

Head of Year

(All subject specialisms will be considered)

for September 2023

QTS status MPS/UPS plus TLR 2B (£5,024)

Application pack contents

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“Grace Academy Coventry is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”

Welcome from the Principal

Thank you for taking the time to read the information regarding our current vacancy. We hope you find the information you are looking for and that you develop an understanding of the atmosphere, vision, ethos and aims of Grace Academy.

Grace Academy is a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. Our Values are central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. We aim to be aspirational and proud of who we are. We believe that all our students should be happy and safe and have the Limitless Potential to succeed.

We have amazing students here at Grace who deserve the best possible life chances. We encourage students to be praised and recognised whilst at the same time being challenged to meet our expectations.

At the centre of all we do is the focus of what is best for our students; we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be. My team and I pride ourselves on making decisions from a position of integrity. As a parent myself, I strongly believe that if it is not good enough for my children, then it is not good enough for Grace students. This is even more important in the current climate, as we put student wellbeing and aspirations at the heart of what we do. We believe it is important for all students leaving Grace Academy to have the self-belief and qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents work together to support them in raising their expectations and aspirations.

We value our staff and pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing. We are committed to developing our staff at all stages of their career, both internally and externally.

We have a friendly, innovative and exciting community in which to work and offer a variety of attractive benefits, such as an onsite gym and use of the sporting facilities, free eye care vouchers, refreshments available throughout the day, free lunches when on duty and the opportunity to be a part of the Staff Wellbeing and Workload Committees.

Grace Academy joined the TOVE Learning Trust in April 2019. We are a close knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students.

I hope that through reading the information pack, visiting our website, social media and reading our most recent Ofsted report you will be encouraged to apply for a position at Grace Academy.

Thank you for your interest in this post and we look forward to hearing from you.

Yours faithfully,

Mrs N Whiles
Principal

Job Advert

We are delighted to offer this fantastic opportunity for an inspirational, motivated and enthusiastic Head of Year to join Grace Academy Coventry. The successful candidate will be an experienced subject teacher – all subjects will be considered - and will want to make a difference to the lives of students and help develop independent and resilient young people who can accomplish their ambitions when leaving the Academy.

We are a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. It is central to our ethos, day to day curriculum, extra-curricular activities and pastoral structures. Here at Grace Academy we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be.

We have high expectations for all those involved in the education of children. It is important that all students leaving Grace Academy have the qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents support them in raising their expectations and aspirations.

Our Academy is vibrant and friendly; our students are happy and caring; our staff are experts in their field. Together we work together to make Grace Academy a place where we can all excel. We pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing, putting development and wellbeing at the heart of our work. We work hard to look after our pool of talented staff who are encouraged to grow, develop and work collaboratively.

We are part of Tove Learning Trust which is a fast moving and exciting place to work. Teachers and support staff are supported by exemplary senior leaders and by a network of advisors. We have an outstanding Teaching School within the Trust and can offer high quality professional development to support you at all stages of your career.

We offer:

- A friendly, innovative and exciting community in which to work.
- Excellent support for ECTs, ECT training, Middle Leadership training and access to Senior Leadership courses.
- Subject specialist network groups via the SWAN Alliance Teaching School, providing access to shared resources, latest thinking, challenge and support.
- Access to an internal market for promotions within the growing group of TLT academies.
- A vibrant learning environment where students are ready and focused on learning.
- Teachers' pension scheme and local government pension.
- Use of the onsite gym and sporting facilities.
- Free lunch when on duty and refreshments in the staffroom to access throughout the day.
- Staff Wellbeing and Workload committees who help to support staff wellbeing and organise social events.
- Access to our performance management system where a bespoke career development plan will be discussed to help progression and development.
- Free eye care vouchers.
- Free work laptop and use of up to date IT equipment.
- Plenty of on-site parking.

Our shared vision and values focus on all aspects of school life to help students achieve to the best of their ability. We aim to provide an engaging and rewarding work environment with a high expectation culture where all staff are valued and equipped to meet the challenges associated with high quality teaching and learning.

How to apply:

Please read through the information in the pack carefully and do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this. If you cannot make a visit, then please feel free to phone us to talk about the post.

Visits to the school or an informal confidential discussion with the can be arranged with Sarah McAdam, PA to Principal and HR Assistant by contacting the Academy office on 02476 589 000.

You should ensure that you have completed all sections of the application form. Please submit your **supporting statement** with no more than **one side of A4**, plus your **application form** to Sarah McAdam via email at sarahmcadam@graceacademy.org.uk by **9am on Thursday 25th May 2023**. **Interviews will be held on Friday 26th May 2023**.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.

	Teacher and Head of Year – Job Description
Reporting to	Head of Faculty and, as Head of Year, responsible to the Principal through the designated member of the Leadership Team
Responsibility Level/Salary	MPS – UPS depending on experience with TLR 2B (£5,024)
Location	Grace Academy, Wigston Road, Coventry, CV1 2RH
Job Purpose	<ul style="list-style-type: none"> ● To deliver high quality teaching and excellent learning outcomes and create a climate where students achieve their potential. ● Participate in the creation of Faculty schemes of work, lesson plans and related resources. ● To contribute to and support subject delivery and enhance the learning and teaching experiences of all students. ● To ensure all students achieve their full potential and targets. ● To lead both the team of tutors and the cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them. ● To manage both the people and resources associated with the year group. ● To monitor the quality of learning experienced by the year group, liaising with heads of subject and offering support and guidance where necessary. ● To have knowledge of Grace Academy procedures about how to safeguard and promote the welfare of children in addition to the statutory duty to safeguard children.
Main Duties	<ul style="list-style-type: none"> ● To provide programmes of study suitable for all students in teaching groups and to maintain high standards of work, discipline and conduct in accordance with overall Academy policies. ● To encourage students, through the effective use of a variety of resources, differentiated learning and the maintenance of a good learning environment. ● To acquire the skills and develop an understanding of the subject, teaching pedagogy and the theories of learning. ● To liaise with other teachers, attend meetings of staff and contribute to the general development of the subject. ● To operate regular and effective assessment for learning and monitoring procedures, maintain an efficient record system and advise the Head of Faculty on student progress. ● To keep abreast of current developments within the subject/s and to strategically lead the faculty development.
Specific Duties	<ul style="list-style-type: none"> ● To produce differentiated lesson plans to support the delivery of stimulating and existing lessons that will motivate and enthuse students. ● To use ICT effectively to support the delivery of lessons as appropriate. ● To use a variety of teaching and learning strategies to ensure that all learning styles (visual, auditory, kinaesthetic are catered for). ● To provide students with regular assessment opportunities, use assessment for learning and provide them with quality feedback.

	<ul style="list-style-type: none"> • To set students challenging but achievable targets. • To provide pastoral care, appropriate to the needs of each student and to maintain high standards in accordance with overall Academy policies. • To encourage students to develop positive attitudes to each other, members of staff, their families, the Academy and their environment. • To liaise with other teachers, attend meetings of staff and contribute towards the provision of effective pastoral care. • To monitor the academic and social development of students and maintain an efficient record system. • To carry out a share of supervisory duties in accordance with the published schedules. • To participate in appropriate meetings with colleagues and parents. • To participate in Performance Management arrangements. • To show care and concern for all students, members of staff and the Academy environment. • To contribute to the wider aspects of Academy life, including liaison with parents and external agencies and to provide support for Academy policy within the community. • To contribute to the effectiveness of the Academy's organisation. • To review annually the preceding year's work and agree targets, aims and objectives. • Maintain awareness and knowledge of contemporary trends, developments, theory and methods in the transformation of teaching and provide suitable leadership and interpretation to Governors, Leaders, Managers and staff within the Academy. • To carry out any other reasonable duties as directed by the Governors or Principal.
Academy Progress	<ul style="list-style-type: none"> • Monitoring the quality of learning experienced by the year group through discussions with staff and students. • Monitoring of academic progress in order to secure and sustain effective learning. Using assessment grades, traffic lights, reading age scores, reports and data to inform us of both individual student progress and collective progress across each teaching class and the year group as a whole. • Liaise with key staff regarding all groups of students' achievement in year group (e.g. gender, SEN, vulnerable, etc) and the level and type of intervention where required. • Report to LT links on progress of year group and individuals. • Monitor the regular setting of homework. Regularly check that planners are well used and brought to Academy. • Regularly visit lessons of students of your own year group. If a class is on report then Heads of Year should support teaching staff and carefully monitor these students.
Leadership and Management	<ul style="list-style-type: none"> • Lead and manage a team of tutors. Heads of Years to provide guidance, training and encouragement to tutors. Set the agenda for tutor meetings, which should include a development time for them. Tutors to be monitored

	<p>both informally and formally by the Head of Year to inform the Academy's performance management process.</p> <ul style="list-style-type: none"> • Have an overview of all the different care and guidance for student's e.g. learning mentor, inclusion, SENDCO, TAs, behaviour and attendance manager. • Providing a link for parents, tutors/mentors, SENCOs, teachers, Heads of Departments, leadership team and external agencies. • Monitor student behaviour, attendance and achievement using 'lesson monitor' on SIMS and in consultation with key staff decide on appropriate sanction, intervention and reward where appropriate. • The Head of Year will oversee students on report and make contact with parents when necessary. • Advise the Principal when there is a need for a fixed term exclusion. • Provide a varied and proactive range of assemblies. Supervise the entry of students to assembly. • Use the Academy rewards system to promote student achievement and self-esteem.
Administration	<ul style="list-style-type: none"> • Organise a framework for daily tutorial activities. This includes both day to day administrative tasks (signing planners, checking absences) and year specific tasks (preparation for exams, options, self-monitoring of achievements). • To ensure that tutors have access to all relevant materials in order to carry out these tasks. Manage "in year" admissions for new students in accordance with local Children's Services admission procedures. This will include meeting potential students, parents and organising timetables and setting (liaising with appropriate key staff). • Co-ordinate events such as parents' evening, open evening, and options evening. • Have an involvement in policy development and decision making across the Academy.
Continuing Professional Development	<ul style="list-style-type: none"> • In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the school. • Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
Qualifications and Key Skills	<ul style="list-style-type: none"> • Qualified Teacher Status • Appropriate qualification(s) and experience

Teacher and Head of Year – Person Specification

	Essential	Assess Criteria By: A/I/E/R*	Desirable	Assess Criteria By: A/I/E/R *
Knowledge and Experience	<ul style="list-style-type: none"> Qualified Teacher Status Degree or equivalent Experience of teaching at Key Stages 3, 4 and 5 Recent relevant professional development Can demonstrate an understanding of providing effectively for the individual needs of all students through the use of appropriate learning strategies and classroom management Has knowledge and understanding of curriculum syllabus requirements at the appropriate key stages Has knowledge and understanding of the monitoring, assessment, recording and reporting of pupils' progress Understands the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection Understands the importance of positive links and relationships within school and with all its stakeholders Can demonstrate awareness of latest developments in effective teaching and learning styles. Ability to give clear and strong leadership and support Ability to think strategically and successfully implement agreed strategies Ability to analyse and solve complex issues with an eye for detail Ability to delegate effectively Ability to work effectively with staff, students, governors, parents and the community Ability to work with, manage and lead a team of tutors. Ability to liaise and work with other middle managers to promote the education of all children. Ability to inspire and lead a year group through the Academy. Ability to use VA data to promote learning and to set targets appropriate to pupils' abilities and needs. Ability to liaise with outside agencies. 	<p>A</p> <p>A</p> <p>A</p> <p>I/E</p> <p>A/I/E</p> <p>A/I/R</p> <p>A/E/I</p> <p>A/I/R</p> <p>A/E</p>	<p>Higher degree</p> <p>Can demonstrate ongoing success in student outcomes</p>	<p>A/R</p> <p>A/R</p>

Skills and Attributes	<ul style="list-style-type: none"> ● Is able and willing to promote the Academy's aims and Christian ethos positively, and use effective strategies to monitor motivation and morale of students and staff ● Can show a record of good teaching and learning practice and outcomes ● Can develop good personal relationships within and across teams ● Is able to establish and develop positive and productive relationships with parents, governors and the community ● Has the ability to communicate effectively to a variety of audiences ● Understands the importance of, and is able to create a happy, challenging and effective learning environment ● Is approachable, committed, empathetic, enthusiastic, organised, patient and resourceful. ● High levels of drive and energy ● High levels of interpersonal skills ● Commitment to comprehensive education and high student expectations ● Ability to reach and justify difficult decisions ● Ability to set and achieve challenging, but realistic goals for staff and for students ● Ability to support, motivate and inspire others ● Sense of humour, good listener, positive outlook ● Ability to impose calm. ● Ability to work as part of a team. ● To work in line with the Fluency Duty 	<p>A/I</p> <p>A</p> <p>A/E/R</p> <p>A/R</p> <p>A/I/E/R</p> <p>A/E</p> <p>I/E</p>	<ul style="list-style-type: none"> ● Can show a record of outstanding teaching and learning ● Can demonstrate student progress significantly above average ● Ambitions for senior leadership 	<p>A/R</p> <p>A/R</p>
Professional knowledge and understanding	<ul style="list-style-type: none"> ● Special educational needs, code of practice (revised) etc., ● Child protection issues. ● Strategies for Academy improvement. ● Strategies for developing effective teaching/learning. ● Strategies for ensuring good behaviour. ● Data analysis and Target Setting 		<ul style="list-style-type: none"> ● Work related and vocational curriculum and proposed changes 14-19 	<p>A/I/E</p>

A = Application

I = Interview

E = Exercise

R = Reference