information for the leadership team and other agencies.</p> <p>21. To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group is at least 95%.</p> <p>22. To monitor student achievement using the school's MIS (SIMS) and SISRA and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards in order to secure and sustain effective learning.</p> <p>23. To keep abreast of statutory requirements.</p>
<p>Promoting Learning</p>	<p>1. To play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.</p> <p>2. To promote actively the school's corporate policies.</p> <p>3. To continue personal development.</p> <p>4. To comply with the school's Health and Safety policy and undertake risk assessment as appropriate.</p> <p>5. To undertake any other duty as specified by STPCB not mentioned in the above.</p>

This job description should be read alongside the requirements of the DfE's School Teachers' Pay and Conditions Document 2021 (section 2, part 5, paragraphs 5.1 to 5.3) and is based on the "National Standards of Excellence for Headteachers" published by the Department for Education in January 2015 which sets out in greater detail the general requirements for headteachers and the standard terms of their employment.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and in addition, as a term of your employment, you may be required to undertake various other reasonable duties, and whatever is deemed a reasonable request and/or necessary to the effective running of the school requested by the Headteacher.

Signed: _____

Dated: _____

Signed by Line Manager: _____

Dated: _____

Next review date: _____

The Process

To apply for the role, please write a letter of application to support a fully completed application form and names of two referees to:

The Head
Idsall School
Coppice Green Lane
Shifnal
Shropshire
TF11 8PD

Please mark the envelope 'FAO: Mrs Seona Davies in the top left-hand corner. Applications are also accepted via email to jobs@idsall.shropshire.sch.uk

Closing date for applications is **12 Noon on 19th May 2022**. Interviews will be held from **23rd May 2022**.



Staff Benefits

Work Life Balance

Enhanced annual leave entitlement, plus paid bank holidays. Flexible working opportunities. Special leave provision. Maternity/Paternity/Shared Parental Leave and Adoption Schemes.

Pension Scheme

Auto enrolment. Available for all employees. You will receive full details of the scheme when you commence. All schemes include death in service benefits.

Training and Career Development

Access to on-going training and development. Annual staff appraisal system.

Annual free flu vaccines (all staff)

Free Employee Counselling Service

This counselling service is completely confidential and available to all staff employed by Idsall. This can be used for guidance on a wide range of lifestyle issues and problems such as debt, stress, marital, bereavement and financial worries.

Childcare Voucher Scheme

Working parents are entitled to help with the cost of their childcare through a salary sacrifice scheme. This enables you to take part of your salary as childcare vouchers on a tax and NI contribution free basis.

Cycle to Work Scheme and Secure lock up

This can give you big savings on the cost of a new bike. It is a tax incentive scheme aimed at encouraging people to cycle to work thereby reducing pollution and improving health. A secure lock up area is also provided.

Corporate Eye care System

If you are a regular VDU user, you will be entitled to routine eye examinations and provided with a contribution towards VDU glasses if these are prescribed.

Excellent Sports Facilities

Staff may use the school facilities for booking sports activities.

Subsidised Canteen

Open for breakfast, food and drink available throughout the day, plus a choice of cooked meals with dessert, baked potatoes, pasta or curry and sandwiches – cashless system.

Library

Staff Car Parking on Site (also spaces for motorcycles and secure areas for bicycles).

An Exciting Place to Learn

We have a well-deserved reputation for our high standards in teaching and academic achievement. At Idsall School, we aim to provide a great variety of opportunities; academic, social and cultural, in order to challenge students to develop and achieve their personal best.

We ensure that every student gets the best possible opportunities and education allowing them to succeed and flourish. Learning is at the heart of all we do. Through high quality teaching, we ensure every students' talents and abilities are catered for, allowing them to not only excel academically but also to become independent in their learning and prepare them for the next stages of their life.

We value and strive to develop both the academic learning skills and personal skills of our students so that they can be a positive member of the local and global community. Our teachers and support staff are highly skilled in understanding the needs of every child, and are committed to providing each of them with the very best learning experience in an environment where they feel secure and happy.

Our academic results speak for themselves. In 2019, at GCSE 82% of students gained at least 9-4 (A*-C) in English, and 81% of all students gained at least 9-4 (A*-C) in Maths. Overall, nearly 21% of all grades were 9-7 (A*-A); while at A Level 50% of grades were A*/B. In 2020, we are very pleased with our Centre Assessed Grades awarded to both GCSE and A Level students. They reflected the hard work shown by our students in a difficult period.

More importantly we are a very happy school. The relationship between staff and students is exceptional; although very busy and, at times, pressurised, it is a pleasure to work and study in such a friendly environment. Expectations of teachers and pupils are high, but this serves both to stimulate achievement and provide reward.

Learning

In Years 7 to 9, Idsall School offers a curriculum that is structured with clear objectives of what we want students to know and do by the end of each course. This curriculum is aimed at developing our students' personal learning and thinking skills as well as encouraging their resourcefulness, resilience and teamwork. English, mathematics and science are complemented by physical education, the arts and humanities, modern foreign languages, design and technology and ICT.

Teaching at Idsall School is constantly developing to ensure that all students are supported to achieve their personal best. We have consistently high expectations of both ourselves as teachers and our students. We maintain high levels of student engagement through the use of stimulating and imaginative learning strategies that develop resilience, confidence, collaboration and curiosity.

Regular checks are made to track each student's progress against their own personal learning targets. Students receive regular feedback on their work and progress. This feedback is designed to support the student to recognise what they have done well and what they could improve on to achieve the next steps in their learning. Progress is discussed with students by tutors and the results are reported termly to parents in a clear format showing strengths, and identifying areas for improvement. Additionally, when work is marked, teachers will identify how well a student has done and importantly, how that work can be improved. We thus constantly strive to ensure that a student reaches his or her full potential.

Students are placed in groups or bands for most subjects based on prior attainment levels and grades achieved in progress tests completed during the year.

In Key Stage 4 (Years 10 and 11), the range of subjects and courses available to students opens up to allow each student to make choices which they find interesting and relevant to their future careers. An options booklet provided during year 9 sets out details of all the courses on offer, and students make a guided choice to construct their personal programme of study in full consultation with parents and staff.

The opportunity to progress to A Level studies in our own successful Sixth Form is a tremendous advantage for Idsall students, and is a stimulus for them to aim for the highest grades at GCSE. Sixth Form students make a valuable contribution to the life of the school, helping to run clubs and organise charity events, and supporting the younger children in our school community.