

The appointment of  
**Head of Year**  
*Required for January 2025*





*Anchored in Christ*

We are seeking to appoint an innovative, inspiring and well qualified Head of Year with excellent leadership and interpersonal skills, You will be committed to maintaining a consistently high standard of pastoral care and student wellbeing. We are looking for a confident and strategically minded individual initially to be responsible for the overall management and development of the current Year 8. The following year you will move to be Head of Year 9, moving up with this cohort each year, until they reach the end of Year 10. You will be joining an exceptional Pastoral team and highly supportive, experienced colleagues

This role is open to professionals that have pastoral experience in a school(s) but may not hold QTS. We would expect any unqualified teacher to have experience working in secondary education and this should be demonstrated through the application form and will be tested at interview. As part of this role you would be expected to supervise some cover lessons and be part of the On Call/Resetrota.

Our most recent Ofsted inspection in September 2023 saw us being judged strongly good in all areas. Our current SIAMS grading is outstanding. Both inspections evidence our excellent quality of education and commitment to ensure all students flourish both academically and pastorally. Recent outcomes at GCSE and A Level demonstrate strong progress for all students with the Academy's GCSE results this summer being the highest the Academy has ever achieved. However, we are much more than a successful, academically focused school. We believe in educating the whole child and our Christian values of joy, perseverance, servant leadership, charity and forgiveness underpin everything we stand for. It is important that all of our staff, whether they are teachers or not, work closely with our young people and ensure that they are successful in all that they do. We are looking for staff who will always go the extra mile for our young people and believe that education happens both in and out of the classroom.

The Academy prides itself on an outstanding staff body - both teaching and associate staff. Chelsea Academy is a happy and thriving environment in which to work; we attract hardworking, committed and passionate staff, all of whom are keen to progress further in their careers. Staff development and wellbeing is an ongoing priority because without recruiting and retaining the very best staff we cannot deliver on our vision.



### **How to apply**

Please use the Quick Apply service on the TES. Sorry but we do not accept CVs. The deadline for applications is **Friday 29th November 2024**. Interviews will be held throughout the duration of the advert therefore early applications are encouraged. **Chelsea Academy reserves the right to close the advert early if a suitable candidate is found. Interview dates are to be confirmed.** If you have any further questions about this post then please feel free to contact Anisha Yatally (HR Advisor) who will put you in contact with the relevant staff member.

### **Equal Opportunities and Safer Recruitment**

Chelsea Academy is an inclusive employer. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability, however, we do expect all our staff to note and follow our Christian ethos which is outlined on our website. Please note that Chelsea Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy successful references, a Disclosure and Barring Service (DBS) check and right to work in the UK prior to starting employment with the Academy.

As part of our recruitment process we will also carry out an online search for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before the interview. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in paragraph 221 of Keeping Children Safe in Education (KCSIE) 2024. Any data collected during this search will be retained in line with our retention schedule which is available on request.

If you want to work in a happy, purposeful inner city academy with a strong Christian ethos and commitment to helping every student go on to university or meaningful employment, then we would welcome your application.

Yours faithfully

**Mariella Ardron**  
**Principal**

## **Chelsea Academy Head of Year**

### **Job Description**

<b>Purpose</b>	The day to day leadership and management of all aspects of pastoral care, welfare, discipline and progress of students across a year group.
<b>Reporting to</b>	Senior Vice Principal (Inclusion) or Assistant Principal (Inclusion)
<b>Working time</b>	40 hours per week (8.00am to 4.30pm). Term time plus two weeks in the holidays OR normal teacher terms and conditions.

#### **MAIN DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

- To be responsible for the pastoral care, welfare, discipline and progress of students across a year group. To lead on all aspects of year group activity within the overall aims of the Academy.
- To promote the highest standards of behaviour, attendance, punctuality and uniform across the year group.
- To monitor student progress across the year group and work closely with class teachers and Curriculum Leaders to support students in their learning.
- To effectively lead and manage a team of Learning Coaches.
- To promote the Christian values of the Academy in all aspects of your work.
- To have a high profile across the Academy including presence before school, after school during lessons and break times.
- To support the Leadership Team in ensuring that the Academy runs smoothly each day.
- To teach the subject area that you are qualified in or cover lessons if you are unqualified.

#### **SPECIFIC RESPONSIBILITIES**

- To ensure appropriate and effective structures are in place across the year group to support students in their learning, progress and pastoral development.
- To work with other members of the Pastoral Team and external agencies to ensure that all students are supported effectively, particularly those who are vulnerable.
- To monitor and take action on all Child Protection and Safeguarding issues across the year group
- To work closely with parents and carers in order to support students effectively.
- To attend Intervention Panel meetings, referring students according to Academy procedures and taking follow up action as appropriate.
- To monitor the progress of students across the year group, and work closely with class teachers and Curriculum Leaders to ensure the effective and targeted follow up to progress check data.
- To be responsible for student behaviour across the year group, effectively implementing the CAW4B procedures and the restorative approach to behaviour management.
- To deal with incidents of bullying appropriately and according to Academy procedures.

- To support the implementation of the CAW4B procedures by carrying out Behaviour Walks, Reset Room duties and On Call duties.
- To monitor and oversee the report system across the year group.
- To monitor and follow up issues relating to detentions.
- To proactively promote the Academy rewards system across the year group.
- To ensure that high levels of attendance and punctuality are maintained across the year group.
- To ensure that high standards of uniform are maintained across the year group.
- To lead a team of Learning Coaches and ensure that they carry out their role effectively.
- To ensure that the Coaching Time schedule is followed and that Coaching Time is used effectively.
- To be responsible for carrying out Pastoral Quality Assurance procedures and taking follow up action as necessary.
- To ensure that Coaching Time registers are completed accurately and according to Academy procedures.
- To ensure that student planners are used according to Academy procedures
- To take a lead in the organisation and follow up of the Learning Coach and Progress Evenings for the year group.
- To assist in the organisation of year group related exams.
- To lead year group assemblies
- To chair year team briefing and meetings, setting agendas and circulating action points.
- To cover lessons of absent staff (if a non teaching member of staff) and ensure that there is a positive and productive atmosphere in those lessons with exemplary behaviour and learning.