



Armthorpe
Academy

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Head of Year



Consilium
Academies

Enriching Lives, Inspiring Ambitions



About the Academy

Armthorpe Academy is an 11-16 school located in the town of Doncaster, South Yorkshire. The learning our children experience is a broad and balanced diet that provides intellectual, moral, creative and emotional stimulation. It is an exciting time to be part of our academy, as with the support of Consilium, we are constantly working to develop and evolve our curriculum and pedagogy to ensure all students can flourish. This means not only striving to fulfil the academic potential of all our learners, but also teaching our young people how to care for themselves mentally and physically, as well as facilitating opportunities for them to enjoy and live life to the full beyond the taught curriculum.

It seems simple and obvious, but there is nothing more important than the quality of teaching and learning in our classrooms – every minute, every lesson, every day. Staff are learners too. We place significant emphasis on staff development and collaborative partnerships to ensure what goes on in and beyond our classrooms is as good as it can be.

The Armthorpe values permeate all aspects of school life. We are building a culture where we expect everyone in the Armthorpe family to be a leader and a learner. Our ethos is built on the strapline, **Inside Everyone There is a Rainbow Waiting to Shine**. A rainbow is a wonderful sight; a symbol of hope, inspiration, vibrance and dreams coming true. A rainbow only appears however after a storm reminding us that anything magnificent often requires a battle, struggle, resilience and patience. Weathering the storm is a part of life. As such, our values embody characteristics we would want to foster in our own children:

Respect #Communicate with Kindness	At the start of our rainbow because manners and kindness cost nothing but mean so much.
Responsibility #Make Positive Choices	Life is all about choices. It is never too late to make a positive choice; you don't find a rainbow looking down.
Resilience #Never Give Up	In the middle of our rainbow because resilience is a skill not an ability. It can be learnt. It is an invaluable life skill.
Pride #The Best of Me	Nothing replaces hard work, but pride features at this point in our rainbow as it requires the 3 Rs before it, then some inner drive.
Ambition #Dream Big	Ambition is at the end of our rainbow because dreams will come true but only if all our other values are engrained and embed.

In January 2019, we were judged by Ofsted to be 'Good' in every category which is testament to the hard work and dedication of the staff and students. As Armthorpe grows and develops as part of the Trust, this new appointment will play an integral part in shaping the future of the school.

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Interim Chief Executive, Tracey Greenough. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

About the Role

Job Title: Head of Year

Start date: To be agreed

Hours: 36 hours per week, term time plus 5 days

Contract: Permanent

Salary: Grade 7 (SCP 19 – 23) Actual salary £27,852 - £29,439

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Armthorpe Academy, part of Consilium Academies who are committed to providing the best possible education for our pupils.

We are looking for an experienced, friendly and hard-working Head of Year to join our team.

The role of the Head of Year will be to monitor, track and support all students in their year group to contribute to raising achievement, attendance and behaviour for students at Armthorpe Academy.

You will provide pastoral care for students and be the first port of call for parents/carers. As a Head of Year, you will work closely with Attendance and Behaviour Leads to coordinate interventions for students and tracking progress. You will lead a team of Form Tutors in encouraging pupil's academic, emotional, and social well-being.

We are looking for:

- An inclusive individual, with high expectations of their students, who is committed to maximising rates of progress and has innovative ideas to support all pupils
- Someone with a sense of humour, who understands the importance of developing a positive culture in our organisation.

If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic and dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Dawn McKinna at ARM-recruitment@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is 30th September 2023

Interviews will take place on a date TBC

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help

identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Head of Year
Reports to:	Director of Pastoral Care
Based at:	Armthorpe Academy
Grade:	Grade 7 (NJC SCP 19 to 23)

Main purpose of the Role

The main areas of responsibility of the post-holder will include:

- To develop and maintain a positive ethos within the year group that encourages pupils to have high expectations of themselves and others and promotes effective learning
- To have responsibility for ensuring effective pastoral care and promote academic success for all pupils within the year group, liaising with external agencies where necessary in order to provide the appropriate interventions

Core Responsibilities & Tasks

Leading and Managing People

- Lead a team of Form Tutors in encouraging pupil's academic, emotional and social well-being
- Liaise with SLT link to ensure appropriate materials and activities are available in Form time
- Oversee the work of Form Tutors, including recognising and celebrating achievement
- Work with Form Tutors in monitoring and improving pupil's attendance, punctuality and behaviour.
- Leading Year Team meetings, discussing all matters relating to pupil management and progress, setting agenda items and circulating minutes
- Support the professional development of Form Tutors

Pupil Support and Guidance

- To develop and maintain an ethos within the year group that sets high expectations for all pupils in all aspects of their work through assemblies and whole school initiatives, including preparing and holding year assemblies
- To monitor the academic and personal progress of all pupils within the year group, encouraging high aspirations and achievement including the provision of support and guidance
- To monitor and promote pupil's attendance and punctuality in accordance with school policies and procedures
- To ensure the very best standards of behaviour, acting as a role model for Form Tutors and pupils to promote positive relationships
- To coordinate pupil progress reports to parents
- To liaise with staff / parents / other agencies to ensure appropriate support for pupils at all stages including behaviour management
- To assist with the organisation of Parents Evenings
- To ensure parental concerns are dealt with promptly and that communication between home / school is maintained to a high standard in order to promote a positive partnership

- To provide reports for Governor's Disciplinary Panel meetings and ensure the SIMS database is maintained with all relevant information pertaining to each pupil within the year group

Policy and Planning

- To prepare the agenda for and hold weekly year team meetings, including production and distribution of minutes
- To liaise with Line Manager to ensure consistency of implementation of school policies and procedures
- Ensure staff are well informed of all matters relating to the year group in order to promote good communication
- Encourage the practice of working as a team
- Show commitment to the extra-curricular activities of the school, including providing for opportunities for cooperation and competition within the year group
- To provide regular reports on the progress / development of the year group

Whole School

- To ensure that school policies and procedures are communicated to Form Tutors and pupils within the year group and implemented accordingly
- To maintain knowledge and understanding of the school ethos and be instrumental in its realisation
- To attend all relevant meetings and cascade information to Form Tutors
- Liaise with and inform parents on all aspects relating to their child's education / achievement / behaviour / relationships with peers
- To lead on an identified whole school responsibility.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.
- The Trust operate a no smoking policy.

Person Specification

Qualifications and CPD	Essential	Desirable
5 GCSEs, or equivalent, at grade C/4 or above (including English and Maths)	X	
Educated to degree level		X
Clean Driving Licence	X	
Experience, Knowledge and Skills	Essential	Desirable
Supportive of the ethos and values of the school	X	
Excellent interpersonal skills	X	
Self-motivated and organised	X	
The ability to encourage and motivate students	X	
Competent use of ICT	X	
Excellent Literacy and Numeracy skills	X	
Excellent verbal and written communication skills	X	
Flexible approach to working	X	
Willingness to take a full role in the life of the school	X	
Qualities to be a positive role model to all students	X	
Experience of event organisation		X
Excellent health and attendance records	X	
Experience of working with young people and families	X	
Experience of working with outside agencies	X	
Experience of delivering assemblies / speaking to large groups		X
Experience of supporting students in lessons, particularly those vulnerable to underachievement	X	
Knowledge of Safeguarding Policies and Procedures	X	
Experience of using SIMS		X
Experience of using CPOMS		X
English Fluency	Essential	Desirable
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.	X	