

**Head of Year 7 KS2-3 Transition Coordinator**

At Ark Elvin Academy we are proud of the excellent education we offer each of our pupils. Our team of enthusiastic, high expectations staff have transformed our school and we are just as excited about the next step in our school improvement journey as we work together to deliver the outstanding education our community need and deserve. We are deeply committed to our mission:

*“To ensure that every pupil leaves Elvin confident, articulate, and culturally aware; able to pursue careers they are passionate about, contribute to society and live happy, healthy and fulfilled lives.”*

In our last OFSTED inspection (October 2019) it was recognised that at Ark Elvin Academy:

**“Pupils, parents and staff all agree that Ark Elvin Academy has improved out of all recognition. Pupils are proud of the school.”**

**“The headteacher and leaders have very high expectations…… Staff want all pupils to succeed in every area of their lives, not just academically.”**

**“The school is a calm, safe and supportive place for pupils. Pupils behave very well in lessons. They get on well with one another and with adults.”**

We are a large non-selective secondary school in the London borough of Brent, with excellent transport links to central London. We are committed to ensuring teachers can focus on teaching and have the opportunity to refine and develop their practice in the classroom and develop their leadership skills, we have:

* Twice as many training days as is standard
* Weekly professional development for all staff

In recruiting our Head of Year, we are seeking the following from applicants:

* A commitment to serving our diverse community in Brent
* A commitment to our school vision, values, and improvement process
* A passion for their subject, or educational support role
* A keenness to learn and develop in your role and as a leader
* A team player with high standards of professionalism and courteousness
* High expectations for themselves and our pupils
* The potential to be an exceptional leader

You will become part of a close-knit professional community of enthusiastic colleagues who benefit from the training, guidance, and support from both the Ark network, one of the country’s top performing school groups.

Our Pastoral Team at Ark Elvin is made up of highly motivated professionals with one single aim, to remove barriers that prevent our pupils from getting the best from the great education we provide. We are proud of our innovative data-led pastoral model that makes our work more pre-emptive than reactive.

We passionately believe in our six pillars, and they drive all our thinking and our school improvement at Elvin

**Strong Discipline**

Calm, purpose, and order are established through the consistency of expectations and explicit teaching of discipline.

**High Quality Teaching**

Teachers are subject experts with an excellent understanding of the intellectual journey they are taking their pupils on and have mastery in effective teaching skills.

**Mastery Curriculum**

Our curriculum design enables pupils to make rapid progress and develop a framework of knowledge and understanding in each subject area that provides a solid foundation for further study.

**Raising aspirations and enrichment**

Pupils understand the opportunities that a school and university education will afford them in terms of careers and quality of life. Pupils develop their passions and interests through an Our extensive enrichment programme.

**Character development**

Pupils develop the characteristics that support their academic achievement, create thoughtful citizens, and allow them to make reflective choices over their personal lives.

**Developing leaders**

All members of staff see themselves as leaders within an aligned community of professionals and are systematically trained in best practice. We create high performing teams to drive our school improvement.

Interested in finding out more? Please email our HR advisor, Chantel Mutongole: c.mutongole@arkelvinacademy.org for an initial conversation and to arrange a call with our principal, Rebecca Curtis

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| **Closing date:** | Monday 23rd May 2022 |
| **Interview:** | Week beginning 23rd May 2022 |
| **Start date:** | September 2022 |
| **Salary:** | Ark main pay scale/ Upper pay scale (£32,960 - £53,341) + TLR1c £12,114- or Competitive Support staff pay dependent on experience |

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced DBS check*

**Job Description: Head of Year 7 KS2-3 Transitions Coordinator**

**Reporting to:** Assistant Principal

**The Role**

The head of year is responsible for the leadership and management of a designated year group. He/she will work collaboratively with the middle and senior leaders on a wide range of issues, and lead and managing a group of form tutors.

The Head of year will lead on the achievement, behaviour and pastoral development of their year group, while playing a part in maintaining high behaviour expectations for all pupils in the school. This role will ensure all pupils at Ark Elvin Academy are able to maximise their learning time, through the consistent application of behaviour systems and routines. The post holder will work very closely with form tutors, teachers and the senior leadership team to develop a holistic approach to pastoral support for pupils across all key stages within the school.

**Key responsibilities**

* Monitoring and tracking the impact of learning on achievement for year group
* Analysing behaviour & safety data for year group and planning interventions as required
* Leadership of year group form tutors
* Line management of pupil welfare officer
* Parental engagement for year group
* Evaluating and improving all areas of responsibility over time

**Key tasks**

* Coordinate the implementation of KS2 to KS3 transition strategy
* Establish and maintain strong relationships with our feeder schools
* Effectively induct year 7
* Following assessment points, work with heads of department to change groups and plan interventions.
* Model, assess and develop the role of form tutors – in partnership with other Heads of Learning.
* Take part in termly review of attainment, progress and targets with Principal and Vice Principal = Data & Assessment.
* Manage pupil review processes and procedures, including monitoring of and response to attendance and behaviour data.
* Deliver training and coaching to colleagues.
* Make decisions on internal and fixed term exclusions and manage communication with parents.
* Lead reintegration procedures for pupils who have been out of school.
* Organise parents’ evenings.
* Deliver assemblies.
* Make year group referrals to the SENCo regarding additional support required by learning mentors and other adults.
* Liaise with Assistant Principal – Inclusion regarding referrals to external agencies on issues affecting learning and progress.
* Ensure that form tutors lead on frequent and highly effective contact with parents and carers.
* Lead whole school project to improve personal development, behaviour & welfare.
* Be a professional role model for all pupils and colleagues in demeanour, appearance and attitude.
* Monitor standards in their area of responsibility, while evaluating and contributing to the wider self-evaluation of the school.
* To represent Ark Elvin effectively to external stakeholders.

**Other specific responsibilities**

* Lead a team of form tutors and coordinate year team meetings.
* Attend and contribute to leadership team meetings
* Attend the senior leadership team meeting once per term to discuss year group
* Supervise corrections as required
* Supervise key parts of the school day as required
* Empower form tutors to develop form time content and delivery

**Academy Culture**

* To support the academy’s values and ethos by contributing to the development and implementation of policies, practices and procedures
* To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* To help develop a school/department culture and ethos that is utterly committed to achievement and good discipline
* To be alert and active on issues relating to pupil welfare and child protection
* To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

**Other**

* To undertake and when required, deliver or be part of the appraisal system and relevant training and professional development
* To undertake, within reason, other various responsibilities as directed by the Head of Department or Principal.

**Person Specification: Head of Year 7 KS2-3 Transitions Coordinator**

**Qualification Criteria**

* Qualified to at least degree level and above
* Qualified to teach and work in the UK

**Experience**

* Evidence of being, or having the potential to be, an outstanding teacher of the subject.
* Experience of raising attainment in a challenging classroom environment.
* Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching students from backgrounds of socio-economic disadvantage.
* Experience of having lead and significantly raised achievement in a class, subject area, year group or key stage.
* Experience of raising the standard of behaviour & safety in a school, through the use of embedded routines and whole school systems.
* Evidence of continually improving the teaching and learning of their subject through schemes of work and extra-curricular activities etc.

**Knowledge**

* Up to date knowledge in the curriculum area
* An understanding of what an outstanding education looks like in the classroom
* An understanding of the strategies needed to establish consistently high expectations

**Behaviours**

**Leadership**

* Effective team worker
* High expectations for accountability and consistency
* Vision aligned with Ark’s high aspirations, high expectations of self and others
* Genuine passion and a belief in the potential of every pupil
* Motivation to continually improve standards and achieve excellence
* Effective listening skills that lead to a strong understanding of others
* Commitment to the safeguarding and welfare of all pupils.
* pupil attainment
* Good communication, planning and organisational skills
* Demonstrates resilience, motivation and commitment to driving up standards of achievement
* Acts as a role model to staff and pupils
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure & Barring Service check.