



At The Henry Beaufort School, there are no limitations to success.

www.beaufort.hants.sch.uk

Head of Year 8, Winchester, Hampshire

Scale: Main Pay Range / Upper Pay Range plus TLR 2c £6,515

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September 2018

Dear Applicant

Thank you for requesting the details of this post.

The Henry Beaufort School is at an exciting stage in its development.

The school was delighted to receive a very positive Ofsted report in May 2017, confirming that the actions being taken by the school are resulting in “a culture of continuous improvement”.

When I came into teaching my focus was entirely on being an outstanding practitioner. I wanted, perhaps expected, all my students to be inspired by literature and appreciate the value of English as a vehicle to a wide range of careers. My somewhat missionary zeal was soon tempered by the reality of the day job! However, I never lost faith in the need to inspire my students with my teaching, in rejoicing when they made progress and being determined that making progress was a basic right for all of my students.

This fundamental vision as a teacher has continued to guide me through my career and as a Headteacher it has become central to the vision I have for the school. However much my time is taken up with the responsibilities of a Headteacher, there is still for me, nothing that matches the privilege of being in a classroom environment. There is no more important role in school than that of being a teacher. It is this principle that guides all the appointments made at Henry Beaufort namely putting outstanding practitioners in front of our students.

The role of the Senior Leadership Team and the Governing Body is to balance the importance of this with providing highly skilled support staff and appropriate external partnership working. We are extremely fortunate to be part of a Local Authority who provides superb support systems at a time when national change is coming at us so quickly and somewhat ruthlessly.

We are very proud to be a fully inclusive school out performing schools of a similar size and similar academic profile.

Please look carefully at the job description. Getting the right person to be a part of the team is our challenge. I do hope that you will want to be that person.

I look forward to receiving your application.

Yours sincerely



Sue Hearle
Headteacher



BACKGROUND INFORMATION

The History of our Name and Crest

The Henry Beaufort School was opened in September 1972. The school bears the name of a Bishop of Winchester who died in 1447. Henry Beaufort was Bishop of Winchester and three times Chancellor and is buried in Winchester Cathedral. He was a highly regarded representative of his country abroad.

Henry Beaufort was also a man of great wealth but he gave large amounts to charity, including rebuilding Winchester Cathedral and enlarging St Cross Hospital. We consider our students to be members of the wider community and it is hoped that all of them will aim to be good representatives of the school 'abroad' – both in the locality and further afield. It is also hoped that they will share what good fortune they have with other members of the community. For these reasons the school governors chose the name of Henry Beaufort for the school. The school crest represents Beaufort Castle in Anjou, France, from which Henry Beaufort took his name.

In order to echo this connection with other countries and cultures, and looking forward to other European links through our International School award, European cities have been chosen as names of the seven faculties. Each of these cities has a connection with the curricular team to which it is linked:

Faculties

Athens: The Physical and Expressive Arts; Berlin: The Humanities; Luxembourg: Modern Languages; Moscow: Mathematics; Prague: English Language and English Literature; Rome: Technology & ICT; Warsaw: Science. Each faculty is led by an Academic Leader.

The Henry Beaufort School Vision Statement

We are proud to be an inclusive comprehensive school. We understand that young people today have many pressures placed upon them from an early age. Our role is to create a happy, stimulating learning environment that gives every child the confidence and resilience to face these pressures head on.

We have high expectations of all of our students. At The Henry Beaufort School there are no limitations to individual success.

We acknowledge the fundamental role that we play in the academic and moral education of young people.

We celebrate the success of our students at every opportunity and take delight in the buzz and energy around the school site well beyond the official ending of the school day.

We do not accept mediocrity or complacency. We understand the challenges that accompany our role as educationalists and we continue to work to find ways to refine and improve our practise. This is underpinned by our aim to be outstanding in everything that we do.



The school day and organisation

The school day is compressed, running from 8.30 am until 2.40 pm, with a fifteen-minute morning break and a half-hour lunch break.

Years 7, 8 & 9

The model for these year groups ensures a broad and balanced coverage of different curriculum areas. Within Humanities, three different subjects are taught: History, Geography and RE, hence their higher allocation of time.

Years 10 & 11

At this point in a student's education, the curriculum narrows in terms of breadth, but deepens in terms of subject knowledge, as students spend significant proportions of their time (20 hours per fortnight) on their four chosen subjects. Alongside their options, the highest proportion of their time is spent in the three core subjects: Maths, English and Science.

Drop Down Days happen once per half term, and give the time for whole Year groups to focus on social, moral, spiritual, and cultural aspects of learning. They also incorporate the opportunity to study IT, citizenship, RE and philosophy within such topics as British Values and careers. These days ensure that students develop as well rounded and characterful individuals with a range of experiences outside traditional subjects.

Curriculum Map

	English	Maths	Science	Humanities	MFL	Technology	IT	PE	Art	Drama	Music	Option 1	Option 2	Option 3	Option 4	TOTAL
Year 7	7	7	7	8	6	4	1	4	2	2	2					50
Year 8	7	7	7	8	6	4	1	4	2	2	2					50
Year 9	7	7	7	8	6	3	2	4	2	2	2					50
Year 10	9	9	9					3				5	5	5	5	50
Year 11	9	9	9					3				5	5	5	5	50

Pastoral Organisation

Heads of Year take overall responsibility for attendance, behaviour, rewards, sanctions and progress of their respective year groups.

<i>Head of Year 7</i>	Mrs Alison Taggart
<i>Head of Year 8</i>	Miss Zoe Rawson
<i>Head of Year 9</i>	Mr Matthew Coe
<i>Head of Year 10</i>	Mr Christian Janes
<i>Head of Year 11</i>	Ms Alice Harlan

Curriculum Extension Activities

A wide range of curriculum extension activities take place from 2.40pm to 4.00pm daily, as well as during evenings and weekends. A high percentage of students and staff participate in these activities.

Our Home Learning Club is a particularly successful feature of wider extra curricular provision. It is based in the Library each day, where children who want to do homework are supported by our Librarian. We have over half the school visiting this club each year.



ACCOMMODATION & RESOURCES

Our Building And Facilities

The School consists of eight main buildings around the central administration block (Winchester). The facilities include a Learning Resource Centre, Information Communication Technology Suites, eight Science Laboratories, a Beacon Arts Centre which has excellent Drama facilities, Art Studios, and Music rooms, a Gymnasium and Sports Hall, Design and Technology Workshops, Learning Support and Hearing Impaired Unit. For outdoor sports and athletics there is an extensive area of grass as well as hard playing surfaces. The Sports Hall is used for Whole School Assemblies and also affords facilities for a wide variety of sporting activities. The refurbished Resource Centre is available for use by students at all times of the school day and is equipped with all the latest technology. In addition, all these resources, including the computers, are available for use at certain times after school for a variety of other activities.

We have an on-site day nursery, Henry's Kindergarten. This benefits the local community as well as having places reserved for Henry Beaufort staff. With the support of the Football Association, an Artificial Grass Pitch with floodlight facilities was built for school and community use.

Continuous Professional Development

The school prides itself on the opportunities it creates for staff development. All staff receive an annual review as part of performance management and training needs are identified from the objectives set for each member of staff.

Training can take the form of external courses, or in-house, in-service training. The school's aim is to develop and promote the use of its own expertise in developing staff, thereby offering further opportunities for professional development through the training of others. We also run in-house Pastoral and Academic Forums for Middle Leadership Teams.

Whole school inset is divided between in-house training and the chance to work with outside speakers. In the last two years we have undertaken whole school training on ICT, Assessment for Learning and the sharing of good practice in Teaching and Learning. Teams also have the opportunity to work together on aspects of their development that tie in with the school improvement plan. Recent INSET has focused on 'Building Learning Power' which has been introduced as a learning tool within the school known as (HB)2.

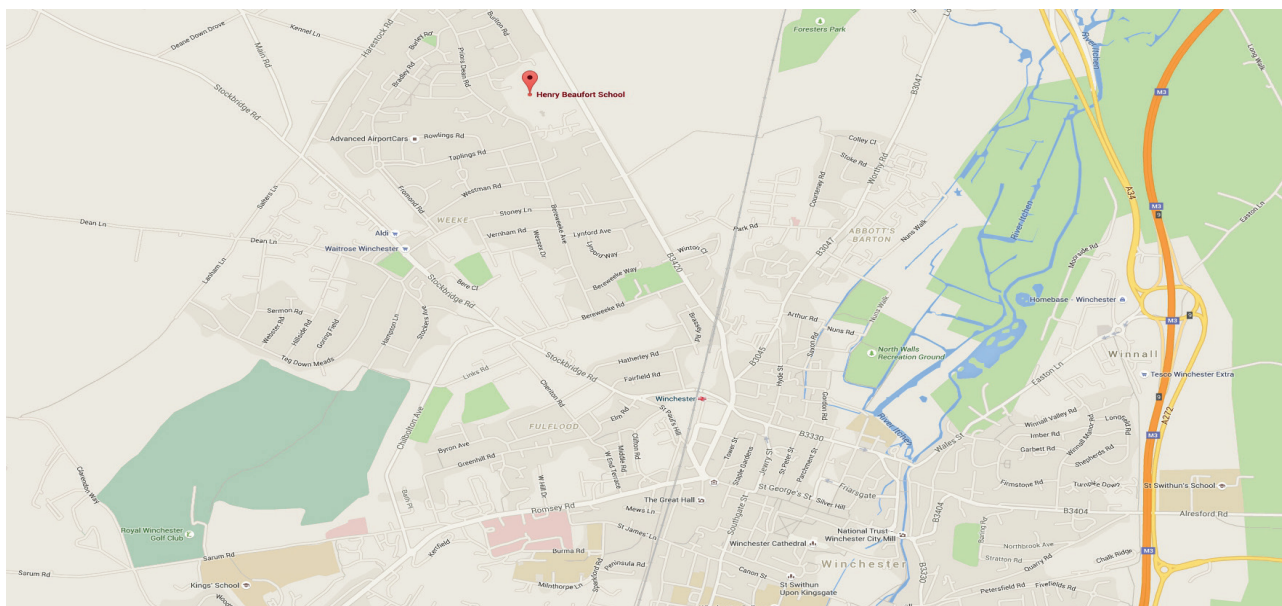
Equal Opportunities

It is acknowledged that Hampshire County Council is an Equal Opportunities employer. The school will do its utmost to meet this requirement. In pursuing this policy in support of the aims of the school, we recognise that:

- diversity amongst staff should be viewed positively
- in all Staff appointments, the best candidate should be appointed, regardless of age, gender, cultural background etc.



HOW TO FIND THE SCHOOL



The Henry Beaufort School is situated to the north of the city of Winchester, set in extensive grounds off Priors Dean Road. There are good road and rail links with the M3 running close to the city and Winchester's main rail station being on the Waterloo line is only an hour from London.

Hampshire Local Authority – Information

As one of the largest authorities in the country, we can offer an unrivalled diversity in teaching opportunities; from the challenges of the urban and city school through to the rural primary which will provide a vibrant environment for development and promotion.

Hampshire schools are encouraged to operate and develop in a way, which serves their local community, reflecting the cultural diversity the county has to offer. We feel this is best achieved through local management, with the LA providing a supporting role wherever needed.

The county of Hampshire has over 170,000 school-age children in approximately 438 primary, 71 secondary and 30 special schools and other provisions. Whilst the majority are community schools, the LA has forged strong partnerships with Diocesan Bodies, and seeks to maintain the provision of places in Church schools. The county has 31 special schools, with an additional 42 units in mainstream schools, providing education and support for children with moderate, severe or complex learning difficulties, physical and sensory disabilities, and emotional and behavioural issues.

With the County Office in Winchester and Local Education Offices across the County Hampshire Authority has an established network of advisors, which provides a responsive and flexible service to the schools in their respective areas. There is also a strong ethos for collaboration and liaison, with regular meetings of Headteachers in phase, cluster and area groupings, aimed at maintaining a policy of communication and cooperation with the LA and between schools. In Hampshire, we pride ourselves on providing first-class learning opportunities for our teachers both internally and with outside course providers.

Further information on Children's and other services provided by Hampshire County Council can be found on the Hampshire website: www.hants.gov.uk



HEAD OF YEAR JOB DESCRIPTION

Reports to: Pastoral Senior Deputy Headteacher

All teachers should be able to demonstrate:

- A passionate commitment to and a thorough knowledge of their subject
- Excellent classroom practice with the proven quality relationships
- A willingness to contribute to whole school development

Main purpose of this post:

Heads of Year are responsible for the pastoral and academic overview of their year group. They need to be role models in terms of conduct, dress and professionalism and in the way colleagues and students are treated, which should be with respect and courtesy. Heads of Year are expected to support the school's ethos and values at all times and liaise closely with the member of SLT responsible for pastoral matters. Heads of Year should provide leadership and management to a team of tutors, working with staff, students and parents to secure consistent high standards of learning and behaviour. It is vital that all Heads of Year work cooperatively to ensure consistently high expectations and standards across all year groups.

Safeguarding - Heads of Year are expected to uphold the School's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Key Responsibilities of a Head of Year:

- This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.
- Lead on the implementation of the School Behaviour Policy, including assuming responsibility for the welfare of students; following up incidents; maintaining detailed records and working to modify student behaviour.
- To uphold the highest standards of professionalism when making decisions about sharing information about students or staff. This includes ensuring that school issues are not discussed on social network sites.
- Records and student files; meeting with parents during or after school as required; attending reintegration meetings; arranging sanctions where appropriate; monitoring report cards; communicating with parents; chairing year team meetings and attending behaviour and safeguarding team meetings, EPM and TIC meetings.
- To have a clear overview of the academic profile of the year group, sharing the data with the Tutorial team to inform year group planning, intervention and mentoring.
- Support tutors to secure high standards of learning and behaviour across all tutor groups and for all students.
- To be responsible for the creation of a Year Group tutor programme with an emphasis upon SMSC/ British Values.
- Support tutors in the delivery of the tutor programme and ensure effective teaching in tutor time.
- To provide guidance to tutors on effective use of mentoring sessions and tutor time, to monitor how these sessions are used, ensuring consistency and high quality.
- Monitor attendance: to be responsible for monitoring tutor group attendance; to work closely with tutors and the SDHT to identify and support students whose attendance falls below expectation; to work with the Attendance Team and families to improve attendance.
- To support tutors in the development of good relationships with families/carers, particularly the families of students experiencing difficulties at school.
- To lead and participate in year group assemblies, assisting tutors to ensure good quality contributions by tutor groups and others.



JOB DESCRIPTION CONTINUED

Key Responsibilities of a Head of Year (continued):

To work with the Personal Development Coordinator to plan and deliver Personal Development Days for the year group

- Help tutors and students develop identity and team spirit through extension opportunities, tutor group/year group activities e.g. charity fund-raising.
- Work with the tutors to ensure that they understand the procedures and processes involved in the reporting process.
- To write Head of Year report once a year
- Monitor the quality of tutor reports ensuring high quality and consistency.
- Organise parents' evenings, monitoring attendance and ensuring follow up conversations take place where necessary.
- Supporting the implementation and development of the school rewards system.
- To take an active interest in their own personal development and keep professional skills up-to-date.
- To complete all other reasonable tasks as directed by the Headteacher or line manager.
- To organise and oversee key events and activities relevant to specific Year Groups, including progress evenings, information evenings, Year 5 taster days, Year 7 induction, Options Evening, Leavers Ball, Presentation Evening, student mentors, student leaders and post 16 planning.

Notes regarding TLR award:

Any role involving a TLR must include a significant responsibility that is not required of all classroom teachers and that:

- a) Is focused on teaching and learning;
- b) Requires the exercise of a teacher's professional skills and judgement;
- c) Requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e) Involves leading, developing and enhancing the teaching practice of other staff.

Key Responsibilities of All Teaching Posts

- To prepare, develop and deliver appropriate schemes of work, which provide challenging lessons that stimulate students and allow them to succeed
- To teach across the full age and ability range
- To encourage effective learning through the use of HB2, a variety of teaching methods, which motivates students of all abilities
- To demonstrate the ability to use a range of teaching strategies to maximise student progress
- To ensure that students' work is marked regularly and that they receive formative feedback in line



APPLICATIONS

Applications should be made to the Headteacher using the Hampshire form, which should be returned by the date set out below. This form is available in an electronic format on the school website.

Schedule of appointment

Closing date for applications

Tuesday 2nd October 2018, 9.00am

Interviews

Friday 12th October 2018

Return Address

**The Henry Beaufort School
East Woodhay Road
Harestock
Winchester
Hampshire
SO22 6JJ**

or email applications to: [mailto: Recruitment@staff.beaufort.hants.sch.uk](mailto:Recruitment@staff.beaufort.hants.sch.uk)

To discuss the role further, or to arrange to visit the school, please contact Joanna Scott, Senior Deputy Headteacher joanna.scott@staff.beaufort.hants.sch.uk.

Please use the application form – CVs will not be accepted.

Tel: 01962 880073

Fax: 01962 883667

www.beaufort.hants.sch.uk

The school is committed to safeguarding children and promoting their welfare.

All successful candidates will be subject to an enhanced Disclosure and Barring Service check, along with other relevant pre-employment checks.

