



# **Recruitment Pack**

## **Lead Head of Year**

**(Non-Teaching)**

Term Time Only plus 10 days

37 hours per week

PO1 Points 27-30

**Closing date for applications:  
26 February 2020 – 9.00am**

Dear Applicant

Thank you for your interest in the teaching position at University Academy Keighley. If you are successful you will join our academy at an exciting time in its development and transition into the Carlton Academy Trust.

Although the academy has had a colourful past and has never been graded as good or better, under new leadership and in partnership with the Carlton Academy Trust, it is already showing signs of becoming an outstanding school which realises the potential of its amazing students.



I was appointed by the Trust in March 2019 to ensure that we brought about rapid school improvement by introducing and implementing the Carlton MAT operating systems from Carlton Bolling, a school with outstanding status and outcomes that has also been named Secondary School of the Year (Pearson Education Awards) and received World Class education status.

Since my appointment we have focused on ensuring that we have the right calibre of people working at the academy, who have clear understanding of the academy's direction of travel. We have developed a curriculum that educates the 'whole child', and focused CPD on quality first teaching and ensuring all staff reach their potential. This can only occur in a well-structured organised environment where students are fully engaged in their educational journey.

We have installed high standards and expectations for students and staff and believe that these are paramount to bringing successful outcomes to all learners. The environment that has been created is warm and caring with a real sense of purpose and ambition.

It is virtually impossible for any organisation to capture the vibrant nature and character of the academy that you are applying for. My commitment to you is that we will ensure the following priorities;

- School is orderly and students will be ready to learn
- Teaching and Learning is the core of school business
- Staff well-being and professional development is at the heart of school improvement

I trust that our advert and person specification make clear that, first and foremost, we are looking for an exceptional classroom practitioner or somebody with the potential to be exceptional. We are looking for a colleague who has intelligence, integrity and the capacity for sustained hard work. The successful candidate will have the ability to roll their sleeves up and contribute to the school community.

I would encourage potential candidates to take the opportunity to visit the academy prior to making an application, to see for yourself the community of staff and students you would join. I am confident that your experience will make you want to work at our academy.

May I wish you good luck with your application and please do not hesitate to contact one of our team if you would like more information about the academy.

Jon Skurr

Head of School

# The Application Process

Completed applications may be submitted online to [hr@uak.email](mailto:hr@uak.email)

or by post to:

Human Resources  
University Academy Keighley  
Green Head Road  
Utleigh  
Keighley  
BD20 6EB

Shortlisted candidates will be notified by letter or telephone call with details of the interview and selection process.

## Interview and Selection Process

On the day of interview candidates may be required to:

- Teach a full lesson on a specified topic (teaching posts only)
- Undertake other relevant activities, i.e. presentation, data exercise
- Participate in a formal interview with students of the college
- Undertake a formal interview with relevant senior staff and/or Governors

Lead Head of Year

To start April 2020

PO1 Points 27-30

## **‘Join our journey to amazing’**

### **University Academy Keighley (UAK)**

UAK is situated just 10 miles from Bradford city centre and is easily accessible by both car and public transport. We are experiencing times of change and are excited by what the future holds for all our staff, students and the community in which we serve. We are currently graded as Requires Improvement but for the last 3 years has obtained Progress 8 scores in line with national averages illustrating the significant potential for improvement. UAK is due to join the ambitious and expanding Carlton Multi-Academy Trust later this year. The MAT has grown out of the success of Carlton Bolling College, a large Bradford secondary school. Carlton Bolling has been on a rapid improvement journey over recent years, which has seen the school progress from an Ofsted rating of Inadequate (Special Measures) to Outstanding in just under two years, and was recently awarded Secondary School of the Year at the Pearson Education Awards

### **Your new role**

Firstly, you can be assured if you join the team at UAK that you will be part of a supportive, hardworking and committed organisation. We care about our staff and work hard to ensure your personal development is a priority in order to support your career aspirations and goals. We invest in training and CPD programmes both internally and externally to ensure you are equipped with the tools and skills to be the best you can be. You will be joining an academy that is well resourced and you will be expected to teach across the age and ability range. You will act as a Form Tutor and you will monitor and address under-achievement, working closely with the faculty leader.

### **What you will need to succeed**

You may currently be an experienced teacher looking for a new challenge or a newly or recently qualified teacher looking for a school who will offer a tailored programme of support and development. We ask that you have a positive attitude to change, intelligence, high levels of integrity and the capacity for sustained periods of hard work. Alongside a commitment to a culture of continuous improvement within an inclusive environment, you will have the ability to motivate and inspire students and possess a high level of interpersonal and communication skills.

### **What you will get in return**

We are a small school with motivated and respectful students. You will benefit from an excellent teaching environment housed in a new, purpose built and well- resourced building. With an excellent mentor programme to support newly qualified teachers and tailored CPD built around your current skills and experience you can be confident that your personal development will be at the top of our priority list. Choosing the ‘right’ school to build and further your career aspirations is an important decision and we welcome and encourage prospective applicants to come and visit us where you will see first-hand our facilities, resources and more importantly our delightful young people.

To have an informal, confidential discussion, to find out how to apply or to arrange a visit, please contact Karyn Wright, PA to the Head of School, on 01535 210333 or email [hr@uak.email](mailto:hr@uak.email)

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Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Job Description**

- Line management responsibility for all members of the Head of Year team, ensuring the team is working efficiently in its aim to optimise standards of behaviour, behaviour for learning and conduct.
- Line management responsibility for the Behaviour Intervention Room (BIR).
- Driving the attendance and engagement of students with the Head of Years.
- Organising rotas for BIR in case of staff absence.
- Checking with Cover Administrator and ensuring Head of Years are aware of hot spots for lessons being covered.
- Ensuring the BIR is running smoothly and supporting with any issues.
- Supporting other Head of Years with parental meetings where necessary.
- Proactive patrol of the school to ensure that the highest standards of student conduct, behaviour and Behaviour for Learning are maintained.
- Proactively work in liaison with the Teaching and Learning team to provide support and provide advice to teachers identified as requiring Behaviour for Learning Support.
- In liaison with the Teaching and Learning team, conduct Pastoral Quality Assurance procedures primarily including tutor time observations and learning walks.
- Lead responsibility for ensuring that all students have the appropriate uniform and appearance.
- Responsibility for the Quality Assurance of lesson starts, ensuring that staff positively meet and greet students at the classroom door, challenging poor behaviour and uniform, thereby effecting smoother transitions to lessons, and more pleasant and effective classroom environments.
- Monitor the behaviour of students across all lessons through both informal and formal (data) sources, pro-actively using this data to inform behaviour interventions.
- Through monitoring of lessons, make recommendations to the Senior Leadership team about possible changes to sets and class groupings.
- Facilitate break and lunch-time activities to effect the highest standards of behaviour across the school.
- Lead role in monitoring the quality assurance of lunch and break duties.
- Pro-actively identify teaching staff in need of behaviour support, identified through informal observation or analysis of behaviour data.
- Create individual behaviour plans for students, monitoring these and liaising with parents where relevant to effect improvements in behaviour of these students.

- Where appropriate, Lead Parent/Carer Forums advising parents on techniques to improve behaviour and conduct in their child.
- Responsibility for leading weekly year group assemblies.
- Work in conjunction with the Assistant Principals with responsibilities for rewards to ensure high quality examples of conduct and achievement both within and outside of school are recognised and rewarded in school primarily through assemblies but will include other relevant forums.
- Lead or assist in organising and arranging for inspirational speakers to come in to school to speak to the year group of responsibility, thereby raising students' levels of expectations and aspiration.
- Responsibility for a year group notice board within school where successes and achievements of students in that year group can be promoted and celebrated to raise aspirations and promote a culture of high achievement amongst students.
- Lead acts of reflection in weekly assemblies and promote and ensure acts of collective worship are performed each day in tutor periods.
- Mentoring of students in need of guidance when required.
- To lead the attendance and admissions team to achieve attendance targets for the year group they are responsible for.
- To manage after school detentions and administer the system of after school detentions.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any reasonable duties associated to the promotion of the successful and well-being of students, with a particular emphasis on students in their year group of responsibility, but also encompassing all students in the school.