



Astrea Academy Trust

INSPIRING BEYOND MEASURE



Astrea Academy Woodfields

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HEAD OF KEY STAGE THREE

CANDIDATE PACK

SCHOLARSHIP

TENACITY

CURIOSITY

RESPONSIBILITY

RESPECT

Open Letter from our Principal



Dear Candidate,

Thank you for your interest in Astrea Academy Woodfields.

Astrea Academy Woodfields is on an exciting journey towards excellence. Offering provision for 750 students from Year 7 through to Sixth Form, there is much to be celebrated within the academy and, for the successful candidate, this position offers a fantastic opportunity to shape and enhance the life chances of our students so that they go on to be successful in their next stage of their educational journey.

To ensure that we continue and strengthen the trajectory of rapid improvement, we are keen to attract exceptional colleagues to join the staff community to realise the potential which Woodfields clearly has. We are keen to attract the right calibre of professional to work alongside our dedicated team of staff; a colleague who shares our vision and commitment to a knowledge-rich curriculum and a traditional approach to teaching, behaviour and culture, influenced by Lemov's Teach Like A Champion and Tom Bennett.

We believe that schools must teach powerful knowledge, 'the best that has been thought and said' and an 'entitlement curriculum' for all, with an underpinning philosophy that 'education for all should confer the benefits associated with education for the rich' (Michael Young). With careful curriculum design, spaced retrieval practice, detailed assessment and achieving mastery in small steps, rates of progress can increase greatly. We believe in explicit instruction and have been greatly influenced by Lemov's 'Teach Like A Champion', Rosenshine and recent developments in cognitive science. Excellent teaching must sit alongside a carefully considered and sequenced curriculum, implemented successfully and consistently through a culture of deliberate practice and instructional coaching.

We have recently launched the Astrea Behaviour Curriculum, where behaviour expectations and routines are explicitly taught and deliberately practised. The creation of a scholarly culture that is warm and strict, disciplined and joyful, where there is 'purpose not power', ensuring impeccable behaviour, where teachers can focus on teaching and pupils can focus on learning, underpins everything. There needs to be relentless consistency with the implementation of the behaviour policy in every classroom, and overcommunication of the 'why' to all stakeholders, to help ensure impeccable behaviour.

The ideal candidate will be fully aligned to our vision and be an experienced and outstanding classroom practitioner with a track record of strong outcomes and in supporting the development of other colleagues. We are seeking someone who can walk the walk and be a beacon of excellent practice in a classroom environment, whilst possessing the muscularity of intellect and professional credibility to drive up standards across the academy.

I hope you can see that this is an exciting time to join the Academy. If you are considering applying for this role, you will need to have ambition for the students as well as for yourself. We want colleagues who are prepared to push themselves professionally to develop their skills and experiences, so that the young people of Woodfields get the very best we can offer them.

If you would like to visit the academy, please contact Jo Morris – jo.morris@astreawoodfields.org - to arrange a visit or to find out more about the role.

Yours sincerely,

David Scales

Principal - Astrea Academy Woodfields

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Job Description

JOB TITLE:
Head of Key Stage Three

REPORTING TO:
Assistant/Vice Principal Behaviour and Culture

SALARY RANGE:
MPS/UPS (£28,283 - £44,556)
+ TLR 1a (£8706)

CONTRACT TYPE:
Permanent

WORKING PATTERN:
Full time

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Role Description

Purpose

The Head of Key Stage Three is a member of the Middle Leadership Team. As part of this team, he/she will assume responsibility for the efficient management of the daily routines of the Academy. As a member of the Middle Leadership Team, they will contribute to the evaluation, formulation and implementation of policies. The Head of Key Stage Three will take a leading role in the promotion of the Academy ethos and values, leading and managing staff and students in Year 7, 8 and 9 and monitoring progress towards the achievement of the Academy's aims and objectives. They will be expected to be an active supporter of all aspects of Academy life including events outside the normal working week.

Main Duties and Responsibilities

Key Responsibilities and Duties

- Maintaining the expectations for the Culture and Behaviour Framework in Year 7, 8 and 9.
- To ensure high quality academic performance of students throughout Year 7, 8 and 9
- To ensure effective day to day administration of routines and management of staff for Year 7, 8 and 9.
- To Line and performance manage pastoral staff and Student support non-teaching staff for Year 7, 8 and 9.
- To lead input into pastoral meetings and student support meetings for Year 7, 8 and 9.
- To be responsible for all matters relating to the behaviour and safety of pupils and related policies and procedures in Year 7, 8 and 9.
- To lead input into academic meetings that record the progress of each pupil in Year 7, 8 and 9 and contribute in making decisions around next steps in education of students.
- To liaise with ESW and EP services, Early Help Team, Social Care and any other relevant agencies for students in Year 7, 8 and 9.
- To undertake the training for DSL and to work with the DSL for the academy, ensuring the safeguarding of students in Year 7, 8 and 9.
- Lead the student disciplinary system in Year 7, 8 and 9, including behaviour management, rewards & sanctions, and exclusions
- Contribute to the statutory compliance and publication of Academy policies
- To oversee and monitor the standard of communication with parents regarding pastoral and disciplinary matters in Year 7, 8 and 9, promoting a positive image of the academy.
- To contribute to the Academy Self Evaluation.
- To contribute to preparation for Ofsted and any other inspections.
- Ensure effective presentation and analysis of student data for Year 7, 8 and 9, including behaviour and attendance data, the analysis of trends and performance of Year 7, 8 and 9 for presentation to SLT, the Trust and Governors.
- Completion and submission of student disciplinary reports in Year 7, 8 and 9
- To display a commitment to personal development and specific curriculum development in Year 7, 8 and 9
- To advise and assist subject and class teachers in pastoral care, and classroom management.
- To support the examinations team & curriculum leaders to ensure all external examination specifications are administered efficiently
- To liaise with the Key Stage 4 Leader ensuring continuity between key stages.
- To work with the Key Stage 4 leader to deliver any relevant developments in line with any 14-19 curriculum initiatives.

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Person Specification

Experience

- Expertise in teaching throughout the age and ability range including experience of teaching Y7, Y8 and Y9
- Experience of leading a year group
- Displays excellent teaching skills with a range of strategies
- Evidence of a commitment to self-improvement as a professional

Education and Qualification

- Qualified Teacher Status
- Good Honours Degree
- Further academic qualifications or management training for example National College
- Evidence of outstanding teaching
- Personal success in delivering strong academic outcomes across Key Stage 4.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to this vacancy.

Skills and Knowledge

- The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome
- A thorough understanding of current educational issues
- The ability to manage change effectively
- High level personal IT skills and the ability to use these effectively in a range of situations
- Ability to work under pressure and to deadlines
- High expectation of self and others
- Strong classroom management skills
- An understanding and commitment to the protection and safeguarding of children and young people
- Excellent organisational skills
- Ability to establish and maintain good relationships with students, teachers and parents
- Energy, imagination, loyalty and personal commitment
- Ability to formulate clear and effective mid and long term plans
- Ability to inspire the trust, confidence and respect of pupils, staff and the community.

This is not exhaustive.

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About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

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Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

