



**MOSSBOURNE
VICTORIA PARK
ACADEMY**

Head of Year Recruitment pack



Our academy

The Mossbourne story began in 2004 with a clear but challenging mission - to improve academic outcomes in a borough with some of the lowest rates of attainment in the country. Since opening in 2004, Mossbourne Academies have been at the vanguard of truly dramatic change in terms of the quality of education and outcomes in Hackney, now one of the best places to be educated in the UK.

Mossbourne Victoria Park Academy opened in 2014 in order to serve the community in the south-east of the borough. We deliver an outstanding education to 840 local children.

We are not a normal school. Our incredibly high expectations for behaviour and courtesy create a calm working atmosphere for students and staff which means that teachers can focus one hundred percent on teaching and students have one hundred percent focus on learning.

The Pastoral Team

The Pastoral Team is lead by a Vice Principal and also comprises of an Associate Vice Principal, this new position, the Head of SEN Inclusion, the Pastoral Liaison, the Heads of Year and the Pastoral Administrator. The Pastoral Team are essential in maintaining the purposeful and disciplined environment in which Mossbourne students excel. The Pastoral Team support the daily smooth running of the Academy and are also intrinsic in supporting the personal development of the students in our care. The Pastoral Team are highly visible at all times around the Academy and form the Safeguarding Team (Designated Safeguarding Leads) at the Academy.

Why work for us?

The chance to really make a difference to the young people who need it the most

Our students need the best possible teachers as they have to overcome significant disadvantage in order to succeed. 41% of our students are eligible for the pupil premium, 20% have a special educational need and 34% have English as an additional language.

Our results put us in the top 65 schools in the country for pupil progress, because we believe all students can succeed and go to great lengths in order to achieve this.

A fantastic working environment

We place ultimate value on respect for staff; behaviour is beyond outstanding, the teacher is sacred. This is a school in which you can really teach.

The school is housed in a beautiful Grade II listed Huguenot building and a purpose built modern one. As you would expect classrooms are all fully equipped.

Enhanced Pay

We pay a Mossbourne allowance of an additional £1600 to teachers on the main pay scale.

A truly supportive culture

We offer excellent, frequent opportunities to reflect on and improve your practice with first rate professional development for all and a specialist programme for NQTs.

A range of benefits and perks — including but not limited to: Season Ticket Loans; Tax free bicycle purchase, Recruitment Applicant Awards; Free staff fitness classes; Corporate gym membership; Tax free child care vouchers; Discounts at local restaurants; Employee Assistance Programme.

Who are we looking for?

The Head of Year role, is both demanding and rewarding. You will have an energetic and enthusiastic nature, with the ability to think on your feet, and be able to command the respect of the students you are responsible for in a strict school. You will constantly need to multitask, prioritise and reprioritise as each day develops, to ensure that your year group are being effectively safeguarded, monitored and supported, all whilst teaching high quality lessons. At times, you will need to drop everything to respond to students' needs. You will also need to be prepared to constantly learn, develop and welcome constructive criticism. You will need to have a strong character, and be willing to hold students, parents and colleagues to account. You will pay attention to detail and become an expert on the Academy Behaviour, Uniform and Appearance and Attendance Policy, and the Federation Child Protection and Safeguarding Policy. At times, you will be juggling a number of issues at once, and you will be able to calmly organise yourself, without appearing flustered or stressed, to ensure that students are effectively supported and the job gets done. You will have a solution focused nature, and because you will be trained a Designated Safeguarding Lead, be prepared to stay late if required to ensure the safety of individual students. This role is partly reactive, as it is dictated by the needs of young people and therefore you must be willing to go the extra mile. You will be able to meticulously record your work to help inform future interventions and be an efficient administrator.

In return, you will find the role deeply rewarding as you watch students grow and develop as learners and individuals, due to your interventions. The academy has clear structures in place to avoid a culture of 'passing everything' to the Head of Year, enabling you to proactively target students who require further support in order to reach their very best. You will be supported by all colleagues, both teaching and non-teaching, and at all levels of management right through to the Principal; you will not be undermined or undervalued. You will see the impact of your interventions with students to a much greater extent at Mossbourne than at most other schools, as students will afford you a greater level of courtesy and respect and will take the time to engage with you at a deeper level.

You will be an experienced and excellent classroom teacher, who is deeply knowledgeable and an expert in your chosen curriculum subject. Due to the demands of the role, it is better suited to staff who are not at the early stages of their careers.

You will wholeheartedly embrace and embody our culture of no excuses, and our ethos of hard work, resilience, excellence, integrity and courtesy.

You will believe resolutely in the power of education to change the lives of families and young people, regardless of background or prior educational attainment.

Main areas of responsibility

The post holder's key responsibilities are, but not limited to:

- Driving forward the high standards for which Mossbourne is renowned
- Taking a lead role in raising the standards of achievement and behaviour in your year group
- Being the Designated Safeguarding Lead for your year group and promoting the safeguarding of children at all times
- Modelling, in everything you do, the Academy's values of courtesy, hard work, excellence, resilience and integrity
- Promoting and being committed to the Academy's aims and objectives and implementing Academy policies
- Leading a team of form tutors ensuring they meet regularly and understand and implement Academy policies and protocol
- Supporting and taking assemblies. Heads of Year start and end all assemblies and will deliver the first assembly of every term
- Ensuring that students' individual planners are properly kept
- Meeting with parents, external agencies and other professionals as and when necessary
- Meeting regularly with a Learning Support Teacher to maintain a detailed knowledge of students in the Year Group on the SEN Register
- Checking the conduct log daily (SIMs based) and follow up as appropriate
- Ensuring that, where appropriate, other staff in the Academy are fully aware of students' individual problems and health difficulties
- Monitoring attendance ensuring all reasons for absence are investigated and liaise with both the Academy Attendance and Welfare Officer and Synergy Attendance and Welfare Officer when appropriate. The Academy's attendance target is 97%
- Initiating and co-ordinating, when necessary, Pastoral Support Plans, Behaviour Support Plans, Reports and any other support strategy to help students modify inappropriate and/or poor behaviour
- Working with their Head of Learning Area, Head of Department and other staff members to ensure the effective provision of teaching and learning in their subject area
- Planning and delivering high-quality, differentiated lessons on a day-to-day basis
- Contributing to the development of schemes of work for relevant key stages
- Setting homework in accordance with Learning Area policy and to mark work regularly to aid progression, keeping clear records of attainment and following up on non-submission
- Keeping abreast of developments in teaching and ensure that these changes are implemented in lesson delivery and schemes of work

- Organising and running enrichment opportunities and supporting interventions for students within your subject including extension classes, G&T sessions, trips etc.
- Supervising prep and the 'Bourne Scholar' programme
- Undertaking duties as directed and in accordance with Academy expectations
- Complying with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
D	A proven track record of success in middle leadership	✓	✓	
D	A track record of supporting staff in improving their practice	✓	✓	
E	Ability to teach your subject at all key stages	✓	✓	✓
E	A track record of supporting students to achieve superb outcomes in your subject area	✓	✓	✓
E	Ability to reflect on your own and student performance in lessons and adapt practice accordingly	✓		✓
E	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work	✓		✓
E	Effective planning, assessment and record keeping	✓	✓	
E	Ability to work independently and as part of a team, contributing to and leading INSETs		✓	
E	Ability to develop and maintain positive relationships with teachers, support staff and parents	✓		
E	Excellent classroom management and efficient organisation of resources	✓	✓	✓
Qualifications				
E	A good degree in a relevant subject	✓		✓
E	Qualified Teacher Status (QTS)		✓	
IT knowledge				
D	Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)		✓	
D	Ability to swiftly adapt to and utilise new/various systems/software		✓	
D	Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area		✓	✓

Behavioural Competencies				
E	Superb communication and interpersonal skills	✓		✓
E	The ability to set, monitor progress towards, and achieve short, medium and long term targets for your area of responsibility	✓	✓	
E	Ability to meet all deadlines internally and externally ensuring output consistently is of an exemplary standard	✓		
E	The upmost integrity and high levels of motivation and commitment.	✓		
E	Proactive approach and efficient time management and prioritisation skills	✓		
E	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	✓	✓	
Applicable to all staff				
E	Undertake training as required to so in order to fulfil the requirements of the role	✓	✓	
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	✓	✓	✓
E	Play an active role in terms of Safeguarding all students and adults	✓	✓	✓

Application process

Please submit your application through our website:

www.mossbourne.org/vacancies/

The closing date for this vacancy is 20th May 2022

We encourage early applications as we will interview **and may appoint before the closing deadline.**

To discuss this post or to arrange a school visit please contact us on 020 8510 4550 or enquiries@mvpa.mossbourne.org

