

# Assistant Head of Year with the ability to teach Science, French or Food Application Pack



The next exciting chapter  
of your career starts here.

# Contents

- Information Regarding the Role
- Job Description
- Application Process



*‘By prioritising staff well-being and providing useful professional development, staff feel more empowered’*

*‘Determined and consultative leadership’*

*‘You have created greater pride in the school amongst staff and the wider community’*

*‘Trust leaders share your high expectations for pupils’ education and welfare’*

*Ofsted 2021*

## Information Regarding the Role

**Court Fields School employment opportunity:**

**Assistant Head of Year with the ability to teach  
Science, French or Food  
Full time, Permanent from September 2023  
Teachers' MPS to UPS & TLR2A**

**Closing date for applications:  
Midday Wednesday 22nd March 2023  
Interview date: Week beginning 27th March 2023**

As a result of increasing student numbers, and our Year 7 cohort for September 2023 being significantly oversubscribed, we are looking to expand our staff team at Court Fields School at this exciting time.

We are seeking to appoint an exceptional and inspiring Assistant Head of Year with the ability to teach Science, French or Food.

Court Fields' staff and students are committed to providing a school at the heart of the community, where every child, regardless of background, achieves well, feels they belong and fully participates in school life to develop character and the resilience to succeed. We are very active in our local community and work highly successfully with parents, employers, further education providers and external agencies.

The successful candidate will be highly motivated, proactive and hardworking, with vision and values that align with ours, and an absolute moral imperative to change the lives of young people.



## Information Regarding the Role (Continued)

### **Court Fields School employment opportunity:**

#### **Assistant Head of Year with the ability to teach Science, French or Food**

**Full time, Permanent from September 2023**

**Teachers' MPS to UPS & TLR2A**

What you can expect from us:

- Fabulous students who are motivated, interested, keen to learn and enthusiastic
- A trusting partnership with supportive parents.
- An outstanding ethos where students achieve, have a strong sense of belonging and participate in learning, enrichment and the community.
- A structured programme of targeted, whole school or bespoke professional development.
- A high quality curriculum, developed across our Trust, with a commitment to a programme of school improvement.
- A range of opportunities for career development and progression within the Trust.
- Opportunities to work with and in other schools.
- Friendship, support and interaction with a vibrant and caring staff team with a commitment to improving children's lives.
- Strong leadership, a culture of high expectation and clarity of strategic school development.
- The chance to be part of a sustainable project, with a focus on high quality education, ambition for every child and supportive staff.

You will be joining an ambitious, committed and hardworking team of staff who offer amazing support, both in an academic and pastoral sense and are relentless in their drive to make a genuine difference to and lasting impact on our young people, families and the wider community.

Appointment is from September 2023

CVs are not accepted, please complete the application form in full.

**Closing date: Midday on Wednesday 22nd March 2023**

**Interview date: Week beginning 27th March 2023**

**The Castle Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful candidate will be subject to employment checks, including an Enhanced DBS disclosure.**

## Assistant Head of Year Job Description

The Trust's aims and values are fundamental and each member of staff will be expected to promote and develop these in all aspects of her/his work. All duties should be exercised in the context of these aims and values and in line with the Trust's policies.

The Conditions of Employment of Teachers (contained in the School Teachers' Pay & Conditions Document) and the Teachers' Standards Frameworks produced by the Teacher Training Agency form part of job descriptions for teachers.

In line with both the complex nature of the roles carried out and the priority placed on development and improvement in all aspects of our work, job descriptions are written in terms of outcomes rather than simply a list of specific tasks.

The post-holder shall perform, in accordance with any directions, which may reasonably be given to her/him by the Headteacher from time to time, such particular duties as may reasonably be assigned to her/him.

The generic job description, which follows, outlines the main areas of responsibility. There will be particular areas of responsibility and accountability, which will be negotiated with the successful applicant based on his/her strengths and the needs of the Department.

**Post Title:** Assistant Head of Year with the ability to Teach Science, French or Food

### **RELATIONSHIPS:**

The post holder is responsible to the Headteacher/Deputy Headteacher in all matters, including academic achievement and pastoral development of students within the Year group. Supervising the teaching and support staff (including students) allocated to work within the Year group.

The post holder will work with a large number of colleagues in order to promote mutual understanding of the Year group and its relationship within the school ethos as a whole. Raising achievement of all students in the Year group through academic mentoring within the Year group. Accelerate the learning/achievement of Disadvantaged students.

Improve the quality of teaching and learning through ensuring personalised plans (ILPS/IEPs) are developed and being used effectively by staff.

Work in collaboration with internal or outside agencies in support of students within the Year group, such as SENCO, other Heads of Year, Pastoral Support Assistant, Attendance Officers, Educational Psychologists, Parent and Family Support Assistants.

Be responsible for Tutors and for leadership and management in relation to the academic progress and pastoral care of students in the Year group.

## Assistant Head of Year Job Description (Continued)

### PURPOSE OF THE JOB:

- To raise standards of teaching and learning, and student progress, attainment and achievement in all aspects of the academic and pastoral curriculum and to monitor and support student progress within the Year group.
- To secure high standards of attendance for every student by working effectively with parents and students and other staff/agencies as appropriate.
- To secure high standards of behaviour from every child, working with colleagues and external agencies as required.
- To secure effective working relationships with parents so that all children make good progress because they attend well and behave well.
- To lead and manage student development across the Year group by liaising with teaching staff and by leading intervention with students to meet their needs.
- To lead and embed the school's ethos, culture, vision and values within the Year team.
- To ensure an appropriate broad, balanced, relevant and differentiation tutorial curriculum for students through the Year group tutorial programme in accordance with the aims of the school and the curricular/pastoral policies determined by the Governing Body and Headteacher of the school.
- To monitor and evaluate and ensure the high quality and consistent delivery of the tutor programme.
- To effectively manage and deploy teaching and support staff as Tutors, and effectively manage financial and physical resources within the pastoral team.

## Assistant Head of Year Job Description (Continued)

### **KEY TASKS:**

#### **LEAD:**

- To be vigilant and aware of safeguarding signs and where concerns are raised, report immediately to Designated Safeguarding Lead via e-mail and/or in person.
- To supervise the work of staff employed in the Year group including the day to day management, control and development of the pastoral care provided to students in the Year group, including the use of agreed interventions and involvement of other professionals.
- To effectively induct new tutors into the school, House and Year group systems.
- To lead the development of the tutorial programme, schemes of work, assessment and teaching and learning strategies.
- To link with the Leadership Team line manager to ensure the work within the Year group fully reflects the school's vision, values, ethos and culture and complies with all policies;
- To hold regular formal meetings with agenda, minutes, etc. with members of the Year group.
- To support and develop contributions to whole school policies such as Behaviour for Learning, Anti Bullying etc.
- To maintain standards of professional conduct within the Year group and promote professional development of members of the Year group.
- In conjunction with other Heads of Year, complete Year RAP and present these to the Senior Leadership Team and Governors as required. To attend and contribute positively to Heads of Year meetings.
- To ensure Tutors receive effective and relevant CPD to successfully fulfil the tutor role, to include SIMS, Google Docs, E-praise, 4 Matrix and effective mentoring and safeguarding;
- To conduct Exit questionnaires with students who transfer out of school in-year and follow up any actions;
- To carry out the duty of the supervision of students as detailed by the Headteacher in accordance with existing practices.

## Assistant Head of Year Job Description (Continued)

### **ACHIEVE:**

- To actively monitor and follow up student progress for each student in the Year group.
- To develop schemes of work and promote effective teaching and learning within tutorial time.
- To keep parents and Tutors informed about academic and pastoral issues related to students within the Year group.
- To lead and manage Academic Monitoring Day for the Year group, providing guidance (script) to secure consistent and high quality practice across the tutor groups.
- To produce reports and references on students and ex-students as required.
- To lead and manage tutor mentoring so that every child's academic and pastoral needs are met.

### **BELONG:**

- To organise and develop a range of student leadership activities and posts of responsibility within the Year group, according to the school student leadership structure.
- To deliver assemblies to the Year group.
- To lead and manage in-year admissions, ensuring that an effective transition plan is in place. To monitor student attendance together with student progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and appropriate action is taken.
- To lead the work of Form Tutors and monitor and support them in ensuring that school policies such as school uniform are reinforced.
- To ensure that SIMS Management system is implemented in the Year group so that effective monitoring can take place (House points, homework, and behaviour)

### **PARTICIPATE:**

- To promote, lead and manage the Inter-House competition programme for the Year group and work with the SLT (AHT) responsible for the House system.
- To promote and lead Year group activities.
- To lead and manage the Year group participation tracker, promoting student participation in a range of extra-curricular enrichment and outdoor educational experiences.
- To lead and manage a Year Council at least half termly.
- The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment and will count as directed time as detailed in such statement.
- This job description does not define in detail all duties/responsibilities of the post, which will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.



## Assistant Head of Year Job Description (Continued)

### **Specific Responsibilities:**

To be established following consultation with the post holder.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

It is an important feature that the post holder should be a positive, professional role model. It is equally important that the Assistant Head of Year is able to identify their own personal and professional development needs and be able to set and achieve their own professional objectives within a supportive school environment.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that an Assistant Head of Year would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

## Subject Teacher Job Description

|                          |  |
|--------------------------|--|
| <b>Post Title:</b>       | TEACHER OF SCIENCE, FRENCH OR FOOD   |
| <b>Purpose:</b>          | <p>To plan and deliver an appropriate curriculum that meets the needs of each student.</p> <p>To monitor and support the overall progress and development of students as a subject teacher/form tutor.</p> <p>To contribute to raising standards of student attainment.</p> <p>To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</p> <p>To create an environment conducive to effective learning.</p> <p>To support the maintenance of high standards across all aspects of school life.</p> |
| <b>Reporting to:</b>     | Head of Department   |
| <b>Liaising with:</b>    | School Leadership Team, teaching/support staff, LA representatives, external agencies, organisations, individuals, parents.  |
| <b>Working time:</b>     | 195 days per year (full time)  |
| <b>Salary Grade:</b>     | Pay scale for classroom teachers plus pay scale for post-threshold teachers where relevant.  |
| <b>Disclosure Level:</b> | Enhanced.  |

## Subject Teacher Job Description (Continued)

### **Expectations:**

- To have a belief in the importance of working together with all other staff to develop and implement the Trust's aims, plans and policies.
- To support and contribute to attempts to achieve continuous Improvement in all aspects of the work of the Trust.
- To work, represent and promote the area and school in a manner that enhances the Trust's aims and values.
- To have a well-informed vision for the curriculum area and be committed to a culture of continuous improvement.
- To value the importance of a collegiate approach and the opinions of all members of the Trust.
- To have excellent communication skills, both written and oral and high competence in the use of ICT, both for learning and administration.
- To be committed to positive behaviour management.
- To be committed to enrichment activities in support of effective learning.
- To be able to work in an inclusive and positive manner and help to promote enjoyment of learning throughout the Trust.

### **Operational & Strategic Planning:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, assessment processes and teaching and learning strategies.
- To contribute to the formulation of aims, objectives and strategic plans.
- To plan and prepare courses and lessons that support effective curriculum delivery.
- To implement Trust policies and procedures.

### **Curriculum Provision & Development:**

- To deliver the curriculum in a manner that meets the needs of individual students.
- To assist in the process of curriculum development in order to ensure that the curriculum provided is of high quality and meeting the needs of individual students.

## Subject Teacher Job Description (Continued)

### Staffing Deployment & Development:

- To continue to develop professionally in all aspects of the role including through involvement in a range of professional development activities.
- To engage in the Performance Management Review process in support of personal professional development.
- To ensure the effective and efficient deployment of learning support within the classroom.
- To support the professional development of colleagues to aid their ongoing professional development.
- To contribute to the establishment of effective working relationships within teams across the Trust.

### Student Outcomes:

- To implement systems for monitoring student progress, both individual and groups, and to use the information obtained to improve student outcomes.
- To implement an effective and positive approach to behaviour management that supports high quality learning.
- To be accountable for student outcomes within classes and groups for which responsibility is held.

### Quality Assurance:

- To implement area and Trust plans and policies in an effective manner.
- To implement an effective process of self-review and self-evaluation, including that based on target setting and analysis of data.
- To develop and implement action plans based on this self-review/self-evaluation.

### Specific Responsibilities:

- Responsible to the Headteacher via the Head of Department for teaching subject duties, and the Head of House for Form Tutor duties.
- To be confirmed following consultation with the postholder.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

## Application Process

Applications should be emailed to [tmorcom@courtfields.net](mailto:tmorcom@courtfields.net) or posted to:

Mrs Tracey Morcom  
Cover Manager & HR Assistant  
Court Fields School  
Mantle Street  
Wellington  
Somerset  
TA21 8SW

**Closing date: Midday on Wednesday 22nd March 2023**

**Interview date: Week beginning 27th March 2023**

***The Castle Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful candidate will be subject to employment checks, including an Enhanced DBS disclosure.***

Achieve.  
Belong.  
Participate.

