



Head of Year



“A great school at the heart of the Leyland community”



Dear Applicant,

Thank you for showing an interest in the role of Head of Year at Wellfield Academy, a school in Endeavour Learning Trust.

You will be joining a well-established and enthusiastic team at Wellfield Academy, where you will not only have the support of your immediate team members, but the expertise of the Endeavour Learning Trust central team.

Endeavour Learning Trust is an expanding Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are keen to welcome other schools into our Trust and we have strengthened our central team to ensure we have the capacity to continue to support where we are needed most. Our Trust has been further strengthened by the addition of our primary schools and a school with a Sixth Form College, which enables us to embrace the all through nature of education.

Wellfield Academy is an ambitious, growing and thriving school. At our school, students experience inspirational and challenging teaching, excellent pastoral care and a genuine belief that every child can succeed. The successful candidate will join us at an incredibly exciting time for the school. We are one of just a small number of schools nationally to be chosen for the Department for Education's Schools Rebuilding Project, which will see us move into a brand-new state of the art school in the coming years. In addition, our fantastic reputation in the local community has secured a significant growth in the number of students attending Wellfield. The number of families choosing Wellfield as their first-choice secondary school has more than trebled in the past three years and we are excited to welcome more staff into the Wellfield family as a result.

As a school situated in the heart of Leyland, one of our many strengths is our community spirit and family feel. Each student is known as an individual and supported by key staff, as well as being challenged to be the best they can be. At Wellfield, we believe that every child should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we find the right balance between support and challenge. Our mantra is 'Nothing but the Best' and this permeates everything that we do for every student and every member of staff. Our family ethos is tangible: we work as a team, and we want the best for everyone.

We are dedicated to developing students who are aspirational, inclusive of one another and rooted in their community. We are extremely passionate about ensuring the successful development of each individual child within an ambitious learning environment. Our students behave well, and they thrive in our warm and inclusive environment. We are proud of our significant improvement over recent years, and we will continue to provide the very best for each and every one of our students. However, we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the information in this pack give you a flavour of who we are and what we do. We love to talk to potential candidates about the exciting journey we are on so please feel free to contact us. If you have any further questions about the role, please get in touch with our central HR team.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,
Mr J Lewis
Headteacher

Head of Year

Permanent, Full time

Salary: £25,979 - £29,777 per annum

Pro Rata: £23,122.67 - £26,503.09 per annum

Hours: 37 hours per week

Are you looking for a role where each day is different, filled with experiences that are both challenging, enjoyable and fulfilling? A role where you go home with a sense of reward and achievement? An opportunity has arisen at Wellfield Academy to join our school as a Head of Year to help support students within the school from a pastoral and behaviour perspective.

We are looking for a dedicated, proactive individual with a passion for working with children, who has a commitment to ensure that all children make the best possible progress in their academic, social and independent skills.

Why you?

- You are creative, flexible and kind in your approach to supporting children to achieve their best
- You demonstrate good communication skills and show commitment to working in a caring, supportive team
- You have a clear understanding of the importance of safeguarding

Why us?

- Join a positive, supportive and encouraging team
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment with brand new school build planned for 2024
- 24/7 access to employee wellbeing services
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

To apply for this vacancy, please complete an online application form via the TES portal.

This role is full time (37 hrs), permanent and term time only plus two weeks.

Applications should be submitted by 9am on Wednesday 6th December 2023

Interviews are to be held on Friday 8th December 2023

If you require any further information about this role please contact our Central HR Team at vacancies@endeavourlearning.org or on 01772 817904

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role with Endeavour Learning Trust.

Due to the high volume of applications received by Endeavour Learning Trust we are unable to provide individual feedback on applications.

Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

This post is subject to an enhanced DBS check

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Job Description – Head of Year

JOB DESCRIPTION	
JOB TITLE	Head of Year
GRADE	Grade 6 SCP 11-19
FTE SALARY	£25,979 - £29,777 per annum
PRO-RATA	£23,122.67 - £26,503.09 per annum
LOCATION	Wellfield Academy, Yewlands Drive, PR25 2TP
HOURS PER WEEK	Monday to Thursday 8:15am – 4:15pm & Fridays 8:15am – 3:45pm 37 hours per week
WEEKS PER YEAR	Term time only plus 2 weeks – Inclusive of 5 inset days
CONTRACT TYPE	Permanent, Full time
RESPONSIBLE TO	Assistant Headteacher-Behaviour and Culture

ENDEAVOUR LEARNING TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT

JOB PURPOSE

- To be the lead and champion for a year group (or potentially two smaller year groups) in school
- To develop and sustain a positive ethos within the year group
- Take a leading role on the implementation of the school's Celebration/Rewards and Behaviour Policy
- Work to develop students who to have high expectations of themselves (and others) and be kind, respectful and ambitious young people with a focus upon our school motto and core values
- To work to the academic, personal, social and emotional well-being and development of our students
- To have responsibility for ensuring effective pastoral care and promote academic success for all students within the year group, liaising with external agencies where necessary in order to intervene
- Lead on administrative support to the relevant year group(s)

MAIN ACTIVITIES

- With the Attendance Manager, support the school's attendance policy and procedure by completing first day response calls and working closely with students and their families to improve their attendance, especially disadvantaged and vulnerable students
- Provide support and advice to students to promote their social care and personal development
- Liaise with teaching staff to provide particular support to targeted students to overcome specific barriers to learning and engagement- for example. attendance at school and lesson
- Provide input to the identification of needs, assessing those students needing extra support and the development of individual action plans for targeted students
- Liaise with the SEND team within school where appropriate
- Work with targeted students to implement an action plan
- Be responsible for monitoring of individual action plans / analysing data and implementing support plans
- Manage students on report at the appropriate stage
- Assist in maintaining contact with students' families/carers to inform them of progress and issues
- Support student access to out of school activities and study support
- Collate information and maintain records of student behaviour and attendance
- Prepare written reports, case studies and evaluations where appropriate
- Assist in resolving relationship issues between students
- Manage support packages for students to reintegrate them into school following periods of suspension/absence
- Lead and attend parental or external agency meetings as appropriate
- Maintain good working relationships with students, staff and parents to ensure positive outcomes for students
- To undertake any additional identified training as appropriate to better support you in your job role
- Make referrals or provide relevant information to external bodies to best support students
- Participate in the admissions process for the year group
- Implement the school's Celebration/Rewards & Behaviour Policy

- Contribute to collation of information regarding individual students within the year group. For example, paperwork for a referral to Alternative Provision
- Seek opportunities to celebrate success individually and collectively
- Review data on a daily, weekly, termly and annual basis to evaluate impact and direct action
- Support the 'In Year Admission' application process, meetings for students who are Managed Transfer and those in alternative provision placements
- Monitor and track all data relation to individuals, such as positive points, negative points, removals, suspensions to identify patterns and intervene where necessary

Student Support and Guidance

- To monitor and promote student'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 staff and students and promote positive working relationships
- To develop and maintain an ethos within the year group that sets high expectations for all students in all aspects of their work through assemblies and whole school initiatives
- Contribute to, as required, assemblies for the year group(s)
- To work with colleagues to monitor the progress of all students within the year group, encouraging high aspirations and achievement including the provision of support and guidance
- To be aware of and support the coordination of student progress reports to parents
- To liaise with staff / parents / other agencies to ensure appropriate support for students at all stages including behaviour management
- To attend Parents' Evenings to maximise relationships with students and their parents
- To develop positive relationships with all parents and support the hardest to reach to attend school events
- To support colleagues, students and processes with specific regard to year group activities: transition, options and examination preparation for example
- 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/ClassCharts and CPOMS database is maintained with all relevant information pertaining to each student within the year group

Policy and Planning

- 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 and encouragement for students to attend the extra-curricular activities of the school
- As required, provide reports on the progress / development of the year group(s)

Whole School

- To ensure that school policies and procedures are communicated and implemented accordingly in the year group(s)
- Liaise with and inform parents on all aspects relating to their child's education / achievement / behaviour / relationships with peers
- To maintain knowledge and understanding of the school ethos and be instrumental in its realisation
- To attend all relevant meetings and cascade information in line with school systems

Support for the School

- To undertake supervision and detention duties as required
- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage the Trust's ethos and its objectives, policies and procedures
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the Headteacher

Individuals in this role may also:

- Participate in home visits to support students and discuss issues and progress;
- Take part in the provision of out of school activities - Support the transition of students between phases.
- Supervise a team of student support staff
- Provide support and guidance to other support staff
- Support the transition of students between phases
- Supervise students excluded from class or those following alternative timetables
- Contribute to the development of activities to encourage family involvement in the school.
- Oversee support packages for students to reintegrate them into school following periods of exclusion / absence
- Provide advice and support to parents / carers of excluded students
- Undertake any other duties reasonably requested by the Headteacher

Note: In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required

Agreed by: Headteacher

Person Specification – Head of Year

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF) OR Interview (I)
Qualifications and Training		
The successful candidate will have:		
NVQ Level 2 or 5 GCSE's (or equivalent) A*- C including English and Mathematics/ Grade 9 to 5	E	AF
First Aid qualification (qualification not essential at point of application as training will be given if required)	D	AF
Experience		
The successful candidate will have:		
Experience of working with or caring for children of relevant age	E	AF/I
Experience of working with students with medical needs	D	AF/I
Experience of working in a relevant classroom/service environment	D	AF/I
Experience of Administrative work	D	AF/I
Experience of supporting students with challenging behaviour	D	AF/I
Experience of working within a school environment	D	AF/I
Skills and Attributes		
The successful candidate will be able to:		
Ability to relate well to young people	E	AF/I
Ability to form effective and appropriate working relationships/boundaries with young people	E	AF/I
Capable of working effectively as a member of a team	E	AF/I
Excellent oral and written communication skills	E	AF/I
Time management skills	E	AF/I
Ability to prioritise conflicting demands and manage own workload effectively	E	AF/I
Ability to work accurately under pressure and to tight deadlines	E	AF/I
Efficient, meticulous and well organised	E	AF/I
Knowledge of concept of confidentiality	E	AF/I
Standard office practices and procedures	E	AF/I
Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E	AF/I
Adaptable with a flexible approach to work	E	AF/I
Operate a computer and other standard office equipment	E	AF/I
Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	AF/I
Communicate with the public in a courteous and professional manner in writing, by telephone and in person	E	AF/I
Respond rapidly and accurately to situations	E	AF/I

Able to use own initiative and work independently with general supervision	E	AF/I
Understand and carry out written and oral instructions	E	AF/I
Personal qualities and Attributes		
The successful candidate will have:		
Be honest and trustworthy	E	AF/I
Be respectful and polite	E	AF/I
Possess cultural awareness and sensitivity	E	AF/I
Ability to deal with confidential matters in a professional manner and to maintain confidentiality	E	AF/I
Show initiative	E	AF/I
Good communication skills	E	AF/I
Demonstrate sound work ethics	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Ability and willingness to travel between sites, as required	E	AF/I
Other		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I