

Morecambe Bay Academy

Job Application

Year Leader



Part of The Bay Learning Trust



Morecambe Bay Academy

Welcome from the Principal



I would like to thank you for your interest in joining our community at Morecambe Bay Academy

Morecambe Bay Academy is a coeducational 11-18 school located within the beautiful Morecambe Bay. We are a part of The Bay Learning Trust and are one of a family of four secondary academies. Our priority as a Trust is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

Morecambe Bay Academy is on a journey of improvement. We look forward to welcoming a candidate who is firmly committed to our ethos of creating a sense of belonging, an optimistic outlook that encourages and enables students to believe in their potential and a firm commitment to securing the very highest levels of achievement.

As the new Principal of the academy, I want to place our academy at the heart of our local community so that our students are proud members and contributors within the local area.

The successful candidate will be an individual who strives for the highest levels of achievement for all their students. They will understand and seek to promote a wide range of enrichment activities, within their classroom teaching, the local area and further afield. This is an exciting opportunity for someone who is aligned with our values and has the drive, skills and enthusiasm to make a real impact in our community.

A handwritten signature in black ink, appearing to read 'H. McClurg', written in a cursive style.

Heather McClurg

Principal

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The Bay Learning Trust

Our Trust



The Trust was set up by Ripley St Thomas Church of England Academy in 2017. Ripley is a large Academy with over 1700 students, 400 of whom are in the Sixth Form. The Academy has been graded "Outstanding" in its last two Ofsted inspections. Ripley is a Teaching School and has its own SCITT (School Centred Initial Teaching Training), which was also graded "Outstanding" in 2017. It is also a National Support School.

In 2018 Carnforth High School joined the Trust family, who were then subsequently joined by Morecambe Bay Academy and Central Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. Our priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

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The Bay Learning Trust

Our Vision and Values



Our Vision:

Our vision is to build a family of like-minded primary and secondary schools in the geographical area of Morecambe Bay who work and learn together to secure an excellent education for all our young people

Our Values:

- Reciprocity: every school contributes to our learning
- Generosity: we are all concerned about all our schools and support each other willingly
- Honesty: we acknowledge both our strengths and weaknesses
- Humility: we recognise that we all have much to learn

Our Principles:

- Our young people always come first
- Our young people should have opportunities to develop in body, mind and spirit
- Our young people can all be successful

Our Aims

- Improve and sustain high levels of school performance
- Develop a self-sustaining community that learns from each other and from the best available external practice
- Allow schools to focus on teaching and learning through a central team that supports them with finance, buildings and staffing
- To ensure that our schools remain financially sustainable
- Develop our premises to create the best possible learning environment

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Recruitment Process



References: Before you are invited to interview, we will request references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the school before employment can commence

Child Protection Policy Statement: In this academy the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

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Job Description

JOB DESCRIPTION:	Year Leader (Non Teaching)
GRADE:	Grade 7 NPS19-25
RESPONSIBLE TO:	Assistant Principal PD & W
SALARY:	Actual Annual Salary Range £22,015-£25,554 Term-time only plus one week (FTE Salary Range £25,481—£29,577)
HOURS & DAYS:	37 hours per week, Monday to Friday, to be worked between the hours of 8:00 and 5:00pm with a 30 minute unpaid lunch break

General Job Description:

- To lead the team and develop constructive working relationships which contribute to pupils moral, social, mental and physical development.
- To record, monitor and improve the quality of pastoral care in the year group by reviewing the impact of provision in place.
- To co-ordinate with form tutors, the monitoring and academic progress of individual pupils.
- To organize, review and develop the year group's pastoral curriculum, including assemblies, form time and intervention.
- To plan, monitor and evaluate the development of tutors work—including monitoring reports, tutor time observation, year team meetings.
- To manage and organize the effective day to day pastoral care of pupils including liaison with outside agencies.
- To develop professional relationships which motivate, challenge and empower students to further learning
- To create a positive climate in the year group and keep the profile of resilience, praise and rewards high on the agenda.
- To foster strong relationships with parents and carers



Job Description

- To create a positive climate in the year group and keep the profile of resilience, praise and rewards high on the agenda.
- To foster strong relationships with parents and carers
- To be an exemplary leader, operating within agreed legal, ethical and professional boundaries in dealings with staff, parents, pupils and outside agencies adhering to our school values.

Key Tasks:

- To contribute to whole-school pastoral development and planning through membership of the pupil support team and middle leaders meeting.
- To lead, manage, monitor and evaluate the work of tutors in the year team and chair team meetings and provide minutes.
- To co-ordinate the pastoral curriculum for the year group, in consultation with the Assistant Principal PD & W
- To be the first port of call for parents of the school community with general concerns about school issues and foster positive relationships.
- To deal with child protection, act as lead professional and work with the Safeguarding Officer in line with school procedure.
- To support in the analysis of progress data and respond to identified barriers to learning and develop effective interventions.
- To contribute to the planning, development and delivery of programmes which reduce the number of days lost to learning through low attendance or exclusion, by working with the attendance officers to monitor attendance, promote good attendance and punctuality of pupils within the year group and arrange suitable interventions for "poor" attenders.



Job Description

Key Tasks:

- To manage matters of pupil discipline within the processes outlined in the school Behaviour Policy. Ensure the monitoring, evaluation and management of pupil records within the year group. Prepare, monitor and evaluate Individual Support Plant where appropriate.
- Co-ordinate and facilitate detentions and isolation provision.
- To promote and celebrate success within the year group, via the rewards system and other methods of praise.
- To promote pupil responsibility and encourage pupils to become actively involved in school life, including charity and community work promoting a sense of belonging. Support and develop the work of the School Council.
- Undertake administrative and clerical tasks relating to the year group, including the co-ordination of parent consultation evenings.
- To support tutors in providing pupil information for reports and references.

Job Description



Key Tasks:

- To liaise with the Assistant Principal and Senior Vice Principal, Head of Learning Support and tutors about appropriate support for pupils with special educational needs.
- To attend training that is identified as essential professional development.
- To act as a safeguarding officer for the school.

The successful candidate will benefit from a wide range of CPD opportunities.

Applications should be made to Mrs Heather McClurg via Mrs Catherine Marney – Principal's PA

cmarney@morecambebayacademy.co.uk

Closing Date: Wednesday 23rd June 2021

Person Specification



JOB DESCRIPTION: Year Leader (Non Teaching)
GRADE: Grade 7 NPS19-25
RESPONSIBLE TO: Assistant Principal PD & W

Key Criteria	Essential	Desirable	How Identified
Education/ Qualifications	NVQ Level 3/ A Level or equivalent qualification in an appropriate subject area GCSE Grade C or above in English and Mathematics or equivalent Experience working with Children or Young people	Relevant degree of equivalent level of comparable experience Training to support emotional, social or development needs Safeguarding trained. Experience working in a school environment	Application form and interview



Person Specification



<p>Experience</p>	<p>Proven experience of working with young people age 11 – 16 in a voluntary or other professional capacity</p> <p>Proven recent experience of the implementation of Child Protection & Safeguarding policies and procedures</p>	<p>Experience of working in a school or local government environment.</p> <p>Experience of working with young people within the secondary sector (11-19)</p>	<p>Application form, interview and reference</p>
<p>Knowledge and Understanding</p>	<p>Sound knowledge and experience of Child Protection & Safeguarding legislation and pastoral care systems.</p> <p>Understanding of the main challenges for pupils in the secondary sector</p> <p>Knowledge and ability to deal with a range of different pupil behaviours</p>	<p>Experience of mentoring/ coaching young people</p> <p>Understanding of multi-agency work</p> <p>Knowledge of the National Curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children</p> <p>Understanding of teaching and learning strategies and how these impact on pastoral issues</p>	<p>Application form, interview and reference</p>

Person Specification



<p>Skills</p>	<p>High quality people skills to deal with difficult problems</p> <p>Ability to use initiative to respond to and resolve problems in the short term</p> <p>Excellent literacy and numeracy</p> <p>General administrative/ICT skills especially in the use of a range of IT Software (Word, Excel, E-mail)</p> <p>Proven organisational and time management skills</p> <p>Ability to build effective relationships and work sensitively and effectively with parents, pupils, staff and outside agencies</p> <p>Ability to promote a positive ethos and have a 'can do' attitude</p>		<p>Application form, interview and reference</p>
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Person Specification



Personal	Professional appearance and conduct A committed life-long learner, willing to undertake further training Good communication skills, flexible approach with tact and diplomacy. Self-motivating and ability to work as part of a team. Ability to ensure confidentiality.		Application form, interview and reference
Special Working Conditions	Working outside of normal school hours will be required Legally entitled to work in the UK	Hold a current driving license and have access to a car for work.	Interview Application and interview

Morecambe Bay Academy

Job Advertisement



Head of Year (Non-teaching) —Morecambe Bay Academy

We seek an enthusiastic and inspiring individual to join our pastoral team as Year Leader from September 2021 to take on the every day pastoral care of our students.

Our core values focus on belonging, belief and achievement and this role within our team at Morecambe Bay Academy is key to helping students to achieve these values.

The role involves working closely with young people, their families and external agencies daily, supporting them with all aspects of their school life including their attendance and punctuality, behaviour, uniform, equipment, safeguarding and welfare and, ultimately, their success in life.

The successful person will have a belief that all students can meet the highest standards with the correct support combined with the ability to listen to students to help them find ways to overcome barriers. You will encourage our students to believe they can achieve.

As part of the wider Academy community, applicants must demonstrate a willingness to be an active participant in the Trust family of schools.

Successful applicants must be committed to Safeguarding and will be subject to an enhanced DBS and Child Protection Checks. We are an equal opportunities employer.

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Terms & Conditions of Employment

Below is a summary of the relevant conditions of service attached to this post. Absolute details will be sent along with contractual papers to the successful appointment:

- The post is a full time position subject to the provision of the National Joint Council for Local Government Service
- The salary payable will be determined in accordance with the provision set out in the National Joint Council for Local Government Service (Green Book)
- All support staff are eligible to join the Local Government Pension Scheme.
- The appointment will be subject to the school receiving satisfactory medical clearance.
- The appointment will also be subject to the school receiving a satisfactory DBS (Disclosure and Barring Service) check.
- The appointment will be subject to a 6 month period of probationary service with an internal review after 1, and subsequently 3, months.
- The school operates a no smoking policy across the site.



Morecambe Bay Academy
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www.morecambabayacademy.co.uk

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