

The appointment of **Sixth Form Head of Year**

Required for September 2021





Anchored in Christ

We are seeking to appoint an innovative, inspiring and well qualified Sixth Form Head of Year with leadership and interpersonal skills of the highest order. The successful candidate will be committed to maintaining a consistently high standard of Pastoral Care and student wellbeing, so that students can make excellent progress throughout their time at the Academy. We are looking for a confident and strategically minded individual, with excellent interpersonal and communication skills, to assist in the overall management and development of a year group.

We hope that the attached application pack, along with the Academy's website, gives you all the information that you need to help you apply for a post here. Chelsea Academy is a great place to work and visitors often comment on the excellent behaviour of our students, the friendliness of our staff and the fantastic Academy building. Our aim is simple; to provide the best quality education for all the students that attend the Academy, to produce happy and employable young people and to become one of the best schools in London.



We are currently graded outstanding by Ofsted and SIAMS. Outcomes at GCSE and A Level are very strong with progress in the top 10% nationally. 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.

Chelsea Academy is one of the few schools in the country with Investors in People Gold, our staff are friendly and supportive and we offer a whole range of professional development opportunities no matter what stage you are at in your career. We want all of our teachers to be excellent practitioners, passionate and inspired by their subject, and so offer unrivalled professional development and support. This includes an early close for students every Wednesday to allow for meetings and CPD (including opportunities to regularly visit other schools for newly qualified teachers) and a thriving in house Lead Practitioner team that coach and



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support staff across the Academy. Through the Chelsea Academy Way for Learning we have a simple, flexible and consistent way of developing outstanding teaching. Most of our senior and middle leaders started as teachers with us and have developed into highly talented practitioners. We offer internal and external training through NPQML, NPQSL and Challenge Partners - your professional development is important to us. Academy staff have access to a wide range of benefits. These include a private healthcare package, 24 hour GP service, physiotherapy and a confidential well-being support line as well as a laptop and free lunch.



Please use the Quick Apply service on the TES. Sorry but we do not accept CVs. The deadline for applications is **Monday 17th May 2021**. **Chelsea Academy reserves the right to close the advert early if a suitable candidate is found.** Interview date will be shared once the shortlisting process has been completed.

If you have any further questions about this post, then please feel free to contact Anisha Yatally (HR Officer) who will put you in contact with the relevant staff member. Visits to the Academy and / or requests for informal discussions with the Principal are welcome and can be arranged by Anisha.

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, an enhanced police / Security Disclosure and Barring Service (DBS) check and right to work in the UK prior to starting employment with the Academy.

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 SIXTH FORM HEAD OF YEAR

JOB DESCRIPTION

Purpose	The day to day leadership and management of all aspects of pastoral care, welfare, discipline and progress of students across a year group.
Reporting to	Assistant Principal Post 16 or Senior Vice Principal (Inclusion)
Working time	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, Isolation 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 Parent Consultation 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.