



THE  
**BRIAN CLARKE**  
CHURCH OF ENGLAND ACADEMY

**Candidate Pack**  
**Head of Year 7 (Teaching)**

# Welcome from the Headteacher

Mrs A Ash, MA, NPQH



Thank you for your interest in the post of Head of Year 7 at The Brian Clarke CE Academy.

A Head of Year role in a new school is an opportunity education professionals dream about. You will be leading a talented and committed staff team that is growing a school from Year 7 upwards, supporting the development of its ethos and embedding it into the community of school. We also have the benefit of a brand-new building, with state-of-the-art facilities, and supported by the local, successful, and experienced Cranmer Education Trust.

This is an exciting and challenging role. It is a post for a dedicated, energetic, creative, and strategic professional with significant experience and impact at either middle or senior leadership levels. The demands will be varied, interesting and developmental, and will put you at the heart of a school where staff and students are growing exponentially year on year.

The successful candidate will help shape the totality of the Brian Clarke experience our students receive. You will be supported by the existing Senior Leadership Team and Trust central team but will also be expected to bring your own ideas, expertise, and specialisms.

This is a CE school and the person we appoint must be able, with integrity, to uphold and model Christian values and lead assemblies which have worship at the heart, supported by the Trust's Lay Chaplain and the pattern and resources for worship themes and celebrations which apply across all our schools.

Working for The Brian Clarke CE Academy means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high-level of support and access to expertise. This is an excellent time to join the team, as we develop collaborative structure and systems to enhance and support our growing family of schools.

Alongside Brian Clarke, the Trust is made up of primary and secondary schools across Oldham and Rochdale. The Trust also incorporates a teacher training school and the East Manchester Teaching Hub and a MFL hub, which support the training and development of new and existing teachers across the North West of England.

For further details, please visit [careers.cranmereducationtrust.com](https://careers.cranmereducationtrust.com)

## About The Brian Clarke CE Academy

The Brian Clarke Church of England Academy opened with a founding team of staff in September 2022 to 240 young people and will continue to grow annually to a student body of 1,200 by 2026.

We moved to our beautiful, purpose-built building in May 2023, situated on our accessible town centre site on Bloom Street, Oldham.

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*Our patron, Brian Clarke, has donated a large stained-glass window to the school which adorns the entrance hall, reflecting the multi-cultural nature of the school and shining light into and out of the building to the community.*

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The school reflects the community it serves. It is multi-cultural, multi-ethnic, and multi-faith within a Church of England ethos. There is a balance between faith intake and non-faith intake from 3 concentric circles of one, two and three miles around the school. 'Faith' equally includes all Christians, as well as members of the other five major world faiths of the Interfaith Network.

The key elements of the curriculum include:

- A rich, broad EBacc curriculum up to GCSE
- Compulsory Religious Studies within the core curriculum up to GCSE
- MFL (German) to GCSE
- A rich KS3 provision which includes the arts, technology, computing, citizenship, and the Bronze Duke of Edinburgh Award in Year 9
- A sequentially planned pastoral curriculum that builds in worship, CEIAG, and form reading. This takes places daily for 30 minutes.
- An aspirational co-curricular provision built into Period 6, which runs Monday to Thursday 2.45pm – 3.30pm. All students take part in two activities per week.
- A facility to support literacy and numeracy to catch up (7.45 – 8.10am) each morning.

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*The curriculum is underpinned by a consistent pedagogy that understands how students learn, and a rigorous approach to reading and literacy, building character and resilience.*

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We aim for all our students become good human beings: good friends, good neighbours, and good citizens. People we are proud to know. Their social and emotional development, their self-respect, and their ability to self-manage are just as important as their cognitive development. Students who are happy and secure in their school learn well and become successful people. High quality pastoral care is at the core of all we do.

In brief, we are looking for:

- A leader committed to ambition, excellence, and community, who will work with the Senior Leadership Team to drive the growth and development of The Brian Clarke CE Academy. You will play a key role in driving BCA to become an outstanding provider for young people, and continue to be a school where staff, who are committed and ambitious for young people, take pride in and enjoy their work.
- An inspiring, informed educator with a clear understanding of what makes outstanding educational provision for all, and the ability, understanding, and experience to lead, develop and manage a staff team to achieve this.
- Someone who will go the extra mile for students, not because they are asked to but because they want to; someone who will do their utmost to ensure all our students progress to the future destinations of their choice.
- Someone who will inspire students and the staff they work with, and build strong relationships with our parents, carers and community partners.

We offer:

- Opportunities for professional development in a growing Trust
- Schools: a strong school community that places children, families and staff at the heart of everything we do
- A supportive team who will work with and alongside you to achieve the very best
- Teachers' career average pension scheme with a generous employer contribution
- Central Oldham location, close to good transport networks, less than 7 minutes from nearest bus or tram stops.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows Safer Recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1974, 2013 and 2020, and appointment is therefore subject to satisfactory Enhanced Disclosure form the Disclosure & Barring Service.

The successful candidate must be available for new staff induction days on Thursday 28 and Friday 29 August 2025.

Applications must be received by **9am on Tuesday 21 January 2025**.

Interviews for this post will take place on **Tuesday 24 January 2025**.

Thank you for your interest. We look forward to hearing from you.

Yours faithfully



**Mrs Allison Ash, MA, NPQH**  
Headteacher, The Brian Clarke CE Academy





**“As a member of the founding team I have had the pleasure of growing the BCA family. Our talented team of support staff, teachers and leaders provides the most supportive professional environment you could wish for; one where you can flourish and progress in your career.”**

Mrs R Dickinson, Director of English

**“Working at Brian Clarke is special. We are part of building a legacy. We are cultivating a culture that is ambitious for all stakeholders. The staff support for one another is really special; we are one team. Be part of our journey!”**

Mr A Ahmed, Head of Year 8 and Teacher of RS



**“Brian Clarke is a truly special place. Brilliant staff and students, and a wonderful culture and routines that allow EVERYONE to shine!”**

Mrs J Carey, Library Manager & Worship Coordinator

**“Beautiful building, lovely children and the most supportive colleagues I have ever worked with!”**

Mrs F Briggs, Science Teacher



# Additional benefits when working with The Brian Clarke CE Academy

Here at The Brian Clarke CE Academy, we provide a competitive salary, plus extra benefits when joining us and for years of service.

## Work life, health and work/life balance

- Free parking on site, but also within 5 minutes' walk of Oldham Bus Station, and 7 minutes' walk from King Street Metrolink tramp stop.
- Regular Staff Fellowship activities for socialising and wellbeing.
- Annual leave allowance for non-teaching staff rising in line with years of service.
- Flexible working arrangements for non-teaching staff, and a supportive culture to ensure all teaching staff are able to work with the flexibility they need.
- Employee Assistance Programme, Health One by TELUS Health. This includes an app with wellbeing assistance, latest updates on The Cranmer Trust health initiatives, advice for carers, and fitness sessions.
- Perks, discounts and cashback offers for major retailers, holidays, restaurants and bars via the Health One app.
- A Menopause Support Programme with Newson Health

## Professional development

- Ongoing, high-quality professional development opportunities
- A growing school that offers real career progression
- Weekly CPD training for all teaching staff
- An Assessment and Feedback Policy developed by teachers, for teachers.



# Job description:

## Head of Year 7 (Teaching)



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Job Title	Head of Year 7 (Teaching)
Contract:	Permanent
Probation period:	6 months
Hours:	Full time, term time
Location:	The Brian Clarke CE Academy, Bloom Street, Oldham, OL9 6BP
Salary	2b (main scale plus £5,641)

### Job Purpose

1. To actively contribute to building, communicating, and implementing the Trust's vision of Ambition, Excellence and Community, and the school's commitment to all young people to 'Let Your Light Shine'.
2. To actively model and promote the values, vision and ethos of this Christian school, which serves a multi-faith, multi-ethnic community.
3. To have a clear understanding of what makes outstanding pastoral provision and the ability, understanding and experience to lead, develop and manage a team of tutors to achieve this.
4. To explicitly teach, model, communicate and reinforce the 'Brian Clarke Way Every Day' to your year group so that exemplary behaviour is embedded.
5. To lead and be responsible for the quality of the pastoral curriculum in Year 7.
6. To ensure all Year 7 pupils access their entitlement to high quality co-curricular (Period 6) and extra-curricular provision so that our young people grow in learning, skills, experience, and confidence.

### Key responsibilities

#### SHAPING THE FUTURE: STRATEGIC DIRECTION

1. To work with the Senior Leadership Team to ensure effective transition arrangements for students that are measured and evaluated for impact.

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2. To contribute to the leadership, management and quality assurance processes of the pastoral curriculum, including the Wellbeing curriculum, ensuring statutory requirements **and** the needs of the year group are met.

### SPECIFIC RESPONSIBILITIES

1. To ensure that all students in the year group are known, engaged, and can feel that they belong and are included, respected and experience success.
2. To establish effective and meaningful mechanisms of communication with parents, maintaining regular contact where appropriate and keeping them updated about the learning experience of their child.
3. To work closely with the Senior Leadership Team / staff to identify underachievement at any level, then develop and implement appropriate and – where relevant – personalised interventions.
4. To promote and embed the ethos and language of character development and self-discipline.
5. To lead on restorative practice and its embedding within the year group to support an ethos of equality, fairness, mutual respect and the resolution of conflict.
6. To be a Safeguarding Lead and undertake relevant training.
7. To ensure that Safeguarding and Child Protection policy and procedures are fully adhered to within the year group.
8. To lead the implementation of school policy on rewards and sanctions for the year group.
9. To work closely with staff across the school to ensure the co-curricular offer reflects the needs of the year group.
10. To lead and manage the work of form tutors in their responsibilities for their form.
11. To coordinate relevant pastoral interventions between tutors and pupils, and to monitor their impact.
12. To lead assemblies and reflection, modelling the ethos of the year for pupils and staff.
13. To lead weekly team meetings and other calendared meetings for tutors in line with school policy, and also contribute to Year Group Reviews.

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14. To use the school's MIS (Bromcom) proactively and forensically as a tool to monitor your year group's patterns of attendance, positive and negative behaviours, and proactively co-ordinate appropriate initiatives / interventions with other members of the pastoral and curriculum teams.
15. To be highly visible in the Year base and across the school, and to lead lunchtime duty in the Year area on 4/5 days per week. A free lunch allowance is attributed to this post.
16. To formulate, in conjunction with other key staff, an annual pastoral improvement plan that supports the School Improvement Plan and priorities.

### Other responsibilities

1. To contribute actively to building, communicating and implementing a shared vision of the school's future.
2. To contribute to the school liaison and marketing activities. For example, providing news for social media and the website; contributing to newsletters to parents; presence at Open Days / Evenings and other events.
3. To actively promote the development of effective links with external agencies and organisations.

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification (please see next page).**

# Person Specification:

## Head of Year 7 (Teaching)



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In your application form there will be a section about Knowledge and Experience. In this section, please explain to us as fully as you can how you meet the criteria listed in the Person Specification below. Use real-life examples of your work and its impact where possible. Do not include a CV.

Person Specification – Head of Year (Teaching)	Essential or Desirable	How identified Application (A) / Interview (I)
<b>Educational Qualifications</b>		
Good Honours Degree	E	A
PGCE or equivalent and Qualified Teacher Status	E	A
Relevant and successful teaching experience	E	A
Higher degree or further professional qualification	D	A
Relevant experience in team leadership or management, e.g. head of department, 2 i/c, team leader, leadership of the development of curriculum / T & L / assessment etc, which has had an impact on both pupils and teachers	E	A / I
<b>Teaching and Learning</b>		
An exceptional teacher in your own right with a proven track record of impact on progress for the pupils you teach	E	A / I
Understanding and experience of the ways in which pupils' achievement and progress can be improved/maximised through pastoral provision	E	A/I
Understanding of the principles of excellent pastoral care which enables pupils to thrive in school and be motivated to achieve their best	D	A/I
A broad awareness and understanding of educational research on 'what works' in improving pastoral care and the pastoral curriculum	E	A/I
Excellent track record as a form tutor supporting the wellbeing, welfare and progress of pupils	E	A/I
Data-smart: able to use data analysis and ask the right questions to promote thinking and improvement	E	A/I
Track record of leading successful extra/co-curricular provision	E	A/I
<b>Personal and Professional Qualities</b>		
Strategic, future-orientated, able to balance long and short-term horizons	E	A/I
Intellectually and organisationally agile and well-organised: open to new directions, continuously pro-active and thinking ahead, whilst planning and structuring what needs to be done to translate aspiration into reality.	E	A/I
Experience of working with external agencies	D	A/I
Outstanding communicator: persuasive and inspiring at a group level, with high emotional intelligence and influencing skills 1:1 and with smaller groups.	E	A/I
A good networker: flexible, receptive, persuasive	D	A/I
Resourceful and creative	E	A/I
Excellent time manager	E	A/I
Resilient, intuitive, tactful	E	A/I
Good negotiation skills	D	A/I
<b>Ethos</b>		
Ability to support, uphold and model the Christian ethos of the school within a multi-faith, multi-ethnic school community	E	A/I
The ability and willingness to lead Christian worship with integrity. All staff are fully supported in leading worship by the Trust's lay chaplain	E	A/I
<b>Safeguarding</b>		
Committed to the protection and safeguarding of children and young people	E	A/I

**Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**

# Person Specification:

Head of Year 7 (Teaching)



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## How to apply

We only accept applications via our online portal, [careers.cranmereducationtrust.com](https://careers.cranmereducationtrust.com).

Applications must be received no later than **9am on Tuesday 21 January 2025**.

Interviews for this position will be on **Tuesday 24 January 2025**.

If you have any questions or queries, or would just like to chat about the role, please get in touch via e-mail on [headteacher@brian-clarke.org](mailto:headteacher@brian-clarke.org).

**We look forward to hearing from you!**