



Arts & Media School  
ISLINGTON

# Head of Year 7 Recruitment Pack



**Closing Date: Tuesday 21st November 2017 at 12 noon**



Arts & Media School  
ISLINGTON

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## Arts & Media School ISLINGTON

October 2017

Dear colleague,

Thank you for your interest in the post of Head of Year at Arts & Media School Islington. The vacancy has arisen due to a restructure of our pastoral structure.

The school is very successful as measured through the learning outcomes, attainment and achievement of our students at the end of Key Stage 4. The role of Head of Year will be crucial in ensuring that this success continues and as a school we work towards our vision of every child a scholar.

I would welcome a mindset that is open to working collaboratively and creatively. In a nutshell, can you:

- *Be an advocate for a year group across faculties.*
- *Support in the organisation of and attend Year Group Events such as parents' evenings.*
- *Be a figure head for the students in your year group and tutor team.*
- *Regularly communicate both verbally and in writing with all the stakeholders in the school.*

I welcome your application so that we can start working together in September or as soon as possible. Please take a look at our website as it will give you a real flavour of the wonderful school that we are!

I am looking for a colleague to join us and bring enthusiasm, excellent work ethic and a positive attitude. You can be assured of a full commitment to your development within our school community.

Yours sincerely

**Susan Service**  
Head teacher



# Arts & Media School

## ISLINGTON

### About the school

Arts and Media School Islington is a foundation school for students aged 11-16. We are based in Finsbury Park in the London Borough of Islington and was rated a “Good” school in its last Ofsted inspection in 2013. We are a small school with currently almost 600 students on the roll, with the majority of our students coming from local primary schools in Islington, Hackney and Haringey. We are becoming an increasingly popular and successful school, so this number is set to increase.

We are well-resourced and employ 80 teaching and support staff. In 2013, we opened a magnificent new building which offers an excellent teaching and learning environment and outstanding facilities.

### Vision and ethos

Our vision is to be a confident learning community, developing young minds and talent through an academic core enriched by a wider creative curriculum.

Our vision centres on four core values that inform the decisions that we make:

- **Confidence:** we secure and embed our strength and resilience and challenge ourselves to develop further.
- **Aspiration:** in all areas we actively hold the highest expectations.
- **Respect:** every member of the community is celebrated.
- **Reflection:** we stop and think regularly about what we are doing and why.

The school vision can be found on our website:

<http://www.artsandmedia.islington.sch.uk/about/vision/>

The ethos of our school is built around being an inclusive, diverse, welcoming and supportive community with student achievement and student well-being at the heart of all that we do. We have created an environment in which students feel happy, safe and secure and where they all understand the excellent student behaviour that is expected of them, both within the school community and in the wider community.

### Teaching and learning

We have high aspirations and strong expectations of our whole school community. We are committed to ensuring that our pupils enjoy a creative and rich educational experience that prepares them for further education and to find their own success in life. We offer a robust academic core at the heart of our curriculum with arts and media subjects as our specialism. We have excellent progress rates for most of our pupils from entry to KS4.

Our staff are committed and dedicated professionals who all believe in the importance of a positive student experience and they give selflessly their time and commitment to the pupils and their parents and carers. Our students are extremely receptive to good teaching, their behaviour is excellent and they thrive on the curriculum and the pastoral care provided.

Our website, prospectus, and Ofsted report give further insight into our community.

If you are someone who is open-minded and forward-looking, who will support the school's ethos and help continue the school's journey towards excellence and who, above all, is passionate about ensuring equality of opportunity for young people through a broad and balanced education, we welcome your application and look forward to meeting you.



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## **Head of Year Full time, permanent.**

**Salary Range – SO1 Scale 29-31 pro rata term time only:  
£25,393 - £26,874**

**Two posts available: One post available immediately (or nearest possibility). The other post is available from January 2018.**

Two vacancies have arisen for the positions of Head of Years. The Year group will be confirmed on the appointment of a suitable candidate. The position is suitable for non – teachers who fit the criteria. This is a non- teaching post with complete dedication to the management and administration of a Year Group within the pastoral structure of the school.

The Governors of the school are seeking to appoint an outstanding professional who meets the following criteria:

- Positive track record of working with young people in a school environment.
- Energetic and tenacious in their approach systems that promote the good behaviour and academic success of students.
- Excellent administration skills and ability to work within teams

Arts & Media School Islington is a school where pupils' progress and achievement is at the heart of all we do: we are committed to raising academic standards to give our pupils the best opportunities for their future education and careers.

Our community is built upon a strong academic core enriched by a creative arts curriculum.

School visits are welcomed, please contact the reception on 0207 281 5511

**Closing date: Tuesday 21st November 2017 at noon**

**Interview date: Friday 24th November 2017**

**Download details and application form from our website**

The application form and further details are on our website: [www.artsandmedia.islington.sch.uk](http://www.artsandmedia.islington.sch.uk)

Applications should be emailed to the head teacher's PA Hayley King on:

[h.king@artsandmedia.islington.sch.uk](mailto:h.king@artsandmedia.islington.sch.uk)

We do not accept applications from agencies or via CV's.

# Arts and Media School Islington Job Description

## Head of Year 7

### **Confident**

All members are actively learning and developing

### **Aspirational**

An academic core, enriched with creative and specialist pathways

### **Respectful**

All members manage themselves well and respect each other

### **Reflective**

All members celebrate, support and help each other

All appointments at Arts and Media School Islington are made in accordance  
with the agreed School's Equal Opportunities Employment Policy.

All employees are expected to adhere to the agreed School Policies as set out in the Staff handbook

Responsible to: **Assistant Head Teacher Pastoral**

### **Strategic Roles**

1. To actively promote the school's ethos within a supportive environment by being a positive presence around the school, particularly at key times such as lesson change-over.
2. To contribute to the school vision of every child a scholar through the Scholastic Programme.
3. To work collaboratively on the promotion of outstanding attendance and punctuality within the year group.
4. To work collaboratively to manage the transition process from Key Stage 2 to Key Stage 3 including participation in the induction summer programme.
5. To organise and manage the Year 7 team of tutors pastoral activities.
6. To work collaboratively to continuously improve the quality of Pastoral Care delivered.
7. To have oversight of the analysis and interpretation of a range of data in order to monitor attainment, achievement, progress, behaviour, rewards, attendance and punctuality.
8. To have oversight of the use of a variety of data for the cohort in order to identify underperformance and to make referrals to Faculties, Pupil Support etc. as required.
9. To develop a close working relationship with each Form Tutor in the Pastoral Team in order to assist them in carrying out their duties .
10. To have a knowledge and understanding of all of the different groups of students within the cohort in order to be able to monitor progress and plan appropriate interventions.
11. To be accountable for workstreams and attend middle leaders meetings as directed.
12. To be a positive interface with the school for parents, leading the parental engagement agenda for this year group.
13. To prepare information for parents and curriculum information evenings.
14. To develop and maintain effective methods of communication with all stakeholders.
15. To ensure the spiritual, moral, social and cultural well-being of students.
16. To promote the retention of students in the year group in line with school expectations and practices.

## **Operational roles**

1. To be responsible for addressing behaviour issues arising from Year 7 students.
2. To liaise with all staff and in particular Heads of Faculty and SLT on behaviour issues, and to take a leading role in the BFL in Year 7.
3. To inform colleagues about social, emotional, mental health or behavioural issues or changes affecting pupils when appropriate.
4. To attend and lead pupil reviews for Year 7, which are co-ordinated by the SLT Pastoral Lead and Student Welfare (Action & Concern, Attendance).
5. To deliver and contribute to assemblies as directed.
6. To have an involvement in the monitoring of students that have Pastoral plans.
7. To have responsibility for the management of a budget and resources for the Year group, ensuring best value practices.
8. To work with the Designated Safeguarding Lead and SENCO to ensure EHCPs and Pastoral plans are used to set specific targets, and to match curricular materials and approaches to pupil needs.
9. To have oversight of mid-year admissions to the year group and the associated induction programme for each new student.
10. To chair and produce the agenda for effective Pastoral team meetings.
11. To ensure the celebration of the achievements of the year group throughout the year in line with the whole school rewards plan.
12. To help create an effective team by promoting collective approaches to problem-solving and curricular/pastoral development.
13. To undertake lunch time duty in line with the needs of the school.

## **Personal responsibilities**

1. To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
2. To actively work under the child protection framework to keep students safe from harm.
3. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
4. To undertake training and professional development as appropriate.
5. To undertake other duties appropriate to the post that may reasonably be required from time to time.
6. At all times to carry out the responsibilities of the post with due regard to the School's Equal Opportunities policy.
7. To demonstrate a high degree of initiative, confidentiality, tact and discretion when giving or receiving information of a sensitive nature.
8. To commit to safeguarding and promoting the welfare of children and young people.

This job description will be reviewed as appropriate and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



# Head of Year: Person Specification

## Arts & Media School Islington

### Education/Qualifications

Essential:

- Numeracy, literacy and ICT skills equivalent to Level 2 or above.
- Relevant professional training or development.

Desirable:

- First Aid Training

### Experience

Essential:

- Working with or caring for children of relevant age
- Collaborative and supportive work with colleagues within the organisation

Desirable

- Collaborative and supportive work with parents

### Skills and Knowledge

Essential:

- Basic understanding of child development and how children learn
- Ability to relate well to young people and adults.
- Good oral and written communication skills.
- Good listening skills.
- ICT skills appropriate to the role, including audio visual and copying equipment.
- Effective time management.
- Effective and efficient organisation and administrative skills.
- Committed to continual personal and professional development.

Desirable

- Understanding of relevant policies/code of practice and awareness of relevant legislation
- General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy)

### Personal Qualities

Essential:

- A commitment to maximising the academic, personal, social and emotional development of all students.
- Work constructively as part of a team.
- Willing to work within organisational procedures, processes and to meet required standards for the role.
- Be resilient and demonstrates ability to work well under pressure.
- Able to adopt a flexible working practice.
- Excellent record of attendance and punctuality.

### Equal Opportunities

- Commitment to the School's Equality and Safeguarding policies

You should address each point within your personal statement with evidence, personal statement should be no more than 2 sides of A4.



# Arts & Media School ISLINGTON

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