



## **Wheatley Park School**

**Everyone Learning - Everyone Caring**

**11-18 Academy and member of the River Learning Trust**

**1080 on roll 158 Sixth Form**

**Head of Year with all subjects considered although preference for Business, Computing, Languages, Maths or Science teaching experience**

**From September 2019**

**TMS or UPS if post threshold plus TLR2(3b) (£6646)**

We are seeking to appoint a Head of Year who can enthuse, motivate and challenge students to achieve their best.

We are seeking to appoint an enthusiastic and well qualified Head of Year. The ability to offer Science, Maths, Computing or PE would be an advantage although an outstanding candidate with experience of teaching other subjects may be considered. Pastoral care, combined with academic support to enable students to achieve their potential is central to our ethos. The post would ideally suit an individual with student welfare at the centre of their everyday practice and who is keen to progress and develop professionally in our successful and improving school (Ofsted 'Good' 2016). There will be excellent day to day support as well as the opportunity to develop within a strong team.

We offer you:

- The support of collaborative, motivated and innovative colleagues.
- Opportunities to teach to GCSE and A Level.
- The chance to reflect on and develop your practice alongside other committed practitioners.

Situated just east of Oxford on a unique parkland site, Wheatley Park School is a successful 11- 18 academy with a vibrant comprehensive intake. Our vision is to be a sustainably outstanding school in accordance with our values of Everyone Learning and Everyone Caring.

Our school is part of the River Learning Trust; our collective vision is to be a Trust where pupils and staff thrive in schools which demonstrate:

- all-round education, academic success, lifelong learning and strength of character
- sustainable continuous improvement; no school standing still
- all schools being good and outstanding, or improving rapidly
- collaboration that is raising standards, and reducing workload
- where pupils, staff, parents and communities value all we do to support the best possible outcomes and experiences for our children and young people

If you would like to know more, or arrange a visit, please contact Mrs Pat Mason (HR Manager) on 01865 877634 or by email to [pmason@wheatleypark.org](mailto:pmason@wheatleypark.org). Full details can be found on our website [here](#). Applications for this post can only be accepted via the TES website [here](#). To find out more about the River Learning Trust, please visit [www.riverlearningtrust.org](http://www.riverlearningtrust.org).

**Wheatley Park School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and young people and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.**

**Closing date: Monday 13th May 2019**

**Interview date: To be confirmed**

**Address: Holton, Oxford, OX33 1QH**

**Tel: 01865 872441 Fax: 01865 877666**

**[www.wheatleypark.org](http://www.wheatleypark.org)**



# Wheatley Park School

## Job Description

<b>Post Title</b>	<b>Head of Year with preference for Business, Computing, Languages, Maths or Science teaching experience</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To establish and maintain high standards of achievement and engagement for students in one year group.</li> <li>To monitor and support student achievement, attendance and learning in one year group, focusing both on individuals and groups.</li> <li>To lead and enhance the practice of tutors in the year team, setting a high standard and ensuring that all tutors meet the standard.</li> <li>To promote positive attitudes and behaviour throughout the school by acting as a role model for others.</li> <li>To promote a sense of community, enjoyment of learning and peer support.</li> <li>To teach designated classes, providing engaging and appropriate learning opportunities.</li> <li>To assess student progress and promote achievement.</li> <li>To model and foster good relationships in school based on respect and integrity.</li> </ul>
<b>Reporting to</b>	Head of Department, Assistant Headteacher, Headteacher, Governing Body.
<b>Responsible for:</b>	Tutors and associate tutors
<b>Salary Level</b>	Main Scale + TLR2C
	<b>Main Duties and Fields of Accountability</b>
<b>Leadership:</b>	<ul style="list-style-type: none"> <li>To lead, direct and manage the year team and support staff, setting and maintaining high standards.</li> <li>To support, guide and motivate staff in the team to work to a common purpose, ensuring consistency and high standards.</li> <li>To manage meetings of the year team, ensuring that they are well planned, chaired and have appropriate outcomes.</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>To contribute to the establishment of a vision for the future development of student support in partnership with others.</li> <li>To undertake self-evaluation activities according to school policy and practice based on evidence and data.</li> <li>To promote and contribute to the development of appropriate support for students, tutors and parents.</li> <li>To make a contribution to whole school policies and improvement.</li> </ul>
<b>High Standards of Teaching and Learning</b>	<ul style="list-style-type: none"> <li>To set and meet high standards as a teacher, acting as a role model for others in the team.</li> <li>To support an ethos of high expectations and rigour.</li> <li>To lead training for the tutor team and develop the practice of the team.</li> <li>To monitor the quality of tutors and teachers through a range of approaches including regular classroom observation.</li> <li>To monitor homework across the year group and promote independent study.</li> <li>To review the progress of students who are at SEN Support level in liaison with the Inclusion team.</li> <li>To contribute to ensuring that the learning and social needs of all pupils are met and to liaise with the Learning Support team and outside agencies.</li> <li>To prepare lessons for classes including, where appropriate, GCSE and A Level based on</li> </ul>

	<p>a sound understanding of the learning needs of every student.</p> <ul style="list-style-type: none"> <li>● To teach assigned classes using a range of appropriate resources and strategies including ICT to engage students.</li> <li>● To have knowledge of the learners' individual needs including those who are Gifted and Talented or have SEN and plan accordingly. To liaise with the Learning Support team as required.</li> <li>● To assess and monitor student learning including giving verbal and written feedback which facilitates student progress.</li> <li>● To follow schemes of work agreed within the Department and make a contribution to their development.</li> <li>● To establish and maintain a positive classroom climate which supports the achievement of every student.</li> <li>● To promote high standards of behaviour and engagement by using the school's policy and agreed approaches.</li> </ul>
<b>Student outcomes</b>	<ul style="list-style-type: none"> <li>● To take part in the analysis of performance data for students in one year group.</li> <li>● To contribute to setting and communicating of rigorous targets for the year group.</li> <li>● To plan interventions for students, based on a careful analysis of needs.</li> <li>● To be a part of a RAP team, with particular focus on monitoring and intervening for PPG students.</li> <li>● To be accountable for standards and achievement in the work of the tutor team.</li> <li>● To set rigorous targets for all classes.</li> <li>● To ensure that teaching is good and has an impact on student progress.</li> </ul>
<b>Partnership:</b>	<ul style="list-style-type: none"> <li>● To establish and maintain an environment conducive to high expectations and learning.</li> <li>● To establish positive links with parents of all students so as to enable parents to participate constructively in their child's education. This includes persevering to reach every parent.</li> <li>● To ensure that reporting and feedback to parents meets high standards.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>● To participate in a rigorous process of Performance Management linked to the school and Faculty priorities.</li> <li>● To participate in induction, training and team meetings, making a contribution to their effectiveness.</li> <li>● To support leaders in the Faculty to work to a common vision and purpose.</li> </ul>
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>● To maintain up-to-date knowledge of good practice and of research and inspection findings on student progress and achievement.</li> <li>● To have a well developed understanding of all aspects of Safeguarding and to know where to seek advice and guidance.</li> <li>● To have an understanding of the relevant statutory requirements.</li> <li>● To develop strong interpersonal skills and techniques for dealing with complex issues.</li> <li>● To maintain up to date knowledge of Mathematics teaching and of research and inspection findings.</li> <li>● To maintain knowledge of the relevant curriculum and course requirements at Key Stages 3, 4 and 5.</li> <li>● To be able to communicate effectively, explaining and modelling mathematical ideas as required by all courses.</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>● To use all resources effectively and efficiently, exercising care and judgement in their use.</li> <li>● To establish and maintain an environment conducive to high expectations and learning.</li> <li>● To ensure that Health and Safety standards are met and that all necessary risk assessments are carried out and documented.</li> </ul>
<b>Safeguarding</b>	<p>Wheatley Park School is committed to safeguarding and promoting the welfare of children and young persons; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and</p>

	obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.
<b>Additional Duties</b>	To play a full part in the life of the school, to support its ethos and development. To comply with any reasonable request from a manager to undertake work of a similar level not specified in this job description.
<b>Support</b>	The postholder is expected to continue in his/her own professional development. Support in this role will be available through the Head of Department and team leader as well as the school's Professional Learning scheme.

April 2019



## Wheatley Park School

### POST: Head of Year with Science, Maths, Computing or PE teaching experience

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications/ Training/ Knowledge:</b>	Degree level qualification with substantial Science, Maths, Computing or PE content.  PGCE or equivalent.	Knowledge/understanding of engagement and achievement.
<b>Experience:</b>	Teaching at secondary level, 11-16.  Successful experience with students of all abilities.	Experience of a pastoral role within education.  Successful contribution to a team.
<b>Skills:</b>	Lesson planning and preparation to meet the needs of all learners.  Communication skills with a range of audiences.  Personal organisation and administration, able to meet deadlines.  Able to build positive relationships with young people 11-18.  Skill in engaging young people in learning: able to establish and maintain a positive climate for learning.	Ability to use initiative to engage and motivate students from a range of backgrounds.
<b>Aptitudes:</b>	Committed to the success of every student, including those who are vulnerable.  Reflective practitioner, open to new ideas.  Resilient and hard working team player, supportive to others.  Sense of humour and perspective	Flexible, able to adapt to change.  Understanding of effective interventions to accelerate progress.
<b>Other:</b>	Committed to own professional learning.  Understands safeguarding issues and professional responsibilities.	