



**BEACON
ACADEMY**

AMBITIOUS FOR EXCELLENCE

ASSISTANT HEAD OF YEAR

Information for applicants

June 2024



MARK
Education
Trust

CONTENTS

1. About MARK Education Trust
2. Letter from the Executive Headteacher
3. Exams Results
4. Job Description
5. Person Specification
6. Staff Testimonials
7. Applications

North Beeches Road
Crowborough
East Sussex
TN6 2AS

01892 603000

www.beacon-academy.org
Twitter: @Beacon_Academy
Facebook: @BeaconAcademyCrowborough

Welcome to MARK Education Trust

After operating as a Single Academy Trust for several years, we were delighted to become a fully functioning Multi Academy Trust when Uplands Academy joined our first school, Beacon Academy, on September 1st 2022.

Our trust's motto is 'ambitious for excellence' and this applies to all aspects of its work, including governance. From September 1st 2022, our trust moved from being a multi academy trust operating as a single academy trust, to a fully functioning multi academy trust containing our two East Sussex based secondary schools, Beacon Academy in Crowborough and Uplands Academy in Wadhurst.

Our trust's mission statement is:

MARK Education Trust provides the best possible education for our students, preparing them for life, so they can stand equally alongside their peers, locally, nationally and globally.

The guiding values of MARK Education Trust are:

M – Motivated: to create exceptional, caring and safe educational establishments
A – Ambitious: high expectations of staff and students
R – Resourceful: ensuring efficiency and value for money
K – Knowledgeable: valuing learning for life

Our vision

MARK Education Trust will create:

- Schools with their own strong identity underpinned by shared values
- Schools with expertly taught broad and balanced curriculums which give students the knowledge they need to further their education and thrive in adult life
- Schools which through collaboration constantly improve so that they are recognised for their outcomes at a local, regional and national level
- Schools which are the school of choice for their community and the employer of choice for the best professionals
- Safe and happy environments which enable students and staff to thrive and succeed
- Governance, leadership and management which is robust at all levels, ensuring that the trust is fully accountable to its stakeholders
- A strategy of 'growth with care', ensuring that the trust is able to meet the needs of and invest in its own academies as well as the capacity to support further academies

Letter from our Executive Headteacher



Post of Assistant Head of Year

We are seeking applications from dedicated and hardworking professionals with a desire to work in a successful, thriving and supportive Academy, making a positive contribution to our Student Support Team as an Assistant Head of Year. Our exceptionally effective, highly-skilled, professional Student Support Team provide an outstanding level of pastoral care to students in Years 7 - 13 and forge effective links with parents and carers to support students' learning, behaviour, attendance and welfare.

Context

We are a split site, semi-rural, mixed 11-18 non-selective converter academy with approximately 1630 students, including over 250 students in our Sixth Form. We are situated centrally in Crowborough on the outskirts of the Ashdown Forest, an area of outstanding natural beauty. We are close to Tunbridge Wells and the South Coast. The vast majority of our staff travel to Beacon from a variety of destinations within the South East, including Brighton, Eastbourne, Lewes and Tunbridge Wells.

Our catchment area generates our truly non-selective intake, both in terms of ability and socio-economic background. We are an oversubscribed school. We draw students from more than 10 primary schools in Crowborough and the surrounding areas. We also attract applications from an increasing number of students outside of our catchment area, however, due to our oversubscription we are generally only able to offer places to those within our pre-defined community area.

Our sixth form provision is accommodated entirely at our Green Lane site, an 800m five minute walk from our main Beeches site which accommodates years 7-11. We are immensely proud that we retain a high proportion of our Sixth Form students from Beacon Academy as well as recruiting students from other local and international schools.

Vision, culture, expectations and outcomes

Our vision is to provide the best possible education for all of our students and to be ambitious for excellence in all we do. Whether a member of staff, trustee (governor) or student, we all work relentlessly to inspire and believe in one another to achieve our ambitions and succeed in life.

At Beacon Academy there is an expectation that as staff and students, we will work hard, be ambitious, self-motivated, inquisitive, resilient and determined to succeed. Our students work incredibly hard, are polite, respectful, well behaved, well presented and ready to learn. They are expected to be caring, considerate and tolerant in lessons, social time and whilst travelling to and from school. These areas are reinforced and adopted positively by staff and students alike – there is a tangible sense of pride in being part of Beacon. Our students are meticulously supported by our experienced, loyal, highly skilled and highly effective team of staff. This includes a dedicated, non-teaching Student Support Team consisting of a Head of Year (teaching staff) and an Assistant Head of Year (non-teaching staff) for each year group who support them throughout their time at Beacon Academy.

The rigorous focus on all of our students as unique individuals is paramount. There is an unprecedented determination and commitment from everyone who works at Beacon that they will succeed. We work diligently on our unapologetically high expectations and standards, allowing us to foster exceptional relationships in an environment that is consistently calm, safe, happy and orderly. I have no doubt that the combination of this with our broad, balanced curriculum and outstanding teaching contributes significantly to our sustained improvements across the board. Our latest A-Level and GCSE results are testament to this and to the teamwork of our phenomenal students and staff.

Exam Success

We consistently achieve well above average outcomes for our students. Progress 8 is the Government's main performance measure and reflects the value that schools add to the progress of their students in respect of their final GCSE grades, compared to that of their peers of similar prior ability across the country. In 2023 our Progress 8 score was 0.43. As ever, this is a reflection of our vision and our determination to consistently provide the best possible education for all of our students, and to become an exceptional school for our community, both locally and nationally.

We are incredibly proud of our Sixth Form students. In 2023, 90% of students who applied to University were successful in meeting the requirements for an offer, with 33% of those students leaving to attend a prestigious Russell Group University.

To apply

Once again, thank you for your interest in the post of Assistant Head of Year. Further details are provided in this pack on how to apply for this role. Completed application forms should be e-mailed to the HR Department at hr@beacon-academy.org

If you wish to have an opportunity to discuss this post informally, please contact our HR department on 01892 603000, or email hr@beacon-academy.org.

Beacon Academy is committed to safeguarding and promoting the welfare of children and young people. Please come and visit us at any time and see for yourself. To arrange a visit please contact the HR Department.



Anna Robinson
Executive Headteacher



Beacon Academy Examination Results and Student Destinations 2022-2023

Key Stage 5 - A-Levels only

	2022			2023		
	Beacon	National	E/Sussex	Beacon	National	E/Sussex
Average Grade	B-	B	B-	C+	C+	C+
Average Points	37.6	38.9	36.3	32.78	34.16	32.46
Progress Score	-	-	-	-	-	-
Achieving AAB or higher in at least 2 facilitating subjects	18%	21%	12%	15%	16%	9%
Grade and points for a student's best 3 A Levels	B 40.3	B- 38.25	C+ 34.73	C+ 34.89	C+ 34.68	C 31.27
Students completing their main study programme	-	-	-	-	-	-

Key Stage 5 - Applied General

	2022*			2023		
	Beacon	National	E/Sussex	Beacon	National	E/Sussex
Average Grade	Merit+	Dist-	Dist-	Merit+	Merit+	Merit+
Average Points	29.9	32.0	31.0	27.33	29.52	29.90
Progress Score	-	-	-	-	-	-
Students completing their main study programme	-	-	-	-	-	-

Key Stage 5 - Tech Level

	2022*			2023		
	Beacon	National	E/Sussex	Beacon	National	E/Sussex
Average Grade	Dist+	Dist-	Dist-	Dist	Merit+	Merit+
Average Points	41.6	30.6	30.3	35.39	28.50	27.24
Completion & attainment	-	-	-	-	-	-
Students completing their main study programme	-	-	-	-	-	-

Key Stage 4 - GCSE & Equivalent

	2022			2023		
	Beacon	National	E/Sussex	Beacon	National	E/Sussex
Attainment of the year group on entry to secondary school (KS2 APS)^	103.4	103.5	102.6	105	104	-
9-7	31%	26%	-	26%	23%	-
English & Maths 4+ Standard Pass	82%	69%	66%	77%	65%	63%
English & Maths 5+ Strong Pass	63%	50%	46%	60%	45%	41%
English 4+ Standard pass	90%	70%+	76%	83%	70%+	72%
Maths 4+ Standard pass	84%	65%	70%	85%	65%	69%
English 5+ Strong pass	77%	54%+	62%	70%	54%+	56%
Maths 5+ Strong pass	69%	47%	51%	70%	47%	48%
Entering EBacc	40%	39%	33%	42%	39%	33%
Ebac APS	4.98	4.27	4.06	4.77	4.07	3.81
Attainment 8	55.01	48.8	46.5	51.6	46.4	43.6
Progress 8	+0.63	-0.03	-0.11	+0.43	-0.02	-0.19

Job Description

JOB TITLE	Assistant Head of Year
PAY SCALE	Single Status Pay Scale 8
JOB PURPOSE	To manage the individual needs of a cohort of students so that all students attend, behave well and are ready to learn, to ensure high standards.
ACCOUNTABLE TO	Head of Year

Main Duties and Responsibilities:

Ensuring Good Communications

- Develop effecting working relationships with teaching staff to ensure that minimum standards are being enforced in relation to the Academy's behaviour policy.
- Be available to students, staff and parents so that all issues and concerns can be swiftly addressed, in accordance with Academy policies and procedures.
- Liaise with staff, make them aware of students' needs and respond to their concerns about students, in a professional and empathetic manner.
- Communicate and meet with parents in response to requests, or proactively to improve performance or resolve issues.
- Initiate and respond to communication within the Academy and with external agencies with regard to individual students within the cohort.

Manage Student Performance

- To lead the provision of high quality care and guidance in order to remove barriers to students' learning from within the Academy.
- Support the implementation of the Academy's behaviour policy in order to ensure high standards of behaviour within the Academy are met.
- Manage attendance and dress code using sanctions and support strategies as appropriate.
- Provide support for vulnerable and disadvantaged students or to small groups with regard to any issues relating to safeguarding policy, including bullying, child protection, safety and wellbeing.
- To work with parents, staff and external agencies to support student personal development.

Maintaining Accurate Records

- Enter student data using SIMS (School Information Management System), and Edulink to monitor and respond to the data and generate reports on behaviour, attendance and achievement as requested and initiate solutions to improve these where needed.
- To log all communication to and from parents and respond or delegate and follow up responses to these as necessary.
- Ensure the Academy's first day response system is followed.
- To be responsible for taking notes of meetings with parents and students.
- Oversee and review alternative provision for any students who require such support.

Job Description cont.

Other Duties

- To be involved in special events such as Parents evenings, trips, achievement evenings.
- To attend and help manage assemblies.
- To actively participate in Academy training and development activities and to attend Student Support meetings as required.
- To assist with supervision of students during break and lunchtimes

General Support

- Report student and Academy issues in line with the Academy's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required
- Be aware of and act in line with Academy policies and procedures
- Be involved in extracurricular activities, e.g. open days, presentation evenings as required
- To handle all confidential correspondence and matters with discretion at all times

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

ESSENTIAL	DESIRABLE
<p>Qualifications and knowledge</p> <ul style="list-style-type: none"> • GCSE Maths/English • Willingness to learn a range of computer applications 	<p>Qualifications and knowledge</p> <ul style="list-style-type: none"> • First aid qualification • Clean driving license
<p>Job related knowledge, aptitude and skills</p> <ul style="list-style-type: none"> • Ability to work collaboratively, effectively and supportively with colleagues • Ability to establish positive relationships with students in which the student feels supported or challenged as appropriate to their needs • Ability to be consistent and professional with students at all times. • Ability to communicate sensitively and effectively with parents and carers • Ability to work within Academy policies and expectations • Ability to work in an organised and methodical manner • Ability to develop and maintain efficient record keeping systems • Ability to produce accurate and up-to-date records and reports as required • Ability to communicate with a range of audiences including other staff within the school • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up-to-date 	
<p>Personal qualities</p> <ul style="list-style-type: none"> • Team player • Professional manner • Good interpersonal skills • Able to deal with difficult situations • Able to be discreet and maintain confidentiality • Able to use initiative and be proactive • Desire to participate in training and development and to progressively develop the role • Committed to the principle of equal opportunities • Committed to the principle of inclusion 	



Staff Testimonials

Beacon Academy is an amazing place to work because of the friendly and helpful staff, there is a strong culture of collaboration and support that allows everyone to develop their practice. The strong focus upon CPD provides everyone the opportunity to learn the latest cutting-edge developments in education and this is a major benefit for anyone wishing to further develop their practice. Our facilities and new technology allow us to provide engaging lessons to provide our learners with the perfect learning environment.

I would recommend Beacon Academy to anyone wanting to teach in a school that favours aspirational ethics and outstanding practice, because there are so many opportunities for ambitious staff who are keen to collaborate, develop and share best practice in order to progress in their career.

Senior Deputy Headteacher

I have thoroughly enjoyed coming to work at Beacon Academy. The commitment and dedication from the staff to ensure students are achieving, and going above in and out of lessons is amazing to see. As an NQT I received so much support from other members of staff and feel like I can ask anyone for help. The commitment and extra time given to the students is what makes Beacon such a good school to work in.

Teacher of Mathematics

Applications

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all students in a school with sustained improvement and a culture of high expectations and ambition, please ensure you:

1. Complete the statutory application form.
2. Provide a letter of application that is no longer than 2 sides of A4. It is recommended that your letter is structured according to the main headings of the person specification. Please include any achievement data that are applicable to the role you are applying for. If possible, this should be across 3 years; otherwise please provide your latest set of results.
3. Provide two references, one of whom must be the Headteacher from your current school or most recent significant employer.

Beacon Academy is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Academy is also committed to providing a supportive and flexible working environment to all its members of staff.

The Academy recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Please refer to our Recruitment, Selection and Disclosure Policy and Procedures which supports our statutory obligation to comply with Keeping Children Safe in Education 2023.

Further information can be found on our website.

Completed applications should be sent to:

Human Resources
Beacon Academy
North Beeches Road
Crowborough
East Sussex TN6 2AS
Telephone: 01892 603000
Email: hr@beacon-academy.org

