

# Year Leader

Ellis Guilford School

Start: January 2024



**ELLIS  
GUILFORD  
SCHOOL**  
*Creative  
Education  
Trust*

## Dear Candidate



Thank you for your interest in the vacancy for a Year Leader at the Ellis Guilford School.

I joined Ellis Guilford School as Principal in September 2020, together with a new senior leadership team, determined and committed to improving the life chances of the young people at Ellis Guilford. It is a great honour and privilege to be asked to lead a school of over 1300 pupils. We are undergoing a period of rapid improvement and want to recruit only the very best people to help us on our journey.

We are looking for a highly skilled and experienced individual who is passionate about improving student learning and behaviour. The successful candidate will be a strong team player, with good interpersonal skills, adaptable and able to use their initiative.

You will be joining a vibrant and dynamic team who only want the very best. If you are an individual who would thrive in this type of environment, we want to hear from you.

Ellis Guilford became part of the Creative Education Trust (CET) in November 2018. CET has a strong record of educational improvement as well as providing a varied diet of curriculum and enrichment opportunities by introducing pupils to professionals who are the best in their specialist field whether it be composers, architects, designers, or singers. By seeing the best, pupils are inspired and become ambitious to follow careers they may not have considered before.

Our aim is to prepare our pupils to be good citizens of the future and to have the ambition and courage to exceed. If you share our desire to change the lives of young people, we would very much like to hear from you.

If you would like to visit the school or discuss this role further before making an application, please contact our HR department: 0115 913 1338, [hr@ellisguilfordschool.org.uk](mailto:hr@ellisguilfordschool.org.uk).

Yours sincerely,

**Chris Keen**  
**Executive Principal**

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

**“This is a school where everyone is given the chance to belong and succeed.”**

Ofsted 2023

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT ELLIS GUILFORD SCHOOL

**We are a mixed secondary school, catering for children between the ages of 11 and 16 years, located in Old Basford Nottingham.**

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

## **Our on-site facilities include:**

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Sports fields including 5-a-side football pitches;

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Multi-Use Games Area marked up for netball and football;

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Astro Turf perfect for football;

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Dance studio complete with sound system and mirrored wall;

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Hall complete with a stage;

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Interactive whiteboards in classrooms;

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Modern and open-plan library with wide range of reading materials



## Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21<sup>st</sup> century

# SUPPORT FOR OUR STAFF

**We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.**

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# YEAR LEADER

## JOB DESCRIPTION AND PERSON SPECIFICATION

### LOCATION

Ellis Guilford School, Nottingham

### SALARY

**Weeks per year:** 43

**Hours per week:** 42.5 (8am – 5pm, Monday to Friday)

**Grade:** EGS Grade H, NJC points 33 – 34, £43,020.71 – £44,093.70 per annum

**Accountable to:**

### REPORTING LINES

The post will report to the AP/VP Inclusion

### JOB PURPOSE

- Lead on the identification and provision of appropriate academic interventions to tackle underperformance.
- Lead on the tracking and completions of homework.
- To provide training to teachers in order to ensure effective behaviour management in classrooms.
- To provide high quality CIAG to students in order to ensure effective careers guidance is provided to all students
- To oversee the rewards and consequences system and lead the integration of SEND, Safeguarding and Pastoral Support plans
- To attend Navigation/Core meetings and ensure agreed actions are undertaken
- To lead on the safeguarding for a year group
- Provide high quality pastoral support, ensuring high attendance and good punctuality
- Identify and intervene in behavioural issues including the creation, implementation and tracking of PSP
- To lead on an area of pastoral support whole school, e.g., rewards, bullying, SHB, tuition or punctuality.
- Oversee the pastoral welfare of students and be available to students (and parents) in a designated key stage throughout the day
- Establish positive relationships with students, parents, staff and external agencies in line with the school's vision and values

### KEY METRICS

- Improving academic performance of a year group
- Ensuring that 100% of students complete homework daily
- Improving the culture of a year group
- Improving attendance of year group
- Reducing suspensions
- Improving general academy behaviour
- Manage home-school liaison and links with external agencies

### ROLES AND REPOSIBILITIES

### ACHIEVEMENT

- Ensure that students identified learning gaps are filled through effective interventions.
- To work with the VP and AP curriculum and ensure that tuition and interventions are appropriate.
- Use data to ensure that PSP and passports are being used effectively.
- To track and monitor interventions to evidence impact.
- To lead Culture Walks and use data to feedback to Department and Curriculum leads
- To work collaboratively with students to understand target setting.
- Deliver study skill sessions to prepare pupils for the CET MCQ tests/PPE/GCSE examinations.
- Co-ordinate, promote and celebrate activities and events within your allocated group that encourage and recognises achievement.
- Ensure that parents are informed of issues affecting the progress of their child.
- Take a lead responsibility in devising and coordinating appropriate intervention for students within the year group whose progress is of a concern.

### BEHAVIOUR

- Lead line up
- Lead in managing behaviour and upholding school standards for their year group with uniform, implementing sanctions and to check/issue reports.
- Taking statements issue sanctions and/or make recommendations on appropriate suspension
- Monitor student data and ensure appropriate action is taken to recognise/reward and where appropriate sanction students

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

- Lead meetings with parents/carers supporting return for exclusion and the writing of initial PSP's
- Prepare reports on students
- Take part in patrols and being available on corridors in non-supervised time including lesson change over.
- Support the management of the school's internal suspension hubs: Reflection and Intex.
- Arrange exclusion paperwork, readmission meetings and re-integration
- Organise work for excluded students
- Keep the Year progress leads apprised of any concerns about student behaviour/attendance which may impact on student progress, identify any trends and support implementation of subsequent intervention plans

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## SEND

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- Work with the SEND team and SENDCO to implement effective SEMH strategies.

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## ATTENDANCE

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- Monitor attendance data and ensure regular attendance meetings for identified students are conducted, recorded by tutors.
- Liaise with Tutors, the Attendance Team and to ensure good attendance and reduce persistent absence within the key stage, including home visits and support for attendance weeks
- Ensure tutors are taking and recording scheduled attendance meetings with key students
- Supporting the monitoring of students attending AP

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## ADMISSIONS

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- Facilitate the transfer or placement of students to and from other schools
- Lead with transition and the preparation of folders/files for new students into the year group

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## SAFEGUARDING

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- Support safeguarding team in understanding wider context of students identified to them
- Support with the completion of MARFs (Multi Agency Referral Forms), referrals to alternative provision and Early Help Assessments and provide ongoing information/reports for outside agencies on students (e.g. CAMHS / PEPS)
- Know the vulnerable students within the year group and act as a champion for them
- Keep up to date with community events and information that may impact on the wider student body.

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

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## OTHER

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- Support students/parents with pastoral issues
- Ensure that telephone calls and messages are responded to in a timely manner
- Attend and support year team events in liaison with the Year pastoral lead / SLT e.g. Parents' Evenings, trips and Options Evenings
- Ensure that your involvement with students as well as other staff reflects the Academy's inclusive ethos and its commitment to being a professional learning community
- Contribute to supervision duties to ensure the maintenance of a safe and secure school environment
- Keep up to date with developments and understand the latest information on data protection, confidentiality, and other legal issues
- Comply with school policies
- Ensure that safe working practices are adopted, and a safe working environment is maintained
- To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal.

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder. The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

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**Ellis Guilford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

*The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

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	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• Sustained record of professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding or Child Protection Qualification</li> <li>• Formal DSL training</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experienced at '<i>walking the talk</i>' with a track record of being able to provide a strong, visible leadership of students</li> <li>• Proven track record of substantially raising standards of behaviour, attendance, and achievement</li> <li>• Excellent track record as an effective practitioner, able to create specific strategies that meet the needs of students, particularly those with SEND and those who are disadvantaged.</li> <li>• Successful experience in leading effective change</li> <li>• Extensive experience of developing student involvement in school.</li> </ul>	<ul style="list-style-type: none"> <li>• DSL/DDSL experience</li> <li>• Acted as Designated LAC Teacher</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Skills and experience of school processes and how these drive outcomes.</li> <li>• In-depth knowledge of the 11-19 curriculum.</li> <li>• Must be an outstanding practitioner with the ability to provide leadership to staff and students.</li> </ul>	<ul style="list-style-type: none"> <li>• Local authority process for LAC/Safeguarding/PP</li> <li>• Behaviour management training</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Proven track record of significantly improving student outcomes.</li> <li>• Must be able to work constructively under pressure</li> <li>• Ability to persuade and influence others towards the schools' vision.</li> <li>• Ability to deliver key messages effectively</li> <li>• Resilience and a "<i>can do</i>", "<i>will do</i>" work ethic</li> <li>• Strong analytical skills and the ability to make complex information clear to all staff.</li> <li>• Skills in developing and implementing behaviour management and praise strategies to substantially impact both the attitudes to learning and the outcomes for vulnerable students.</li> <li>• The ability to develop a philosophy of high aspirations and expectations for every student giving cognisance to SEND, equal opportunities, diversity, ethos and student management.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

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