



Recruitment Pack

Head of Year
Isca Academy

Closing Date: 9am - Friday 8th March 2024

Interview Dates: Week commencing
Monday 11th March 2024

Ted
Wragg TRUST

Ted Wragg Trust



We are an ambitious and inclusive Trust of schools



Welcome from the Ted Wragg Trust
CEO, Moira Marder



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed



Head of Year

Job Description

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|------------------------|-------------------------------------|
| Job Title: | Head of Year |
| Location: | Isca Academy |
| Responsible to: | Assistant Headteacher for Behaviour |
| Salary Grade: | MPS/UPS + TLR 2b |

Key Purpose of Job

- To ensure excellent pastoral care for the year group and assist the AHT to quality assure standards of T&L across year group.
- To ensure excellent standards of behaviour and attendance are met by year group.
- To oversee tutor team and assist AHT in development of excellent tutor time provision.
- To ensure scholars are safe at all times and oversee CPOMS actions for the year group. are up to date and provide the appropriate support.
- To maintain excellent relationships with external agencies.
- To work with the SENDCO to ensure all needs of all scholars are met.
- To liaise with data manager to ensure accurate oversight of year group data and information.
- To be key point of contact for parents of scholars within your year group.
- To line manage AHOY/AHOKS.
- Attend and organise, in conjunction with AHT for Behaviour, all open and parent events for Year Group.
- Take part in QA processes for T&L as directed by DHT Quality Of Education.
- Deputise across the pastoral team, when required, as directed by AHT for Behaviour.
- To undertake break/lunchtime duties in the year group areas as appropriate.

Impact on Educational Progress

- Monitor all relevant year group progress and attainment data and co-ordinate appropriate intervention.
- Support the implementation of the Academy's homework policy.
- Create and manage 'scholar voice' opportunities as required.
- Monitor attendance within the year group and ensure strategies are implemented which improve scholar attendance and positively engage families in this process.
- Develop and manage the transition process with relevant staff to ensure effective induction for all scholars, including in-year admissions.
- Support and implement academy policies and initiatives through the development of effective assemblies.

Leading, Developing and Enhancing the Teaching Practice of Others

- Participate in monitoring and evaluation strategies to support scholar progress, including classroom visits, work scrutiny, learning walks and SEF activities.
- Support and develop tutors to improve their own practice and create consistency in the quality of tutoring across the Academy.
- Ensure year group specific development needs are included in the Academy improvement plan.
- Support individual staff and the whole team's professional development needs in relation to pastoral and academic support for our scholars.

Working Environment and Conditions of the Post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel and work within any school in the Ted Wragg Trust.

Accountability

- Use data effectively to identify areas where scholars need additional support and work with appropriate staff including the Behaviour Lead and SENDCo to implement the appropriate support.
- Lead the year group suspension process, update the suspension trigger document and ensure key intervention is outlined within this document in preparation for the escalation to PEX prevention if needed.
- Lead the year group in academic, moral, social, cultural and sporting areas by planning a programme of activities, including charitable and fund-raising work.
- Support tutors in seeking parental support to enhance scholar attendance and progress.
- Ensure high quality content and overall presentation of the tutor reports.
- Organise and attend whole school events where parents are present in relation to the year group.
- Maintain timely, professional and supportive communication with all stakeholders to ensure scholars make progress.

Resources/ Administration

- Ensure the effective completion of school registers and attendance administration by tutors.
 - Make arrangements for admissions and leavers, including the transfer of documentation, in liaison with the appropriate Senior Leadership Team (SLT) member and associated support staff.
 - Make effective use of school MIS and data systems to manage scholar data in terms of both recording and retrieval and maintain accurate and appropriate scholar records.
 - Write external references for scholars on behalf of the school.
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Other Duties

- Identify personal training needs and participate in training and performance development whenever required.
- Actively participate in performance management processes.
- Attend and participate in relevant meetings as required.
- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all scholars and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with scholars and other staff, including attendance at briefings and through completing scholar report cards and logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- Undertake any other duties appropriate to the grade of the post.

Other Information

- The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The post holder may be required to move their base to any location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Head of Year

Person Specification

| | Essential / Desirable | Evidence |
|--|-----------------------|----------|
| Qualifications and Professional Development: | | |
| An appropriate, good honours degree (2:2 or higher) | E | A, C, |
| QTS or equivalent | E | A, C |
| Evidence of further professional study | E | A, C, R |
| Experience | | |
| Evidence of whole school leadership initiatives | D | A, I, R |
| Experience of raising achievement through intervention in teaching process | E | A, I, R |
| Experience of working across pastoral provision | E | A,I,R |
| Proven record of innovation and leading change successfully | D | A, I, R |
| Experience of School Improvement planning | D | A, I, R |
| Knowledge | | |
| Ability to teach your subject across the whole ability range | E | A, I, R |
| Experience of teaching your subject at KS5 | D | A,I,R |
| A thorough knowledge of the National Curriculum for your subject/department | E | A, I, R |
| Evidence of successful experience of curriculum / subject development | E | A, I, R |
| Experience of successfully managing an aspect of school / department improvement | E | A, I, R |
| The ability to prepare and deliver lessons which actively engage all scholars throughout the age and ability range at Key Stages 3 and 4 and post 16 | E | A, I, R |
| An up-to-date understanding of current developments and initiatives | E | A, I, R |
| An ability to evaluate the work of others and enable their development through consultation, coaching and support | E | A, I, R |
| Other skills | | |
| Evidence of strong leadership skills | E | A, I, R |
| Complete understanding of effective T&L pedagogy and the ability to cite recent quality research in this area | E | A,I,R |
| Evidence of effective team work and collaboration | E | A, I, R |
| Ability to inspire and motivate scholars | E | A, I, R |
| An ability to evaluate the work of others and enable their development through consultation, coaching and support | E | A, I, R |
| An ability to analyse data and information, identify patterns and trends and to formulate strategies for improving learning | E | A, I, R |
| Excellent communication skills, both oral and written | E | A, I, R |
| The ability to gain the confidence and respect of scholars, staff and parents | E | A, I, R |
| Ability to prioritise, plan and organise own work. | E | A, I, R |

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|--|---|---------|
| Other | | |
| Committed to equality of opportunity and the safeguarding and welfare of all pupils | E | I, R |
| Effective use of ICT packages e.g. Word, Excel or equivalent. | E | A, I, R |
| Ability to fulfil all spoken aspects of the role with confidence and fluency in English. | E | A, I, R |
| This post is subject to an enhanced DBS disclosure | E | A, I, R |
| Commitment to being involved in the wider life of the School through participation in extra-curricular activities. | E | A, I, R |



Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission, we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone, whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.



Colyton Grammar



Key Details

Job Title: Head of Year

Location: Exeter, Devon

Salary: MPS/UPS + TLR2b

Closing Date: 9am - Friday 8th March 2024

Interview Date: Week commencing 11th March 2024

We are looking for a committed and talented Head of Year available to join us in September 2024 or sooner. You will be responsible for improving outcomes both academically and pastorally within your year group as well as ensuring attendance targets are met. A proven ability to build successful relationships with parents and key stakeholders is also an essential requirement for the role. If you wish to work with the most amazing scholars in the South West please apply for this exciting role which acts as a natural pathway to Senior Leadership. Applications are especially welcomed from those with a Science background.

How to apply

Application forms and further information are available from our website: www.iscaexeter.co.uk

For an informal conversation and to find out more about the role please contact Danni James, HR administrator danni.james@iscaexeter.co.uk. Visits to the school are also encouraged.



Recruitment Pack

Thank you for your interest!

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