



Job Application Pack

Head of Year 12



South Craven School
SUPPORTED BY SOUTH CRAVEN ACADEMY TRUST

About

South Craven School, supported by South Craven Academy Trust since May 2011, is an oversubscribed 11-18 mixed comprehensive school situated in a semi-rural location on the edge of the Yorkshire Dales with easy access to Leeds, Bradford and Greater Manchester. South Craven achieves strong results at both GCSE and A level and has an excellent vocational programme. It is an innovative and forward-thinking school.

Learning is placed firmly at the heart of the South Craven School community and the school has clearly defined Teaching and Learning Principles. Our main priority is to ensure our students have the best opportunities for success and the highest possible aspirations for the future. We aspire to develop confident South Craven Learners.

We are very proud of our excellent reputation in our local community, recognising our responsibility to provide young people with the skills and qualities to respond to the challenges of a fast-changing world. We are also very proud of our reputation for developing teachers through our teacher training and teacher development programmes.

Headteacher	Martyn Hill BA, M.Ed
Website	www.southcraven.org
Facebook	@SouthCravenSchoolOfficial
Twitter	@SouthCravenSch
Instagram	@SouthCravenSch

Role Specification

Job Title	Head of Year 12
Hours	Permanent, Full Time
Salary	MPS/UPS plus TLR 1:3 (£8,706)
Closing Date	Noon on Monday 17 th April 2023, interviews to be confirmed
Start Date	September 2023

An exciting opportunity has arisen within the Sixth Form for an enthusiastic and innovative qualified teacher to assist with the pastoral leadership of the current Year 12 cohort. The successful candidates will be a strong motivator, energetic, have resilience and an empathetic nature, particularly when facing difficult and challenging situations.

Main Duties and Responsibilities

- Teaching all aspects of their subject specialism.
- Leading the pastoral care and support for the Year 12 cohort.
- Be an excellent teacher and 'team player.'
- Have a genuine respect for young people.
- Have the ability to motivate and inspire staff and students.
- Contributing actively to the policies and aspirations of the school.

The successful candidate should be able to demonstrate:

- A track record of being an outstanding teacher and leader, with a track record of success.
- Personal ambition and the capacity for hard work.
- A proven record of success in leading a team.

Job Description

Post	Head of Year 12
Grade	MPS/UPS +TLR 1:3
Contract Type	Permanent
Working Hours	Full Time
Reporting To	Designated Senior Manager

Main Purpose

- A clear understanding and responsibility for the safeguarding of students and young people.
- To provide pastoral leadership to the designated cohort of students.
- To maintain and build upon the standards achieved in the award for QTS (secondary), Teacher Standards 2012 as set out by the Secretary of State and South Craven School Threshold Standards.
- To promote effective learning, appropriate achievement and educational, social and personal progress of all students for whom the teacher is designated as being responsible, consistent with the aims of the school and the unique needs of each individual.
- To develop and enhance your own teaching practice.
- To assist the Head of Faculty and other Faculty Managers to ensure the provision of a balanced and relevant curriculum for students studying in the subject area, in accordance with the aims of the school
- To work within the agreed policies and procedures of the school and its Governing Body.
- To work to the standards set out in the National Teachers' Standards.
- Perform tasks delegated by the appropriate Director of Learning & Achievement.
- Support the curriculum team in their work and perform tasks delegated by the appropriate Director of Curriculum.

- Take specific responsibility and accountability for the day to day management and organisation of your TLR responsibility area
- Have an impact on educational progress beyond your assigned pupils
- Line manage and appraise identified staff

Leadership and Management

- Leadership and management of the care and welfare of designated group of students.
- Leadership, management and monitoring of identified team of staff (including leading and managing their professional development in this area) in supporting care and welfare of designated groups of students through effective implementation of school pastoral and guidance policies.
- Delegated responsibilities with regards to discipline and guidance of individual pupils.
- Establish and lead the strategic development of the responsibility area consistent with the agreed aims and policies of the school.
- Be an effective role model for your team in terms of teaching, behaviour and classroom management
- Be a proactive and effective member of the senior/middle leadership team

Teaching and Learning

- To plan, prepare and teach lessons to students according to their educational needs, by providing high quality lessons that engage students; using the South Craven Teaching and Learning Principles.
- To develop and share a range of stimulating and relevant lessons appropriate to the needs of the students, which helps to fulfil the aims of South Craven School.
- To develop students' literacy, numeracy, ICT capability and other key skills such as those of working with others, planning their own learning and problem solving. In particular, to help students become confident and independent learners.
- To inspire in students a love for learning by acting as a role model and showing enthusiasm for the subject.
- To ensure continuity, progression and cohesiveness in all teaching.

- To use a variety of methods and approaches to match curricular objectives with the range of individual student needs, and ensure equal opportunity for all students.
- To set home learning work regularly (in accordance with the school homework policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning.
- To set high standards and expectations for all students, to enhance their knowledge and understanding and to maximise their achievements.
- To use positive management of behaviour in an environment of mutual respect, which allows students to feel safe and secure in order to promote their own self-esteem.
- To engage in development and training offered or organised by South Craven School including participating in performance reviews and appraisal arrangements.
- To keep up to date with developments in teaching methods and to constantly seek to improve their quality of teaching.
- To liaise with the Head of Faculty in all matters concerning student achievement and to monitor and actively follow up students' progress.
- Provide information, advice and guidance to students at key points throughout their school life.

Monitoring, Assessment, Recording, Reporting and Accountability

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area.
- Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium term planning
- To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
- To be familiar and comply with school and statutory assessment and reporting procedures; to prepare and present informative, helpful and accurate reports to parents; to attend student progress monitoring events.

Professional Standards and Development

- To adhere to all matters concerning health and safety and the School's Code of Conduct.
- To have a clear understanding of all the school's policies and procedures.
- Implement school policy with regards to registration, student absence, uniform and enforce rules relating to behaviour and health and safety.
- To strive for personal and professional development through active involvement in the School's Performance Management Appraisal procedures.
- Willingness to be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- To undertake any reasonable task as directed by the Faculty Leader.
- To be aware of the role of the Governing Body of the School and to support it in performing its duties.
- Every subject teacher will be expected to have pastoral responsibilities.

Staff Development

- Act as a reviewer with the arrangements for the appraisal of all identified staff.
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach.
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork.
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate.

Community

- Contribute to supporting the Head of Faculty in maintaining the school's values and ethos, and provide support to ensure that this happens in the subject area and across the school when on duty.

General

- To act as a professional and positive ambassador for South Craven School in order to support the school's values and aims.
- To actively promote the School's Equal Opportunities, Health and Safety, Data Protection policies and to ensure that the School operates effectively, fairly and in line with legislative requirements at all times.

South Craven School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment.

We are committed to a high-quality induction programme for all staff including NQTs: however, staff transferring from other schools or local authorities will have their accrued benefits fully protected.

South Craven School reserve the right to amend this document as necessary, after consultation with the individual concerned in order to reflect changes in organisational requirements and to ensure that the future goals of the school are successfully achieved.

Please also note that it is the individual's responsibility to make sure that their job description is accurate and up to date.

South Craven School is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

This job description should be discussed and any amendments made annually via the BlueSky System as part of the appraisal process.

Person Specification

	Essential	Desirable
Teaching		
An excellent teacher with a subject specialism in an area meeting our timetable requirements at the time of shortlisting	✓	
Knowledge of safeguarding procedures	✓	
Qualifications		
Qualified Teacher Status	✓	
Evidence of recent relevant INSET/higher qualification		✓
Personal		
An ability to work well with colleagues, students, parents and other stakeholders	✓	
A credible leader – respected, confident, fair minded and creative	✓	
An ability to establish and manage professional relationships alongside inspiring others	✓	
Efficient and highly organised	✓	
Approachable and accessible	✓	
Ability to produce required outcome with minimal supervision		✓
Resilient, particularly when facing difficult and challenging situations	✓	
Confident to deal with behavioural issues	✓	

Experience

Experience of working in a secondary school as a form tutor/teacher	✓	
Experience of working with Sixth Form and teaching Level 3 courses		✓
Ability to analyse data effectively and efficiently and implementing changes	✓	
Experience of pastoral or curriculum management	✓	
Experience of liaising with outside agencies		✓

Management and Leadership

Energy, imagination, resilience and an empathetic nature	✓	
The ambition and determination to succeed	✓	
Experience of leading teams	✓	
Experience of undertaking Performance Management of staff		✓
Experience of writing a development plan		✓
Experience of writing a Personal Development programme		✓

Application Process

If you wish to hear more about this exciting vacancy, please contact us with the details below:

Contact Martyn Hill, Headteacher

Phone 01535 632861

Email m.hill@southcraven.org

In the first instance, please apply through email by Letter of Application to the Headteacher, enclosing an up to date CV.

Closing Date

The closing date for applications to be returned is noon on Monday 17th April 2023, interviews to be confirmed.

South Craven School is committed to safeguarding and promoting the welfare of children and young people. All appointments made are subject to an Enhanced Disclosure and Barring Service check.

