



**Lord Grey Academy**  
Lord Grey Can



## **ASSISTANT HEAD OF YEAR**

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“Lord Grey Academy 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.”





**Lord Grey Academy**  
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## Advertisement

### **ASSISTANT HEAD OF YEAR**

**PERMANENT**

**Support Staff Role**

**37 hours per week, 39 weeks per annum**

**(38 term time weeks and 5 training days)**

**8.30am – 4.30pm Monday to Thursday / 8.30am – 4pm on Fridays**

**Tove Pay Scale Band H (£28,624 - £32,115)**

**Pro rata actual annual salary £24,619**

We require an enthusiastic, energetic and dedicated Assistant Head of Year as soon as possible. The successful candidate will support, complement and work alongside the Head of Year at Lord Grey Academy. Together with the Head of Year you will work with our students to overcome barriers to learning and support good attendance and behaviour.

The successful candidate will be child centred and able to form excellent relationships with students, staff and parents. You will be highly professional, dedicated and well organised. You will be able to balance your role in the school. You will have good organisational, ICT and administrative skills. The successful candidate will be highly supportive of their Head of Year and will be focused on motivating students to believe in the School ethos.

The Assistant Head of Year will also take on a secondary role in school either as a staff member of the ISR room (Internal Suspension Room) 2 Periods every day, or as a Cover Supervisor supervising students in lessons when the teacher is absent. Assistant Heads of Year can cover up to 12 lessons per week.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Wednesday 29th January 2025. Interviews to be held on Monday 3rd February 2025.

Only successfully short listed candidates will be contacted.

**Join an Academy part of a highly supportive and growing MAT.** Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. We achieved our GOOD OFSTED status in Summer 2022. Since then we have gone from strength to strength with improving GCSE and level 3 results; a football partnership with Paris St- Germain and winners of MK Inspiration Awards 'Inspiring Secondary School' 2023 and MK Educations Awards 'Secondary School of the Year'; 'Maths Team of the Year' and 'Lifetime Achievement Award' November 2023. The right candidate will join us on our exciting journey and enable us to continue to provide a great education for our amazing students as we prepare them for adult life. We have a strong collegial team who create a real atmosphere of collaboration and community who embody - Lord Grey Can!





# Lord Grey Academy

## Lord Grey Can



### **Tove Learning Trust**

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

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



## JOB DESCRIPTION

Our motto is: Lord Grey Can. Our character values are: Ambition, Determination, Curiosity, Civility and Integrity. Our expectations are high and we believe that all Lord Grey Can! It is expected that the post holder will carry out his/her responsibilities within this philosophy.

Role: Assistant Head of Year

Responsible to: Head of Year

Based at: Lord Grey Academy, Bletchley, Milton Keynes

Hours: 37 hours per week, 39 weeks per year

Grade: Grade H, points 14 to 21

### Job Context

Lord Grey Academy is a secondary Academy with approximately 1450 students and 190 staff. The Assistant Head of Year will be responsible for providing support to the Heads of Year in ensuring the progress, achievement and involvement of students in all aspects of school life and in ensuring that students display Lord Grey Academy values, understand our ethos and follow the Lord Grey Way. The post holder will be required to take on a second role as a staff member of the ISR room (Internal Suspension Room) 2 Periods every day or as a Cover Supervisor supervising students in lessons when the teacher is absent. Assistant Heads of Year can cover up to 12 lessons per week.

### Key Responsibilities

- **Support for Head of Year and Form Tutors** - working closely with the Head of Year and form tutors to ensure that any issues that may lead to academic underachievement of students are identified quickly and early, and appropriate interventions are put in place.
- **Student Progress, Guidance and Care** - ensuring the progress, achievement and involvement of students in all aspects of school life, setting high expectations and seeing that they are met. Support student learning by bringing the school, the parents, and, on occasions, outside agencies together in the best interests of the students.

### Job Description

#### Support for Head of Year and Form Tutors

1. Support the Head of Year in establishing a highly effective team of tutors to support students' learning.
2. With the Head of Year, create a positive culture of praise and recognition of achievement.
3. Assist in preparing and holding Year assemblies and organise presentation events during assembly time.
4. Arrange and promote activities within the Year including charitable and fundraising activities.
5. Contribute to the planning of a programme of inter-Year activities.
6. Contribute to an excellent programme of tutor time activities, so that a clear five day programme and annual programme is in place for Form Tutors.
7. Support the tutor team to ensure that tutors fulfil their role in supporting excellent student achievement, attendance and behaviour.
8. Ensure that safeguarding and child protection is the top priority in all decisions and actions.
9. Promote and maintain high standards of behaviour within the year group so that learning is undisturbed, effective and leads to excellent progress being made.

#### Student Progress, Guidance and Care

1. Support the Head of Year in monitoring the progress of individual students.
2. Use data and other assessment information to review the performance and expectations of students, maintaining a productive dialogue with the students about their progress.



3. Support the Head of Year in planning intervention strategies with appropriate liaison with internal colleagues and external agencies.
4. Working with the Raising Standards Leader (RSL) to: promote high levels of academic achievement, monitor the progress of students, celebrate their successes and work with relevant stakeholders and agencies to overcome barriers to learning.
5. The Assistant Head of Year will work collaboratively with the Head of Year and wider Pastoral Team to safeguard students' wellbeing.
6. Monitor attendance and punctuality, school uniform and equipment.
7. Attend regular meetings with the Attendance Officer regarding attendance.
8. Keep reports of student behaviour and manage individual student behaviour plans.
9. Make contact with parents regularly to discuss student progress and issues including behaviour.
10. Develop close partnerships with parents to ensure that the home/school partnership is strong and supports excellent student achievement, attendance and behaviour.
11. Support the weekly assembly programme by setting high expectations of behaviour and routine, supporting visiting speakers, encouraging tutor group presentations and promoting Lord Grey values.
12. Either staff the ISR room 2 periods every day. Support students in the organisation of their work. Maintain a culture of work and support the learning of the students in the room or provide up to 12 cover supervisor lessons per week, supervising students in lessons when the teacher is absent.
13. Have a high presence around the Academy at social time to support managing behaviour.
14. Carry out duties, refocus and on call as per the rota.

### **Other duties or responsibilities**

1. Be involved with the Transition process.
2. Represent the school at Open Evenings.
3. Help to organise parent information events.
4. Undertake such duties as may from time to time be reasonably assigned by the Principal.
5. Be flexible in your role in emergency situations.
6. To ensure the effective implementation of the school's policies, including the Equalities Policy, Safeguarding and Child Protection Policy.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## PERSON SPECIFICATION

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
Experience working with children of relevant age in a learning environment	✓		A I R
Experience in a large secondary school working directly with students		✓	A I R
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
Can use ICT effectively to support learning	✓		A
Full working knowledge of relevant policies/codes of practice/legislation		✓	A I
Good understanding of child development and learning processes	✓		A I
Understanding of statutory frameworks relating to school based work	✓		A I
Ability to organise, lead and motivate a team		✓	A I
Ability to relate well to challenging and vulnerable children	✓		A I
Work constructively as part of a team, understanding roles and responsibilities and your own position within these	✓		A I
Ability to communicate effectively both verbally and in writing	✓		A I
Knowledge of how to support your Head of Year including taking on generic and specific duties	✓		A I
Knowledge of how to form excellent relationships with parents	✓		A I
<b>Education, Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
Excellent numeracy/literacy skills – equivalent to GCSE C grade in English and Mathematics	✓		A
A willingness to constantly improve own practice/knowledge through self-evaluation and learning from others	✓		A I
<b>Personal related skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
Participate in development and training opportunities	✓		A
Commitment to uphold the school's Equalities Policy, Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference