

**Head of Year and   
Teacher of Spanish**

Kirkby High School

**Recruitment Pack**





**Welcome**

Dear Applicant,

Thank you for your interest in the Head of Year and Teacher of Spanish position at Kirkby High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic.

We are proud of our school’s success and are committed to providing an ambitious and inclusive environment with a strong pastoral care system that values every member of our community.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Kirkby High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

You will find a school tour depicting the school environment on our website and an electronic version of the school prospectus and the recent Ofsted inspection. I hope they assist you in building a picture of the school.

If you have any specific queries please contact my PA, Jo Barrett [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs R Conefrey

Headteacher, Kirkby High School

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**Kirkby High School**

**Kirkby High School is a vastly improving 11-16 mixed comprehensive of around 958 students where we continually strive to provide the highest standards for our whole school community. All staff at Kirkby High School fully embrace our philosophy:** “*A community that believes in top class teaching and a pastoral care system that is second to none ensures that we prepare our young people for a bright and optimistic future, filled with opportunity*”.

Kirkby High School stands at the centre of our local community and we believe that we offer our young people guidance and aspiration to be the best they can be in all aspects of life. Quality teaching and learning, supported by reliable pastoral systems, ensure that students are preparing well for later life.

We believe in building a culture of resilience and tolerance in which our students can thrive. Our aim is to increase our students’ self-belief and to show them that they can be what they want to be.



**The Rowan Learning Trust**

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises six schools: three high schools, an all-through alternative provision academy and two primary schools. Together we share a set of common values:

* Mutual respect
* Fairness
* Equality of opportunity
* Individual growth
* Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



**Job Description**

**Overall purpose of post**

* Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document (STPCD).
* To raise standards of student attainment and achievement within the year group and to monitor and support student progress.
* To be accountable for student progress and development within the year group.
* To develop and enhance the teaching practice of others.
* To be accountable for leading, managing and developing the year group.
* To effectively manage and deploy the pastoral support team.
* Effectively engage students and their parents/carers in their learning

**Teaching**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

**Operational/Strategic Planning**

* To be responsible for the day-to-day management, of the Year group including effective deployment of staff.
* To monitor actively and follow up student progress.
* To implement school policies and procedures, eg. Equal Opportunities, Health and Safety etc.
* To work with other Year Heads under the direction of the Deputy Head to   
  formulate aims, objectives and strategic plans for the Year group.
* To link with other postholders to ensure that the work with the Year group fully reflects the school’s distinctive ethos and mission.
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the area are in-line with national requirements and are updated where necessary, therefore liaising with the school’s Health and Safety Manager.

**Staffing**

* To work with the Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To continue own professional development as agreed with Deputy Head.
* To undertake Performance Management Review(s) and to act as reviewer for a group of staff if appropriate.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover is available for registration.
* To ensure effective induction of new staff in line with school procedures.
* To lead a team of form tutors and motivate staff to ensure effective working relations.
* To monitor, assess and develop the role of the form tutor.
* To participate in the school’s ITT programme if appropriate.
* To be responsible for the day-to-day management of staff within the designated Year team and act as a positive role model.
* Organise and conduct a planned programme of meetings with the Year team throughout the year.

**Quality Assurance**

* To ensure the effective operation of quality control systems.
* To support the process of the setting of targets and to work towards their achievement.
* To establish common standards of practice within the Year group.
* To contribute to the school procedures for lesson observation.
* To implement school quality procedures and to ensure adherence to those within the Year team.
* To monitor and evaluate the work of the Year group in line with agreed school procedures including evaluating against quality standards and performance criteria.
* To seek/implement modification and improvement where required.

**Management Information**

* To ensure the maintenance of accurate and up-to-date information concerning the Year group on SIMS.
* To make use of analysis and evaluate performance data provided.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
* In conjunction with the Assistant Head and the Data Manager to contribute towards the collection of data for the Year group.
* To provide the Governing Body with relevant information relating to the performance and development of the Year group if required.

Head of Year and Teacher of Spanish

Reports to: Deputy Headteacher

Location: Kirkby High School, Bracknell Avenue, Kirkby, L32 9PP

Salary: Classroom Teachers’ Pay Scale plus TLR2c

Hours: Full time as specified within STPCD

**School Ethos**

* Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
* Support the school in meeting its legal requirements for worship.
* Promote actively the school’s corporate policies.
* Comply with the school’s health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.



**Communications and Liaison**

* To ensure that all members of the Year team are familiar with its aims and objectives.
* To ensure effective communication/consultation as appropriate with the parents of students and make contact to discuss pupil behaviour if appropriate.
* To liaise with partner schools, higher education, Industry, and other relevant external bodies such as outside agencies.
* To represent the Year’s views and interests.
* To contribute to the planning and delivery of school liaison activities.
* Liaise with members of the Year team and other Managers to organise social and extra-curricular activities.

**Pastoral System**

* To monitor and support the overall progress and development of students within the Year group.
* To monitor student attendance and punctuality together with students’ progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary by the School Attendance team.
* To contribute to PSHE, citizenship and enterprise according to school policy.
* To ensure the Behaviour Management system is implemented with the Year group so that effective learning can take place.
* To co-ordinate the end of year reports and the annual Parents evening.
* To prepare and hold year assemblies and celebrate achievement on a regular basis.
* To get to know all pupils in the Year group as well as possible and ensure that he/she is following a programme that is appropriate to his/her needs.
* To take steps to prevent bullying in line with the school policy and support victims by working closely with the Inclusion Manager.
* To set and maintain high standards of appearance, behaviour and consideration for others.

**SPECIFIC TO EACH YEAR GROUP:**

**Year 7 -** Working closely with the programme of primary liaison

**Year 8 -** Mentoring of pupils

**Year 9 -** Organise the options programme.

**Year 10 -** Assist with Work Experience Placements.

**Year 11 -** External examinations. Advise on selection of school leaders.

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

Alternatively, send a hard copy to:

Mrs R Conefrey

Headteacher

Kirkby High School

Bracknell Avenue

Kirkby

L32 9PP

Closing date for applications: 12 noon, Wednesday 9th February 2022

Interviews: Friday 11th February 2022

**Person Specification **

**Essential**

* Qualified Teacher Status
* The ability to teach Spanish up to KS4
* A thorough knowledge of the National Curriculum changes for Spanish
* An enthusiasm and passion for the teaching of Spanish

* Excellent subject knowledge
* The ability to develop effective working relationship with students
* The ability to command the respect of staff and students alike
* The ability to work as a supportive team member
* Excellent classroom teaching & management skills
* A high degree of organisational ability
* A commitment to continued professional development

* A willingness to share best practice and learn from others
* Experience of using ICT in Spanish
* A willingness to take part in extra-curricular activities



**How to Apply**



The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

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The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464

**KIRKBY HIGH SCHOOL**

**JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

*BRACKNELL AVENUE,*

*KIRKBY, MERSEYSIDE, L32 9PP*

***TELEPHONE:*** *0151 477 8710*

***FACSIMILE:*** *0151 477 8715*

***EMAIL:***[*admin@kirkbyhighschool.net*](mailto:admin@kirkbyhighschool.net)

1. **POST APPLIED FOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied For:** |  | | |
| **School:** | Kirkby High School |  |  |
| **As advertised in:** |  | **On date:** |  |

**2. PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SURNAME:** |  | **FORENAME:** | |  |
| **TITLE:**  **(Optional)** |  | **Date of Birth:**  **(Optional)** | |  |
| **Address:** |  | | | |
|  |  | | | |
| **POSTCODE:** |  | **Email:** |  | |
| **Telephone No:** |  | **Mobile No:** | |  |
| **Email:** |  | **DfE No:** | |  |

**3. CURRENT POST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCHOOL/SERVICE:** |  | | | |
| **LOCAL EDUCATION AUTHORITY:** |  | | | |
| **JOB TITLE:** |  | | | |
| **DATE OF APPOINTMENT:** |  | | **SALARY:** |  |
| **TLR/ Recruitment and Retention Allowance (please specify as applicable)** |  | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | |
|  | | | | |
| **Reason for this application** | |  | | |

**4. PREVIOUS TEACHING EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of school, type of school and number on roll** | **Dates of employment** | | **Post(s) held indicating salary points / allowances** | **Reasons for leaving** |
|  | **From** | **To** |  |  |
|  |  |  |  |  |

**5. OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post** | **Dates** | | **Employer** | **Grade/Salary** | **Reason for Leaving** |
|  | **From** | **To** |  |  |  |
|  |  |  |  |  |  |

**6. GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|  |  |  |  |

**7. FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From** | **To** | **Qualifications – Grades, awarding bodies & dates** |
|  |  |  |  |

**8. ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

|  |
| --- |
|  |

**9. ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? *(If yes, please state relationship)* | Yes / No |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?  *(If yes, please give details)* | Yes / No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?  *(If yes, please give details)* | Yes / No |
| Do you hold a current and valid driving licence?  *(if yes, please state the category)* | Yes / No |
| Please indicate if you have any special requirements to allow you to participate fully in an interview. |  |

**10. Criminal convictions or cautions**

|  |  |
| --- | --- |
| You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.  Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.  Where serious concerns as to an individual’s suitability to work with children are expressed, the facts will be reported to the relevant authorities. | |
| Do you have any unspent criminal convictions, cautions or bind-overs?  If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked “Addressee Only – Headteacher”. | Yes / No |

**11. REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REFEREE 1** | | | | | **REFEREE 2** | | | | |
|  | | | | |  | | | | |
| **TELEPHONE NO:** | |  | | | **TELEPHONE NO:** | |  | | |
| **EMAIL:** | |  | | | **EMAIL:** | |  | | |
| **Reference Type:**  (Please circle) | Employer | | Education | Character | **Reference Type:**  (Please circle) | Employer | | Education | Character |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. | | | | | | | | | |

**12. FURTHER INFORMATION FOR CANDIDATES**

\* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.

\* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

\* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:……………………………………………………………………………Date:…………………………………………………………