



Head of Progress Application Pack

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Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

Email: office@furzeplatt.com | Website: www.furzeplatt.com

Tel: 01628 625308 | Fax: 01628 782257



Head of Progress (Head of Year)
Start Date: January 2024
MPS/UPS/Level plus London Fringe Allowance
TLR2c - £7484
Closing Date: 9am on 16th October 2023
We welcome early applications

Would you like to join a popular, oversubscribed school with excellent state of the art facilities?

We are looking to recruit a Head of Progress who can provide strong leadership and pastoral support to our students. We are committed to providing excellent pastoral support and inclusion to our students and wish to appoint a well-qualified and talented Head of Progress to provide a stimulating and dynamic environment for our students. You will lead and manage the pastoral needs of your year group developing effective systems and strategies to ensure that all students in the year group are supported fulfil their educational potential.

About us

Furze Platt is a highly successful and inclusive mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1500 students of all abilities develop the skills and qualities to enable them to excel in the future. We are an ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence. We are well placed for access, with good transport links to and from London and surrounding counties. Our school is very well resourced and equipped with many new facilities benefiting students and staff. These include a state-of-the-art theatre, gym, fitness suite and a new three-storey teaching block incorporating science laboratories and classrooms. We are also rolling out our Laptops for Learning initiative to ensure all students are equipped with a laptop.

We want our students to enjoy the time they spend with us by providing an education which is broad, stimulating and rewarding. We encourage all our staff to offer enrichment opportunities with over 50 clubs and societies being offered each term. We are proud of this range of extra-curricular opportunities including Duke of Edinburgh, ski and theatre trips, visits overseas to enhance language skills and historical knowledge and many others.

We offer a friendly and harmonious campus atmosphere, with a Senior Leadership Team who genuinely want to see you succeed and develop. Career opportunities allow you to grow professionally within Furze Platt. Furze Platt is the lead school for Teach Maidenhead, a teacher training partnership which offers School Direct teacher training giving staff the opportunity to develop their mentoring skills.

We are keen to ensure that we support the physical and mental wellbeing of our staff. Discounted membership is available for the use of a fully equipped and well-maintained gym on-site. Staff are provided with a laptop and many have their own classrooms. We offer access to an employee advice service (Care First) which provides information, helpful resources, and a counselling service. We encourage community spirit and staff involvement through various social events, recent ones being our Christmas Party, "tea on the terrace" in the summer term, an orienteering event, murder mystery and cooking competitions, sports after school and a Furze Platt fantasy football league. Student and staff nominations, as well as Long Service Awards, recognise colleagues' contributions to our school. We have free parking on site and we also ensure that freshly brewed coffee is ready for you during break-time with edible treats to help you through the week!

Interested applicants are welcome to talk to Rebecca Lake – Deputy Headteacher (Behaviour & Attitudes Rebecca.Lake@furzeplatt.net about this post, or to visit the school. To learn more about our school and to complete an application form please refer to the vacancies section of our website www.furzeplatt.com. Please return completed application forms to kiran.smith@furzeplatt.net

Furze Platt Senior School is a sponsor license holder which means we can sponsor foreign workers to come and work in the UK. We are therefore able to consider applications from fully qualified and overseas trained teachers who are in the process of applying for UK QTS or can apply with effect from 1st February 2023.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Dear Candidate,

Thank you for your interest in this post. I hope you find the information provided useful and look forward to receiving your application.

Furze Platt Senior School is an extremely rewarding school in which to work. Our school culture is based on our ACHIEVE values. Relationships are a strength of our school with students and staff wanting to work with and for each other.

‘Pupils are friendly, courteous and polite. They say that they are happy and that they feel safe. Pupils’ relationships are shaped by the ACHIEVE values of the school, which stands for ‘Ambitious, Collaborative, Happy, Integrity, Endurance, Versatility, Excellence’. Pupils behave well in lessons and around the school.’
Ofsted 2021

We are a highly inclusive, comprehensive and local school with virtually all students living within walking or cycling distance. As the largest school in Maidenhead we are able to offer our students a wealth of options within and beyond the classroom. Similarly, our staff have a wide range of CPD and promotion opportunities.

We are keen to encourage every child to ACHIEVE *their* excellence whether that be a highly academic place at Oxbridge, a more vocational route or one of the many other pathways open to them. By offering opportunities throughout their school careers, we ensure students are not just well-qualified but mature young adults who we are proud to know.

Furze Platt Senior School was rated ‘Good’ by Ofsted in our most recent inspection (November 2021). We have nearly 180 caring, committed and good humoured teaching and support staff together with an oversubscribed school population of approaching 1500 students. This is a school where staff and students work together to achieve high standards and excellent outcomes.

Our student body is taken from the town of Maidenhead, 30 miles west of London, and from other parts of Berkshire and Buckinghamshire. Whilst overall the area is affluent, ours is a truly comprehensive school, with students from all social, economic and ethnic backgrounds. The school is popular and well regarded in the local community. Parents and carers are supportive, seeking to work with us to support their children.

‘School leaders are ambitious for the school. They enjoy positive relationships with the rest of the staff and work with them to ensure the success of the school. Teachers are grateful for the support offered in terms of induction and the consideration given to their workload.’ Ofsted 2021

Our vertical tutor group system emphasises our sense of community. The House system is the basis for our pastoral care and support, as well as offering friendly competition. We have a specialist unit for students with autistic spectrum disorder and provide excellent support for those with academic or emotional difficulties.

Our curriculum is broad and balanced and aims to meet the differing needs of students. Students follow the National Curriculum at Key Stage 3 including learning two modern foreign languages. Towards the end of Key Stage 3 students are supported with the selection of their GCSE options and the school works hard to ensure every student is able to study the subjects they have chosen.

Our Key Stage 4 curriculum provides an appropriate mix of GCSE subjects including English Language and English Literature, Maths and Single Sciences, Humanities, Languages, Art, Drama, Music, Technology, Computing, Business, Psychology and Philosophy and Religion. Students can also opt for more vocational subjects such as Creative iMedia, Leisure and Tourism and Child Development. Standards are very high; students make good progress and many departments have results above the national average.

The Sixth Form is an undoubted strength of Furze Platt Senior, with around 300 students. The broad curriculum offer and high standard of teaching has led to excellent examination results. A very large number of sixth formers progress to highly rated apprenticeships and university. Sixth Form students are also expected to undertake community work in or out of school, including paired reading and maths schemes, and acting as subject prefects or mentors. They make a significant contribution to the school.

‘Behaviour is calm around the school site and conducive to learning in lessons. Interactions are courteous and respectful. Teachers quickly pick up any inappropriate behaviour. Behaviour in the sixth form is exemplary. Sixth-form students are good role models for the rest of the school.’

Ofsted 2021

We also believe passionately in music, drama, the arts and sport, and have some excellent facilities to support these including a Dance studio, two state of the art Drama studios, a professional recording studio, practice rooms and a recent addition of a gym and all-weather astro-turf. There are a large number of music and drama productions, along with recreational and competitive sport.

In recent years we have opened a new English and Science block, along with a new 400 seat state-of-the-art Theatre. We invest in our staff, facilities and resources enabling our students to benefit from the great opportunities we have to offer.

We have a strong team of teaching staff and are committed to developing our teaching to ensure that even more students reach their full potential. To this end, we invest heavily in teachers’ professional development. Staff are encouraged to pursue their interests in all aspects of pedagogy and benefit from staff coaching. Staff attend a range of internal and external courses, and we encourage staff to visit other schools to see examples of best practice.

Furze Platt Senior School is an exciting school in which to work. I hope that the information in this pack inspires you to apply to work with us. Should you require any further information, then please visit our website (www.furzeplatt.com) or contact me via my P.A. Mrs Jacky Phillips email jacky.phillips@furzeplatt.net.

With best wishes

Dr Andrew J Morrison (BA Hons, PGCE, MA, PhD)
Headteacher

Head of Progress TLR2c - £7484

Job Description: Head of Progress

Line Manager:	The post holder will be responsible to an Assistant Headteacher
Main Purpose of Role:	To be responsible for the progress and discipline of a Year group

Heads of Progress will be high profile, highly visible members of the school community, forming an important bridge between students, parents and staff.

CORE RESPONSIBILITIES AND DUTIES

- To tenaciously monitor and evaluate student academic progress, behaviour, rewards, attendance and punctuality to identify and lead strategies to combat underachievement to make a measurable contribution to whole school targets.
- To support the work of the DH (Behaviour & Attitudes) / AHT KS3 or AHT KS4 / Primary Transition (depending on assigned year group).
- To lead, manage, motivate & develop year team tutors and pastoral manager.
- To be a visible presence within the school, monitoring students' behaviour at changeover times, break and lunch and within lessons.
- To maintain effective routines.
- To promote the ethos and values of the school.
- To liaise with the inclusion team to secure excellent behaviour management and with relevant outside agencies.
- To work effectively with staff on improving attendance and punctuality
- To support the Pastoral team, as one of our deputy DSLs, in ensuring excellent safeguarding across the school.
- To support with the Isolation Room, working with SLT and Middle Leaders to ensure that clear systems and expectations are in place that all understand – with both students and staff having a thorough understanding of the role the Isolation Room plays in supporting behaviour in the school.
- To support SLT and Pastoral Teams in establishing and maintaining a clear separation of pastoral and behaviour issues.

WIDER RESPONSIBILITIES AND ACTIVITIES

- To oversee the progress of all students in the year group.
- To use a variety of data for the cohort in order to identify underperformance and to make referrals (to HoDs, SEN, AHT etc as required).
- To have a knowledge and understanding of all of the different groups of students within the cohort (E.g More Able, SEN, LAC, underachievers, poor attenders, FSM etc) in order to be able to monitor progress and plan appropriate interventions.
- To support the AHT KS3/4 in coordinating intervention and enhancement strategies for targeted groups of students.
- To monitor the use of rewards and sanctions for the cohort, liaising with Heads of Department where issues arise.

- To monitor homework, Laptops for Learning and use of Class Charts
- To be a positive interface with the school for parents.
- To have oversight of the role of the form tutors for the cohort, including identifying training needs.
- To lead and chair Year Team meetings, setting the agenda and recording the minutes.
- To prepare students for progression.
- To work with / support Heads of House and the House Competition Co-ordinator in ensuring that a full programme of events is delivered and actively participated in by your year group.
- To ensure that your year group is fully represented in all student leadership opportunities.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Head of Progress Person Specification

Requirement	Essential?	Desirable?	Shown through? A = application I = interview R = reference
QTS and eligibility to work in UK	✓		A, I, R
Evidence of continuing professional development	✓		A, I
Understanding and support for the values and visions of the school	✓		A, I
A consistently good or outstanding practitioner capable of generating high student outcomes	✓		A, I
Committed to enrichment and providing extra-curricular activities	✓		A, I
Self-motivated and self-reflective	✓		A, I
Willingness to share expertise, skills, knowledge and ability to inspire others as a positive role model	✓		A, I
Good interpersonal and communication skills	✓		A, I
Must be able to manage own workload effectively and respond swiftly to tight deadlines	✓		A, I
Ability to produce required outcomes with minimal supervision		✓	A, I
Drive, energy, resilience and a sense of humour	✓		A, I
Ability to work under pressure and to deadlines	✓		A, I
A desire and determination to make a significant contribution to the school as a whole	✓		A, I
High expectations of self and of others	✓		A, I
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.	✓		A, I
Data analysis and target setting		✓	A, I