



Assistant Head of Year

The Stockwood Park Academy are currently looking to recruit an Assistant Head of Year to join our team as soon as possible. This is a pastoral role where you will assist the Head of Year to ensure significant academic progress and excellent behaviour of students across a year group. To succeed in this role, you will be able to inspire and motivate students to excel in their education and have high expectations of what students can achieve. You will be part of the pastoral team, led by a Senior Head of Year and includes Heads of Years and Assistant Heads of Year.

The Stockwood Park Academy are proud of the unrivalled education experience offered. You will certainly benefit from forward-thinking and supportive leadership, an encouraging and enthusiastic staff body and enterprising students. Our academy has state of the art facilities, fit for all your teaching needs.

'We recognise talent, recruit for attitude and train you for the skills'

If you want to grow and develop in a fast paced, dynamic and successful Academy, come and join us at The Stockwood Park Academy!

Key Duties

- Track student progress, behaviour, attendance and punctuality data and support follow up and intervention
- Mentor identified students in and where appropriate across Year Teams
- Support staff in the management of student behaviour
- Communicate and meet with staff, parents and carers and outside agencies
- Support the Head of Year in the consistency of student rewards and awards

The successful candidate will have

- Excellent interpersonal and communication skills
- Energy, commitment and attention to detail
- A good sense of humour and the ability to diffuse potentially difficult situations with ease
- An understanding of how an effective pastoral system underpins high academic achievement
- A 'can do' attitude, hard-worker
- Resilience and the ability to work as part of a team
- Passionate about pastoral support
- Can run intervention to support students needing additional support
- Local community knowledge would be beneficial
- Those who can run clubs/extra curriculum welcome

Job Specifics

Start date asap

Salary NJC L5:15-20 £23,541-£25,991 FTE dependent on actual experience actual pro-rata salary £21,276-£23,491

Job Role Permanent, Full-time Term-time 5 INSET days plus 2 weeks

Recruitment Timeline

23 rd Sept 2021	Position is advertised
8am Tue 5th Oct 2021	Closing date for applications
From 5 th Oct 2021	Shortlisting and contact with candidates - references will be requested
From 8 th Oct 2021	Interviews

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



Why work for Stockwood Park Academy?

- £30 million state of the art building with well-equipped classrooms
- You'll be working alongside a collaborative, forward thinking Principal and Senior Leadership Team who are here to support and develop you
- Unparalleled CPD opportunities with free courses every Thursday catered to your developmental needs
- Excellent opportunities to develop and grow in a successful and expanding Academy
- All teaching staff receive a laptop to use whilst in employment
- Freshly brewed coffee for staff on arrival to the academy every morning
- Employee of the month scheme winning shopping vouchers
- Fantastic staff benefits that make a difference to your work life balance

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on <https://www.thesharedlearningtrust.org.uk/current-vacancies5/845.html>

We look forward to hearing from you!

If you have any questions about the role or would like to visit the Academy, please contact HR Recruitment, Jay Powell on 01582 211226 or j.powell@thesharedlearningtrust.org.uk

If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification, and outline any relevant experience and personal qualities you would bring to the Trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual Trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

Safeguarding

'We believe in the safeguarding and welfare of children and expect all staff to share this view'.

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department for Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding.

Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.



Welcome to The Shared Learning Trust

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust, as Principal of The Stockwood Park Academy in 2009. Since then, the trust has grown from strength to strength employing some 500 fantastic staff members who serve over 3,700 children within our communities. It is my privilege to be CEO of our family of schools and work with each Principal or Head of School to ensure the best possible education in their own Academy.



Our ethos is simple, to build a collaborative partnership of academies and schools that will provide exceptional educational provision, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged to experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider local community. They are role models and young leaders, who contribute to the collegiate ethos with maturity.

Cathy Barr, CEO

We recruit people for attitude and train for skills

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you!

Recruiting the right teachers and staff help us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to clearly articulate our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who

- are excited by their role and by the prospect of working with young people, even those who are less motivated;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that teaching can be a demanding job but react positively to those demands rather than complaining;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- see break duty as an opportunity to talk to children;
- are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read; coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes,

Cathy



About The Shared Learning Trust

- The Vale Academy, Dunstable 2-11
- The Rushmere Park Academy, Leighton Buzzard 4-9
- The Linden Academy, Luton 4-11
- The Chalk Hills Academy, Luton 11-18
- **The Stockwood Park Academy, Luton 11-18**

We also offer a fantastic **Sixth Form** provision for students aged between 16-19, and this is based at both The Stockwood and The Chalk Hills Academy. Including in our Sixth Form provision is our Football Academy Pathway and **brand-new Cricket Academy Pathway**.

Our Academies are supported in their work by our **Teaching Trust, based at The Chalk Hills Academy**. The structure of our family of schools means that we can be with a child every step of the way, from teaching them to tie their shoelaces right through to congratulating them on their university place or their first job.

Our Trust is vibrant and friendly, supported by 3 state-of-the-art buildings. It is a learning environment where all students have the opportunity to be high achievers, make good friends, contribute to their community and take part in a wide range of extra-curricular activities.

Vision & Values 'Strive, Achieve, Believe'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

Strive we will,

- provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.
- continue to work together to **share** innovative practice and to provide a wealth of opportunities for all pupils and staff
- have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets.
- focus on the development of all of our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

Achieve we will,

- aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative.
- share strong Trust approaches to our key issues, for example, teaching, assessment, attendance and curriculum development.
- offer an interesting yet challenging curriculum in each of our academies.
- by our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all.
- continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence.
- place emphasis on collaboration with partners *outside of our Trust* to maximise opportunities for all **in** our Trust.



Believe, we will,

- enable all of our learners to develop and flourish, through close working and regular communication with our families and local community,
- care for our families beyond the school day, supporting the development of high self-esteem and belief.
- ensure that every child in our Trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom.
- promote can-do attitudes and resilience across the Trust that develop belief and high expectation.

CPD and Training – We invest in you!

All five Academies at The Shared Learning Trust are a part of our Teaching Trust, which is based at The Chalk Hills Academy. We aim to offer exceptional teacher training and high-quality professional development programmes to new and experienced staff to support them in excelling in their career.

Our programmes are facilitated by experienced school leaders, who have exemplary records in leadership and improving outcomes for their students. We are able to cater for specific requests and can offer custom-made support packages that focus on the quality of teaching and learning, curriculum development and aspects of Leadership and Management.

We currently offer:

- The National Professional Qualification for Senior Leadership
- The National Award for Middle Leaders
- The Outstanding Teacher Programme
- The Improving Teacher Programme
- The Recently Qualified Teacher Programme

As Chalk Hills Academy is part of a Multi-Academy Trust, there are fantastic opportunities to climb the career ladder. The Shared Learning Trust are a firm believer in helping all staff reach their full potential and developing their career within our Academies. If you are willing and wanting, we will do all we can to put you on the relevant courses and give you the right opportunities so you can keep achieving more in your career.



Welcome to The Stockwood Park Academy



Louise Lee, Executive Principal



Mumin Humayun, Head of School

Dear Applicant,

It is a privilege and an honour to serve The Chalk Hills and The Stockwood Park Academy as Executive Principal.

Our students are extremely motivated and have an exceptional desire to achieve and behave impeccably.

Our staff are highly qualified and work tirelessly in the pursuit of world class progress for all of our students.

The facilities at The Stockwood Park Academy are state of the art, providing students with the opportunity to develop their interests and skills in a wide range of areas.

As an Academy within the Shared Learning Trust, we believe our key aim is to give every child the best possible opportunity to flourish and develop into decent, disciplined, well-educated and employable adults.

Learning is clearly at the heart of all we do.

***'It is the supreme art of the teacher to awaken joy in creative expression and knowledge.'* - Albert Einstein**

I am delighted to extend a warm welcome to you.

Best wishes,

Louise Lee & Mumin Humayun



About The Stockwood Park Academy

Providing the very best education for all our students is the simple goal for The Stockwood Park Academy. Whilst firmly rooted in traditional values, we have made our Academy a vibrant and exciting place with a positive ethos that runs throughout the Academy. We want our children to flourish and develop into decent, disciplined, well-educated and employable adults.

We have an innovative curriculum, which makes the transition from primary to secondary education an enriching and enjoyable experience and enables students to follow a personalised route to success. Our students are achieving the highest standards in the classroom, on the sports field and among the community.

Our state of the art building which we moved into in February 2011 offers cutting edge facilities that are benefiting students even further. Our hardworking and motivated staff are providing outstanding lessons and are given the best possible support. We work closely with parents and carers, encouraging their children to achieve and ensuring that excellent progress is made.

With the rigorous use of data, constant assessment of student progress and quality assurance methods, together, we are achieving more than we ever thought possible. We instantly respond if students experience difficulties. Dialogue with teachers is encouraged as a framework for students to develop ideas, ask questions think about their learning.





Teacher Testimonials

I was appointed as the Senior Head of Year in November 2019. As a Pastoral Team we work hard to meet the varied needs of our students, firstly via the Tutors who are our 'face' of pastoral care. Our Heads of Year work closely to guide and support the Tutor teams, whilst maintaining an over view via liaison with Teachers, Faculty Leads, SEN, careers teams and our School Nurse. This robust approach ensures we support student's attendance, medical and learning needs, all with the aim to motivate and enthuse TSPA students to be their very best. Our pastoral care is firmly centred on encouragement and providing the stepping stones required to make progress, both academically and in terms of the student character. We want TSPA students to believe that they can realistically improve their academic outcomes and create pathways to a very successful future. For students who require greater support, we have a dedicated team of Pastoral Support Officers. The PSO team deliver Behaviour Modification sessions to help students make positive choices and manage their emotions and feelings healthily. Where a student requires more specific support, the PSO team work closely with attendance, safeguarding and refer to our in house Mentor and Conflict Resolution Manager as well as external organisations. Our pastoral systems have ensured that we have supported many struggling young people to return to the classroom to actively learn. We work daily to support basic physical needs, emotional needs the mental health needs of our TSPA students, resulting in them improving their engagement within the classroom.

- Leigh-Anne Hussain, Senior Head of Year, Pastoral Care

I've been fortunate to develop throughout my career at the Stockwood Park Academy. Since joining as an NQT History teacher, I have led teams as Head of History, Head of Humanities and been a member of our internal Teaching & Learning Team. Most recently, I have had the honour of being responsible for the development of teaching across the academy as Assistant Principal. We strive for every lesson to make a difference and recognise the importance of keeping abreast with the latest educational research and evidence to inform our teaching. We have worked hard to develop a common language across the school when discussing teaching and learning and believe that the teacher is the expert in the classroom so we put our faith in our colleagues to deliver in ways that will benefit our students the most. We support colleagues with a range of high quality internal and external professional development opportunities whilst seeking the best ways to further improve what we do best; teaching students so they can master the subject knowledge and skills that we care so passionately about.

- Joel Toomer, Assistant Principal



Job Description

Job Title Assistant Head of Year

Line Manager Senior Head of Year

Salary NJC L5:15-20 £23,541-£25,991 FTE dependent on experience actual pro-rata salary £20,281-£22,391

Job Role Permanent, Full-time Term-time 5 INSET days plus 2 weeks

Principle Responsibilities

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties set out below:-

- Uphold and promote Academy aims and policies
- Be an active member of the Pastoral and Behaviour Support Teams and Academy learning community
- Make a significant contribution to maintaining an appropriate environment for learning

Main Duties

The post holder will be required to make an impact on students by:

- Actively researching new ideas and developments
- Tracking student progress, behaviour, attendance and punctuality data and supporting follow up and intervention
- Mentoring identified students in and where appropriate across the year group.
- Supporting staff in the management of student behaviour
- Communicating and meeting with staff, parents and carers and outside agencies
- Supporting Form Tutors during tutorial time
- Undertaking duties and supporting "on call" team routines
- Supporting HOY in the consistency of student rewards and awards
- Supporting the monitoring of attendance and strategies to reduce Persistent Absence and improve overall attendance
- Complete PRE and Full EHAs in liaison with parents/carers
- Collate and provide work for excluded students, where necessary;
- Carrying out home visits to identified students and the families
- Liaise with SENCO and LSAs as appropriate;
- Supporting the management of extra - curricular Year Team activities
- Maintain and update displays and information on Pastoral and Year Group notice boards, celebrating individual and group successes;
- Contribute to and support the pastoral system
- Supporting assembly and other Year Team event planning
- Supporting the HOY in Year Team meeting preparation and management and deputising for HOY when necessary
- Involvement in ensuring safeguarding children procedures operate effectively in the Year Team
- Liaising with, attending and communicating information from multi agency meetings to relevant staff
- To undertake any other duties, consistent with the nature of the post, which may be required from time to time by the Vice Principal Character, Culture and Resilience or by the Principal



Personal Responsibilities

The post holder will:

- Support HOY in ensuring that communication within the team is effective
- Support and guide all staff
- Provide a shared vision of excellence and inclusion within the Pastoral, Behaviour Support Teams and the Academy
- Participate in Performance Management, and INSET

Resource Responsibilities

- To build partnerships with parents/carers and external agencies to support student academic progress and social development
- Visit alternative providers and keep accurate records.
- Respond to parent / carer enquiries by telephone, letter or email as appropriate
- To keep accurate records of all communication with parents, all behaviour and reward issues, and any other pertinent information relating to students within the year group in student files
- Ensure that all necessary Risk Assessments for activities and external provision are in place

Stakeholder Responsibilities

- To act as a role model for tutors by demonstrating own high quality pastoral care and monitoring of students, continuous professional development and professional presence in the Year Team
- Ensure the effective use of data to inform practice and high expectations
- To engage all tutors in the creation, consistent implementation and improvement of tutor work which encapsulate key Academy learning strategies
- To contribute to tutorial development during form tutor time to ensure the delivery of an appropriate, comprehensive, high quality programme
- Provide accountability to parents / carers for any identified targeted student issues

General Responsibilities

The Assistant Head of Year will undertake generic responsibilities, with examples including:

- Have a high presence across the Academy during the change of lessons, during lessons, pre-Academy, break-times, lunchtimes and post Academy hours
- Promote the ethos and values of the Academy through involvement in high quality assemblies
- Being an excellent role model for students and staff
- Contribute to the wider life of the Academy
- Attend Academy events and activities
- To undertake other tasks which may be reasonably requested by the Principal

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to



Person Specification

Title: Assistant Head of Year

The Assistant Heads of Year play a crucial role in the life and success of the school

Core Features of person specification:

- a) The ability to inspire and motivate students to achieve high standards of behaviour and academic achievement
- b) Possess excellent interpersonal and communication skills
- c) Be an outstanding ambassador for the academy
- d) Have energy, commitment and attention to detail
- e) Hold high expectations and aspirations of all students and staff
- f) Be able to lead, develop and manage form tutors
- g) Have a good sense of humour and the ability to diffuse potentially difficult situations with ease
- h) Show an understanding of how an effective pastoral system underpins high academic achievement
- i) Possess excellent organisational skills and an ability to meet deadlines under pressure
- j) The ability to maintain a whole school perspective on daily routines
- k) Be able to hold people to account
- l) Enthusiastic, self-starter, ability to work and liaise with a variety of departments and colleagues