

Assistant Head of Year

INFORMATION PACK



FULLHURST COMMUNITY COLLEGE
EST. 1991

www.fullhurst.leicester.sch.uk

Transforming Lives

Dear Applicant,

It is a privilege to introduce ourselves as Acting Principals of Fullhurst Community College and to thank you for expressing an interest in working with us. We are proud to serve a diverse community of over 1275 students, aged 11-16 years, on our two large campuses in south west Leicester.

As a school we passionately believe in making a positive difference to the lives of our students who come from one of the most deprived communities in the UK. With almost 50% of our students from disadvantaged backgrounds, it is imperative that all our staff work together to improve the life chances of the students that come to our school. Within our context the progress students make at Fullhurst is exceptional, something which was recognized in our most recent Good Ofsted inspection which states; *"There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area, especially the most vulnerable."*

As a school, we are very proud that in recent years we have been recognized as Department for Education Pupil Premium Secondary Regional Champion, Leicester Mercury School of the Year, Healthy Schools of the Year and were shortlisted for the Pearson's 2018 National School of the Year.

Due to both the success and the popularity of the college, Fullhurst has been expanding in student numbers over the past three years. At the start of the next academic year our expansion in numbers will be complete and we will accommodate 1500 students across our two sites. Our recently built Fosse Campus, is the base for Years 7 and 8 and over the road our Imperial Campus, is the base for Years 9,10 and 11.

If you want to be part of our continued success and believe in improving the life chances of young people from disadvantaged backgrounds, we look forward to receiving your application and accompanying letter explaining why you are a suitable applicant for the position. If you have any questions please do not hesitate to contact the college on 0116 282 4326 or via email

recruitment@fullhurst.leicester.sch.uk.

Unfortunately, at present we cannot arrange visits to the college, but there are virtual tours of both sites on our website.

Thank you again for expressing an interest in joining our team of amazing staff at Fullhurst.

Yours faithfully,

C Bailey and C Heal
Acting Principals



FULLHURST COMMUNITY COLLEGE

Reasons to **join our team**

Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future.

WE LISTEN TO OUR STAFF

Following a recent annual staff survey, 96% rated the performance of the college as good or very good. 97% said they would recommend the college to prospective parents.

WE VALUE OUR STAFF

We have signed up to work towards achieving the Wellbeing Award for Schools (WAS). This award focuses on ensuring effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils. "Staff value the support they receive from senior leaders as well as the focus on their well-being." Ofsted January 2018



WHAT WE CAN OFFER YOU:

- A comprehensive induction process, with all new teaching staff offered a mentor.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Collaborative planning sessions, where dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- A comprehensive support structure.
- Developmental lesson observations which are not graded.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint..
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Vectis discount card - an easy way to save in store on shopping, eating out and much more.
- Annual flu jab - to protect against those winter germs.
- Staff can always approach their line manager for assistance but they also benefit from a dedicated team who provide a confidential counselling service offering telephone or face-to-face appointments, 365 days a year.
- We're committed to equality and diversity. We have our very own Stonewall Champion and are committed to equal opportunities for everyone.
- We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs and sporting activities.
- We are part of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff.

What **staff have to say** about FULLHURST COMMUNITY COLLEGE

“When I joined Fullhurst I was immediately impressed by the supportive nature of the staff and the desire that all staff share to make a difference to the students who attend the college. This has not changed in the time I have been at Fullhurst. I have had the privilege of leading on Teaching and Learning over the past few years, and have seen the college go from strength to strength in that time and know that we all share a desire to enable students to achieve the best possible outcomes that they can during their time with us. Fullhurst is a great place to work.”

Mrs C Bailey
Acting Principal



“Since joining as a fresh-faced NQT in 2012, I have seen Fullhurst go from strength to strength. The staff working here are an incredible team, which is reflected in the results, which continue to improve year on year. I have had the pleasure of teaching a diverse range of amazing young people at Fullhurst, many of whom still have strong ties to the college and keep us updated on their successes. Hearing about these positive outcomes is so rewarding and a big part of why I am still enjoying my time here six years later. I am proud to be part of the team as the college expands and very excited to see what happens in the future.”

Mr T Jones
Fosse Campus Leader for Communications

“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”

Miss T Marlow
Science Technician



What **staff have to say** about FULLHURST COMMUNITY COLLEGE

"I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education. The reason I applied to work at Fullhurst is their ethos of transforming lives. I believe that as a teacher, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students' lives in both their academic and personal development."

Miss M Bird

Teacher of PE, Year 10 Standards Leader

"I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community".



Mr S Willcock

Deputy Principal

"I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. Having worked previously as a second in department at a different school in the city, I was ready to influence students' lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college's goals fall in line with my personal goal as a facilitator of learning, which is that 'every child irrespective of their background has the right to achieve and do well to the best of their capability'. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills. Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country."

Mrs V Adeniyi

Curriculum Leader Maths

FULLHURST COMMUNITY COLLEGE

Recruitment *Advertisement*



FULLHURST
COMMUNITY COLLEGE
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Post title: Assistant to Head of Year

Salary: £16,587 per annum (actual starting salary) (Grade 3 Point 5-6)

Contract type: Permanent, working 39 weeks per year (38 weeks term time plus 5 training days)

Hours: 37 hours per week (Mon – Thu 8am-4pm with 30min lunch and Fri 8am-3.30pm with 30min lunch)

Responsible to: Standards Leader

Due to our continued expansion, we are seeking an Assistant Head of Year to support the Head of Year with the teaching and learning and pastoral arrangements of the college in creating a positive year identity and in establishing high standards of achievement, behaviour and attendance.

As a college, we are very proud to have been the Department for Education Pupil Premium Secondary Regional Champion, Leicester Mercury School of the Year and shortlisted for the Pearson's 2018 National School of the year. Within our context the progress students make at Fullhurst is exceptional, something recognised in our most recent Ofsted inspection which stated: 'There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area'.

We passionately believe in transforming the lives of young people from one of the most deprived communities in the UK. With almost 50% of our students from disadvantaged backgrounds, we know that our success is genuinely doing this. If you want to be part of our continued success and if you believe in improving the life chances of young people from disadvantaged backgrounds we look forward to receiving your application.

Further details, including the application form, are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk

A letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to The Principal, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at recruitment@fullhurst.leicester.sch.uk

CLOSING DATE: MONDAY, 12TH APRIL 2021 AT 9.00AM

Fullhurst Community College is committed to safeguarding and promoting the welfare of all children and young people. Please note that an Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.





POST TITLE: Assistant to Head of Year
SALARY: £16,587 per annum (actual starting salary) (Grade 3 Point 5-6)
CONTRACT TYPE: Permanent, working 39 weeks per year (38 weeks term time plus 5 training days)
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RESPONSIBLE TO: Standards Leader

CORE PURPOSE OF THE ROLE:

To support the Head of Year with the teaching and learning and pastoral arrangements of the college in creating a positive year identity and in establishing high standards of achievement, behaviour and attendance.

SPECIFIC RESPONSIBILITIES OF THE ROLE:

- ☐ To assist and provide support to the Head of Year by ensuring communication of matters relating to their year are clear and well publicised.
- ☐ To assist and support the Head of Year with all pastoral arrangements for a year group.
- ☐ To support the Head of Year with monitoring students' academic progress and development of appropriate intervention strategies as deemed necessary.
- ☐ To assist and provide appropriate support to the Head of Year to address the needs of the students who require help to overcome their barriers to achievement, both inside and outside of college, enabling them to reach their full potential.
- ☐ To assist the Head of Year in liaising both internally and externally with agencies and individuals to support students' progress.
- ☐ To assist the Head of Year in dealing with student problems as they arise, by supervising students and communicating any action to the relevant staff, and or parents / carers.
- ☐ To support the Head of Year in maintaining regular contact with the families / carers of students in need of extra support, keeping them informed of the student's progress and needs.
- ☐ Ensure that allocated administrative and clerical records and systems are maintained accurately and kept up to date and performed on time.
- ☐ To assist, engage and support with student attendance and liaise with the Education Welfare Officer as required.
- ☐ To ensure that the College Behaviour Policy is adhered to in relation to individuals and groups of students.
- ☐ Follow and adhere to all college policies and procedures including data protection policy, equality and diversity policy, health and safety policy, safeguarding children in education - child protection policy.

JOB TASKS: (EACH TASK TAKING AT LEAST 10% OF THE POST HOLDER'S TIME)

- ☐ To maintain daily contact with Head of Year to harmonise meeting structures, etc.
- ☐ To provide administrative support for the pastoral services and the college.

- ☐ To update and maintain the relevant filing, clerical or computerised record systems, databases, spread sheets etc.
- ☐ To provide administrative support for student exclusions.
- ☐ To ensure that callers and visitors to the college are dealt with in a friendly and courteous manner.
- ☐ To ensure that the college's high standards of care are achieved.
- ☐ To ensure accuracy and confidentiality in dealing with requests and maintaining records.
- ☐ In the absence of the Family Liaison Officer, to support with monitoring and recording attendance.
- ☐ To provide straightforward statistics and management reports as requested.

OTHER RESPONSIBILITIES:

- ☐ Keep up to date with the relevant guidelines, procedures, forms etc. used in the college.
- ☐ Deal with students who are sick or ill until collected by parents / carers.
- ☐ Support the college pastoral system by playing an active role in the tutor system.
- ☐ Be proactive in challenging poor behaviour during lesson and at break and lunchtime in line with the college behaviour policy.
- ☐ Support both visitor and student reception as requested by the Assistant Business Manager.
- ☐ Contribute to college development through identified communication and consultation channels.
- ☐ Contribute to the overall ethos / work / aims of the college.
- ☐ Undertake duties and tasks related to the above deemed reasonable by the Principal, Deputy Principal and Director of Resources.
- ☐ Attend relevant courses and any other training deemed reasonable within the requirements of this post.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed..... Staff Member

Signed..... Line Manager

Date.....



POST TITLE: Assistant to Head of Year

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CONTRACT TYPE: Permanent, working 39 weeks per year (38 weeks term time plus 5 training days)

HOURS: 37 hours per week (Mon – Thu 8am-4pm with 30min lunch and Fri 8am-3.30pm with 30min lunch)

RESPONSIBLE TO: Standards Leader

Training and education	Essential (E) / Desirable (D)
English GCSE (A*-C) or equivalent qualification.	E
Maths GCSE (A*-C) or equivalent qualification.	E
IT qualification or good knowledge of using Word, Microsoft, Excel.	E
SIMS trained or relevant experience.	D
A willingness to be trained in any other systems as required.	E
Hold a first aid qualification.	D
Experience and knowledge	
At least one year working in an office environment.	E
Experience of working in an educational environment.	D
Experience of dealing with the public both face to face and on the telephone.	E
Knowledge of good practice, policies and procedures in schools / colleges including Child Protection.	E
Qualities and skills	
Good organisational skills and self-motivated.	E
Ability to work on own and as part of a team to meet deadlines.	E
Ability to multi-task and prioritise work effectively on a day-to-day basis and when under pressure.	E
Appreciation of the need for honesty and confidentiality.	E
Have a pleasant and caring manner when dealing with students, parents/carers, governors, visitors and staff.	E
Good communication skills both written and verbal.	E
Equal opportunities	
Must be sensitive to the requirements of disadvantaged groups and students with Special Education Needs and Disability (SEND).	E
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Commitment to equal opportunities and equal value for all students.	E
Other conditions	
Willing to work additional hours to support staff absence if required.	E
Able and willing to attend / achieve further training / qualifications where appropriate, e.g. first aid, ICT, etc.	E
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E