



'I have come that they may have life,  
and have it to the full.'

John 10:10



## Henlow Church of England Academy Application Pack

# Head of Year



HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM

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## Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of **Head of Year** at Henlow Church of England Academy. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity.

We have students on roll across Years 5 to 10 and enjoy strong links with our feeder lower schools of All Saints, Derwent, Langford, Meppershall and Raynsford. Each year students also join us from a wider range of schools including children of military personnel and families wishing to continue their links with the church. Our vibrant sense of community and 'Henlow Values' really come alive on a daily basis.

Our staff comprises of 41 teachers and 62 support staff. The Senior Management Team is substantively the Headteacher, two Deputy Headteachers, two Assistant Headteachers, the SENDCo, the Chief Finance Officer and Operations Manager.

The school's commitment to learning extends to staff as well as students: there is a well-developed structure for ECTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

The school is going through an exciting period of change, transitioning from a middle to secondary school. Our first Year 11 cohort will complete their Key Stage 4 journey in the summer of 2024. To accommodate the change of age range an extensive building project has been completed. Some highlights include a large MUGA, 5 new science laboratories, a large auditorium, graphics room, textiles room, a new food technology room and computer suite. Much of the school has been altered and refurbished to provide a full GCSE curriculum.

The successful candidate should be a hardworking, energetic and motivated individual who is willing to develop their expertise, take on new challenges, embrace change and is keen to join our developing team of committed professionals.

The application form is available on our website [www.henlowacademy.co.uk](http://www.henlowacademy.co.uk) or from Mrs Janice Marshall who can be contacted via the school office, 01462 813733 or on email: [jmarshall@henlowacademy.org.uk](mailto:jmarshall@henlowacademy.org.uk)

The closing date for applications is **Monday 8<sup>th</sup> May** with interviews taking place **week commencing 15<sup>th</sup> May**.

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Marshall at the above address.

I know the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,



Caren Earp



*The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).*



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## About Henlow Church of England Academy

Henlow Church of England Academy opened as a middle school (Years 5 - 8) in 1976 and established itself as a popular choice for pupils in the 3 tier offer in Central Bedfordshire. As the area now moves towards a primary/secondary model, Henlow is at the forefront of this change as a thriving secondary school (Years 7 - 11). The journey has been an incredible one for our community and I am proud to welcome you to join us as we take our next steps.

The surrounding countryside has always been a wonderful feature of our setting but the buildings themselves have been transformed in recent years. As a secondary school we now have superb facilities and offer a curriculum full of possibilities designed to develop the interests of our young people. As they progress throughout the school, they begin selecting which areas they wish to pursue further in Years 7 and 8. They have an increased choice alongside a community option in Year 9 and ultimately those subjects they wish to focus on in KS4. Our commitment in our curriculum and staffing matches the investment in our new buildings. In addition, our secondary Heads of Department have considerable experience at teaching GCSE. We are excited that our first Year 10 students have just started Key Stage 4 and in the summer of 2024 they will receive their GCSE exam results.

As a community our ambition is driven by our ethos and Christian vision - every young person deserves to enjoy their learning by receiving the right blend of nurture and challenge ('I have come that they may have life, and have it to the full.' John 10:10). A genuine warmth and sense of community defines our approach and underpins all aspects of Henlow life. As teenagers make important decisions about the person that they ultimately want to become, we build positive relationships with them and ensure that they are supported to be the fully rounded person they hope to be.

In 2021 Henlow Academy became the founding member of Poppy Hill Multi Academy Trust which now includes Meppershall Academy. We enjoy strong links with our feeder schools which are now primaries, the Diocese of St Albans and a wide number of community and charity organisations.

### Ofsted

We were one of the first schools in the country to be judged according to Ofsted's new framework and in September 2019 we were judged Good overall and in all areas.

In their report the inspectors note that pupils are polite, mature and considerate towards each other, they achieve well and feel safe and happy in school. They recognised our broad curriculum and specialist teachers;

***'The school's curriculum contributes strongly to pupils' wider personal development'.  
'(they) have the knowledge and skills needed to teach a range of subjects'.***

**Ofsted September 2019**

**HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM**

## SIAMS

In July 2017 we were judged 'outstanding' in our SIAMS (Statutory Inspection of Anglican Methodist Schools). We are the only middle/secondary in Bedfordshire to receive this grading in a church inspection.

***'In keeping with its Christian underpinning the school knows and treats pupils as individuals, recognising and celebrating their various gifts and talents well'***

**SIAMS July 2017**

## Curriculum

The Curriculum at Henlow Church of England Academy is designed to meet the needs of all children and provide for the full range of abilities. It has been carefully constructed to ensure that students encounter a balanced and wide range of learning experiences, as well as accommodating the requirements of the National Curriculum.

### Key Stage 3

**YEAR 7 - 9**

In Key Stage 3, the learning opportunities are increased to focus on science, languages, history and geography to strengthen the foundation for future learning in Key Stage 4. In addition, students are offered a wide range of option choices which are varied in Year 7 and 8 and focused on the theme of 'community' in Year 9. In Year 7 and 8 students are taught options lessons in mixed year group classes which adds to our community feel.

### Key Stage 4

**YEAR 10 - 11**

Key Stage 4 combines compulsory study with a wide range of options to allow students to build a personalised programme suitable for their needs and ambitions. As a Church of England school with a community focus, we feel it is important for all students to study religious education at GCSE standard. In addition, students will benefit from a range of subjects they can select from.

***'The school's curriculum contributes strongly to pupils' wider personal development.'***

**Ofsted September 2019**

## **Our Christian Vision, Aims and Objectives**

### **Our Christian Vision**

**'I have come that they may have life, and have it to the full.' John 10:10**

We seek to create a harmonious community in which the individual is valued and is given every opportunity to fulfil their potential in terms of pastoral, emotional and intellectual growth; thus enabling them to live successfully in an increasingly demanding and ever-changing world.

### **Aims & Objectives**

Our broad aim is to provide opportunity for self-development and self-fulfilment for the children here, to enable them to realise their full potential.

To be more specific, however, this School seeks to pass on to each new generation of children the knowledge, skills, ideas, attitudes and values which are judged necessary to make it possible to live - and live well - in our society. Societies change, however, and in our modern times they change quickly. It follows then that we need to provide not only experiences which enable children to grasp the essentials of this world as it is, but also experiences which will make them ready to fulfil themselves in a world which is likely to be different from today's.

Therefore, the School stands not only for tradition and conformity, but also for the future and a willingness to accept, and at times stimulate fresh thoughts and ideas.



***'A caring, inclusive and nurturing learning environment, based on its Christian values, leads to good progress and attainment, to strong relationships and to the excellent behaviour of students.'***

**SIAMS Inspection June 2017**

**HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM**

## Job Description

**Post:** Head of Year

**Salary/Grade Range:** MPS/UPS +TLR 2B

**Reporting to:** The SLT Link

**Responsible for:** The pastoral well-being of the pupils in a year group, maintaining an overview of their academic progress.

**Liaising with:** The Headteacher and SLT of Henlow Church of England Academy, Henlow teaching and support staff, LA staff, parents and governors.

### **Purpose of Role:**

- To raise standards of pupil attainment and achievement at Henlow Church of England Academy.
- To provide strategic leadership and management of the year pastoral team in order to secure high standards of behaviour, attendance and attitudes to learning along with effective tutoring to support the attainment and achievement of all pupils.
- To have a strategic overview of the learning and progress of pupils in order to ensure that effective tutoring, intervention and support mechanisms enhance this.
- To ensure that the ethos and expectations of Henlow are fully understood and respected by all the pupils in the year group.
- To ensure that the needs of all pupils are met within a clearly-defined and well-understood disciplinary structure providing challenge, support and opportunities for the academic, social and spiritual development of all.
- To establish a clear year group identity, overseeing fund-raising and social activities as appropriate.
- To establish strong links with parents and carers in order to secure the best possible standards of attendance, behaviour, effort and attitudes to learning.
- To celebrate the success of the pupils through the leadership and preparation of assemblies, year-based competitions and using the Henlow CE Academy's praise and reward systems.
- To lead teams of Pastoral Support Staff and tutors via tutor briefings, calendared meetings and other methods (training sessions, observations, learning walks, paired tutor sessions) in the delivery of tutor sessions, ensuring consistency of approach.
- To monitor the performance of Pastoral Support Staff and tutor teams and intervene where there is underperformance.
- To monitor/check uniform and ensure that effective strategies are used by tutors to deal with pupils who break the rules.
- To work with the SLT link to establish transition processes that reflect the academy's changing age range.

- To liaise with feeder schools, the SENDCO and Heads of Departments to ensure smooth transition into Year 7\*
- To participate in the transition process where appropriate with the Senior Leadership Team and relevant members of the pastoral team.\*
- To liaise with external agencies (e.g. SAO, Social Services, CAMHs, Police etc) to support (directly or through support staff) the wellbeing, safeguarding and progress of pupils in your year and to minimise or remove barriers to learning.
- To liaise with the relevant staff to create and analyse attendance data. Meet with the Attendance Officer and the SAO, and liaise with tutors and support staff to follow-up individual cases within a year to minimise the impact of poor attendance on pupil learning.
- To liaise with relevant staff to create and analyse behavioural data working with subject staff and tutors to follow-up individual cases using behavioural support mechanisms to minimise the effect of poor behaviour and exclusion on pupil learning.
- To monitor the use of computerised behaviour management systems by staff and intervene if records are not maintained or systems are not used correctly.
- To liaise and work with tutors, support staff and other appropriate agencies to support individual pupils and to monitor their reintegration after exclusion.
- To liaise and work with the senior team to ensure that there is a clear overview of standards of attainment and achievement in your year group to inform challenge, extension, support and intervention strategies.
- To rigorously monitor and track pupil progress and to be part of a team that evaluates the quality of learning and attainment.
- To work with Heads of Departments to ensure that progress is in line with or above national expectations.
- To take appropriate referral action to intervene in the case of inadequate teaching and/or poor classroom management.
- To have an overview of the attendance and assessment data for all target groups (PP, EAL, FSM, SEND, Gender, EM, CLA, High Attainers and Service children) at Henlow CE Academy liaising with the SENDCO and other relevant staff as appropriate regarding data, intervention and challenge for these pupils.
- To liaise with the School Action Group and the pastoral team to ensure that pupil perceptions are taken into account in the planning and delivery of year activities and lessons.
- To encourage the organisation of charity events for your year group in accordance with the Academy's and community of schools' charity calendars.
- To liaise with all stakeholders internal and external to the organisation as required, promoting the best interest of Henlow Church of England Academy at all times.
- To undertake any other reasonable duties related to the scope and grading of the role.



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\*As appropriate

**Note:**

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the Henlow SLT and Governors to undertake work of a similar level that is not specified in this job description.

## Person Specification

Key Criteria	Essential	Desirable	Identified By
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant Degree</li> <li>Teaching Qualification</li> <li>Evidence of Continual Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>Post graduate qualification</li> </ul>	Application Form and Verification
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>Evidence of at least "Good" teaching at KS 2, 3 or 4 in relevant subject</li> <li>Understanding and application of strategies to raise standards across the ability range through effective teaching and learning</li> <li>Sensitivity to the learning needs of all students</li> <li>Demonstrate understanding of using comparative data, together with information about students' prior attainment to establish benchmarks and set targets for improvement</li> <li>Identify usage of current good practice in assessment techniques and the monitoring of student progress across Key Stages 2, 3 or 4</li> <li>Willingness to undertake safeguarding training</li> </ul>	<ul style="list-style-type: none"> <li>An additional subject or flexibility to teach other curriculum subjects</li> <li>Evidence of "Outstanding" teaching at KS 2, 3 or 4 in relevant subject</li> <li>Experience as a TLR holder</li> <li>An understanding of how to monitor the performance of a school, using data, monitoring students' work and observing teaching</li> <li>Good knowledge of all Key Stages</li> <li>Previous experience of managing safeguarding cases</li> </ul>	Application Form References
<b>Professional Knowledge, Skills and Understanding</b>	<ul style="list-style-type: none"> <li>The ability to maintain a current knowledge of your subject area, behaviour management philosophies and teaching and learning developments including local and national developments and initiatives</li> <li>The ability to inspire, enthuse and motivate students</li> <li>Good classroom management to encourage positive behaviour</li> <li>Ability to prioritise, plan, lead and organise the work of this curriculum subject</li> <li>Monitor, evaluate and review your lesson planning and the progress of your students</li> <li>Demonstrate application of information and communication technology to the development of learning and teaching in the subject</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading within your area of expertise at local level</li> <li>Evidence of the innovative use of ICT in your subject area</li> <li>Experience of working with a variety stakeholders and outside agencies to support the attendance, behaviour, attainment and achievement of students</li> <li>Experience of having worked with parents to challenge and support their children</li> <li>Experience of raising students' and staff aspirations and performance</li> <li>Experience of improving a school's results to achieve outstanding levels of student performance</li> </ul>	Application Form References Selection Process Interview

Key Criteria	Essential	Desirable	Identified By
<p><b>Professional Knowledge, Skills and Understanding</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate creative problem solving and good communication skills</li> <li>• Ability to work collaboratively or on own initiative</li> <li>• Time management skills and a capacity for hard work and an ability to prioritise effectively with good administrative skills</li> <li>• The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities</li> <li>• Express your own ideas and opinions</li> <li>• Have high expectations of student attendance, performance and behaviour</li> <li>• Manage behaviour effectively and support other in doing so</li> <li>• Maintain a caring and supportive class, department, year and school environment</li> <li>• Recognise the role that parents, carers and families play in helping children succeed and thrive</li> <li>• Use data effectively to compare student performance (for example but not exclusively student tracking and value-added measures)</li> </ul>		
<p><b>Personal Qualities and Philosophy</b></p>	<ul style="list-style-type: none"> <li>• Flexibility and ability to prioritise</li> <li>• Self-motivation and self-reliance</li> <li>• Commitment to the post, your subject, your own professional development and the Henlow Church of England Academy ethos and ideals</li> <li>• Commitment to excellence in learning and teaching and experience of sharing good practice</li> <li>• Commitment to working effectively with parents/ carers, external partners and other agencies and schools to support the learning of children to define and realise the school's vision</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for teaching and commitment to enrichment activities</li> <li>• Experience of having developed and led a successful team</li> <li>• Commitment to the professional development of staff</li> <li>• Experience of having worked successfully with parents/carers and/or agencies to improve student outcomes in your subject</li> <li>• Experience of having led a change initiative</li> </ul>	<p>Application References Interview</p>

Key Criteria	Essential	Desirable	Identified By
<b>Personal Qualities and Philosophy</b>	<ul style="list-style-type: none"> <li>• Commitment to our local community and improving the life chances of the students in our community</li> <li>• Ability to work cooperatively as a positive team member and leader</li> <li>• Willingness to embrace change and new ideas in an evolving team</li> <li>• Ability to find innovative solutions to problems/issues</li> <li>• Commitment to inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of having solved a problem within your subject area or with a student issue</li> </ul>	
<b>Other factors, skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• A well-presented letter</li> <li>• Excellent communication skills</li> <li>• A commitment to the philosophy and aims of Henlow Church of England Academy</li> <li>• Full DBS clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in the full life of the school</li> <li>• A positive, "can-do" approach with colleagues and students</li> </ul>	Application Interview  DBS check