



Beacon Academy
Ambitious for excellence in all we do



HEAD OF YEAR

Information for Applicants



CONTENTS

1. Letter from the Headteacher
2. Examination Results
3. Staff Testimonials
4. Job Description
5. Person Specification
6. Applications

North Beeches Road
Crowborough
East Sussex
TN6 2AS

01892 603000

www.beacon-academy.org
Twitter: @Beacon_Academy
Facebook: @BeaconAcademyCrowborough

Headteacher: Ms A Robinson

Post of Head of Year

Thank you for your interest in this post at Beacon Academy which offers an exceptional opportunity to teach in a large highly successful, happy, well-resourced, exceptional non-selective 11-18 school.

At Beacon Academy, our teachers are subject experts who persistently advance their knowledge. They debate its content and pedagogy to ensure that our students are taught the very best, and in doing so, they aim for our students to love their subject. Increasingly and intentionally, our teachers make links with other subjects to draw on students' prior knowledge and enable them to understand new content.

We wish to appoint a dedicated, hardworking, highly skilled and knowledgeable Head of Year. The successful candidate will be as we have described above and have high expectations, excellent subject knowledge as well as genuine ambition. They will consistently plan and deliver lessons that inspire, engage and challenge each of their students enabling them, including the most disadvantaged and those with SEND to be enthusiastic about their learning, develop a deep knowledge about the most significant ideas and make excellent progress.

Context

We are a split site, semi-rural, mixed 11-18 non-selective converter academy with approximately 1467 students, including over 240 students in our Sixth Form. We are situated centrally in Crowborough on the outskirts of the Ashdown Forest, an area of outstanding natural beauty. We are close to Tunbridge Wells and the South Coast. The vast majority of our staff travel to Beacon from a variety of destinations within the South East, including Brighton, Eastbourne, Lewes and Tunbridge Wells.

Our catchment area generates our truly non-selective intake, both in terms of ability and socio-economic background. We are an oversubscribed school. We draw students from more than 10 primary schools in Crowborough and the surrounding areas. We also attract applications from an increasing number of students outside of our catchment area, however, due to our oversubscription we are generally only able to offer places to those within our pre-defined community area.

Our sixth form provision is accommodated entirely at our Green Lane site, an 800m five minute walk from our main Beeches site which accommodates years 7-11. We are immensely proud that we retain a high proportion of our Sixth Form students from Beacon Academy as well as recruiting students from other local and international schools.

Vision, culture, expectations and outcomes

Our vision is to provide the best possible education for all of our students and to be ambitious for excellence in all we do. Whether a member of staff, trustee (governor) or student, we all work relentlessly to inspire and believe in one another to achieve our ambitions and succeed in life.

At Beacon Academy there is an expectation that as staff and students, we will work hard, be ambitious, self-motivated, inquisitive, resilient and determined to succeed. Our students work incredibly hard, are polite, respectful, well behaved, well presented and ready to learn. They are expected to be caring, considerate and tolerant in lessons, social time and whilst travelling to and from school. These areas are reinforced and adopted positively by staff and students alike – there is a tangible sense of pride in being part of Beacon. Our students are meticulously supported by our experienced, loyal, highly skilled and highly effective team of staff. This includes a dedicated, non-teaching Student Support Team consisting of a Head of Year (teaching staff) and an Assistant Head of Year (non-teaching staff) for each year group who support them throughout their time at Beacon Academy.

The rigorous focus on all of our students as unique individuals is paramount. There is an unprecedented determination and commitment from everyone who works at Beacon that they will succeed. We work diligently on our unapologetically high expectations and standards, allowing us to foster exceptional relationships in an environment that is consistently calm, safe, happy and orderly. I have no doubt that the combination of this with our broad, balanced curriculum and outstanding teaching contributes significantly to our sustained improvements across the board. Our latest A-Level and GCSE results are testament to this and to the teamwork of our phenomenal students and staff.

In 2019 we were immensely proud and delighted to be celebrating the best ever A-Level and GCSE results in our sixty year history, and we found ourselves once again significantly above county and national averages. These results placed Beacon Academy as the top performing school in East Sussex and one of the top performing schools nationally.

Exam Success

As confirmed by the Department for Education's national league tables, in 2019 Beacon Academy was the number one school in East Sussex for the third year running under the headline Progress 8 measure, in first place in Sussex overall and in the top 1.8% of all schools nationwide.

Progress 8 is the Government's main performance measure, and reflects the value that schools add to the progress of their students in respect of their final GCSE grades, compared to that of their peers of similar prior ability across the country.

In 2019 our Progress 8 score was 0.97. As a non-selective, non-denominational, non-fee-paying school, we are immensely proud and delighted to have received this confirmation, once again, of our high-ranking position. We are in an esteemed group of 6% of schools nationally who are now categorised as 'well above average' for two years in a row. There are approximately 25 schools nationally who have been above us for each of the last three years (0.7% of all schools). As ever, this is a reflection of our vision and our determination to consistently provide the best possible education for all of our students, and to become an exceptional school for our community, both locally and nationally.

We are incredibly proud of our Sixth Form students. Amidst significant national changes to the structure and content of A Levels, they have achieved some excellent results and 94% of those who applied to university were accepted at their first choice institution.

Our results for 2019 show an increase in all A Level and GCSE attainment measures. Please note that due to the pandemic, we are not able to publish our 2020 results, however we would have continued and sustained our upward trajectory for both our GCSE and A Level outcomes.

National Teaching School and National Support School

Beacon Academy is a National Teaching School and a National Support School and we take a leading role in recruiting and training new entrants to the profession. I am also a National Leader of Education and we have seven Specialist Leaders of Education across a variety of areas on our staff body. We are proud to be an integral part of the East Sussex Teaching School Network. We work collaboratively with our Local Authority colleagues via my chairing of Area Group 1 and also being a representative on the East Sussex School Board.

At Beacon Academy, the quality of teaching, learning and assessment is highly effective, enabling all students to make excellent progress. Our performance management systems, and associated continuing professional development, are tailored to support excellence in teaching. We invest in our teachers through our highly acclaimed NQT programme, recognised as outstanding. We currently support teachers in their second and third year with our Recently Qualified Teacher programme, which we are developing as part of the Early Career Framework. In 2019, Beacon Partnership was selected by the Chartered College, the professional body for teaching, to deliver the prestigious Chartered Teacher (CTeach) Programme in East and West Sussex, Kent and Brighton and Hove. This is designed to further the expertise of experienced practitioners. We also provide opportunities for our staff to undertake NPQs to develop their leadership.

Beacon Academy is on an exciting journey towards becoming an exceptional school. We are judged to be a good school with outstanding leadership. Ofsted and our results confirm this. Trustees, staff, parents and students know this. We have a rigorous, relentless and uncompromising focus on ensuring that all students leave Beacon with the best set of qualifications possible, equipping them for our rapidly changing, highly competitive but exciting world.

To apply

Once again, thank you for your interest in the post of Head of Year. Please see the details on page 11 on how to apply for this role. Completed application forms should be e-mailed to the HR Department at vacancies@beacon-academy.org

If you wish to have an opportunity to discuss this post informally, please contact Keith Slattery, Senior Deputy Headteacher on 01892 603000, or email k.slattery@beacon-academy.org.

Beacon Academy is committed to safeguarding and promoting the welfare of children and young people. Please come and visit us at any time and see for yourself. To arrange a visit please contact the HR Department.



Anna Robinson
Headteacher



Beacon Academy Examination Results 2018 - 2019

Key Stage 5 - A-Levels only

	2018			2019		
	Beacon	National	E/Sussex	Beacon	National	E/Sussex
Average Grade	C+	C+	C	B-	C+	C+
Average Points	32.4	32.1	31.3	35.3	32.9	32.1
Progress Score	0.01 Average	-0.01	-	-0.08 Average	-0.02	-0.03
Achieving AAB or higher in at least 2 facilitating subjects	10%	16%	9%	20%	17%	10%
Grade and points for a student's best 3 A Levels	B- 35.7	C+ 33.6	C 28.4	B- 38.1	C+ 34.0	C 30.0
Students completing their main study programme	94%	93%	87%	96%	91%	89%

Key Stage 5 - Applied General

	2018			2019		
	Beacon	National	E/Sussex	Beacon	National	E/Sussex
Average Grade	Merit	Merit+	Merit	Merit	Merit+	Merit
Average Points	25.9	28.5	25.7	25.5	28.9	26.6
Progress Score	-0.08	+0.01	-	-0.64	+0.01	-0.34
Students completing their main study programme	100%	90%	79%	83%	87%	93%

Key Stage 5 - Tech Level

	2018			2019		
	Beacon	National	E/Sussex	Beacon	National	E/Sussex
Average Grade	Dist	Merit+	Merit+	Dist	Merit+	Merit+
Average Points	35.2	28.1	27.7	34.6	28.6	29.1
Completion & attainment	0.40	0.00	0.07	-0.50	0.00	0.17
Students completing their main study programme	100%	91%	94%	100%	88%	89%

Key Stage 4 - GCSE & Equivalents

	2018			2019		
	Beacon	National	E/Sussex	Beacon	National	E/Sussex
Attainment of the year group on entry to secondary school (KS2 APS)	27.6	28.3	28.0	28.3	28.6	28.3
9-7	25%	22%	-	29%	21%	-
English & Maths 4+ Standard Pass	75%	64%	62%	79%	65%	64%
English & Maths 5+ Strong Pass	55%	43%	41%	65%	43%	42%
English 4+ Standard pass	84%	75%	74%	87%	70% ⁺	75%
Maths 4+ Standard pass	79%	69%	68%	83%	71%	70%
English 5+ Strong pass	72%	60%	59%	80%	52% ⁺	60%
Maths 5+ Strong pass	61%	49%	47%	67%	50%	48%
Entering EBacc	38%	38%	29%	41%	40%	37%
Ebac APS	4.47	4.04	3.85	4.86	4.07	3.95
Attainment 8	50.7	46.5	45.2	54.00	46.69	45.33
Progress 8	+0.70	-0.02	-0.03	+0.97	-0.03	-0.06



STAFF TESTIMONIALS

I initially joined Beacon Academy as a PE and Spanish teacher in September 2004. I was given the opportunity to develop my skills and understanding on how to become an outstanding teacher from my first year. Before commencing my teaching career I worked as a Personal Trainer in London and have not looked back since.

Over the years Beacon have given me many opportunities to develop my professional development having led on many areas such as Head of Year; Head of Key Stage; Head of Department (in two different subjects), Associate Assistant Head of Academy, Senior Assistant Headteacher focusing on Progress and Achievement and in my current role as Senior Deputy Headteacher. Beacon Academy is an amazing place to work because of the friendly and helpful staff, there is a strong culture of collaboration and support that allows everyone to develop their practice. The strong focus upon CPD provides everyone the opportunity to learn the latest cutting edge developments in education and this is a major benefit for anyone wishing to further develop their practice. Our facilities and new technology allow us to provide engaging lessons to provide our learners with the perfect learning environment.

I would recommend Beacon Academy to anyone wanting to teach in a school that favours aspirational ethics and outstanding practice, because there are so many opportunities for ambitious staff who are keen to collaborate, develop and share best practice in order to progress in their career.

Senior Deputy Headteacher



I have thoroughly enjoyed coming to work at Beacon Academy. The commitment and dedication from the staff to ensure students are achieving, and going above in and out of lessons is amazing to see. As an NQT I received so much support from other members of staff and feel like I can ask anyone for help. The commitment and extra time given to the students is what makes Beacon such a good school to work in.

Teacher of Mathematics

At Beacon Academy, whether a student, a member of staff, a parent, carer or a trustee, we will all:

**Inspire one another
Believe in one another
Achieve our ambitions
Succeed in life**



JOB DESCRIPTION

JOB TITLE:	Head of Year
JOB PURPOSE:	To support, develop and lead a cohort of students and their tutors. To ensure high standards of learning, participation and achievement. To ensure the health, safety, wellbeing, capacity to make a contribution and development of students.
ACCOUNTABLE TO:	Link Leadership Team Member.
ACCOUNTABLE FOR:	All of the students within the defined year group.

KEY ACCOUNTABILITIES	KEY TASKS
1. THE LEADERSHIP OF PROGRESS To ensure that all students are able to achieve their targets across the curriculum by providing a range of support to individuals, groups and the whole cohort.	To: <ul style="list-style-type: none">a) Develop personalisation with each student having an Individual education plan and an effective mentor as requiredb) Develop the procedures used to review student work, progress and achievement in particular those with SEND or who are Pupil Premium. Lead on data within the year group. Maintaining data systems, which are robust and support staff and students with clarity and aspiration.c) Analyse assessment, behaviour, attendance and other data and to use this analysis to plan and monitor the effectiveness of support.d) Develop, implement and evaluate a range of intervention strategies to support the various learning groupse) Contribute to the development of the curriculum provision and intervention support of the cohortf) Create a developing calendar of events. Implement and evaluate those events.g) Develop, disseminate and monitor delivery of the pastoral curriculum and support in delivering our Core and Modern British Values.h) Implement Academy policies on reporting to parents and staff and support the AHOYs in the coordination of parents eveningsi) Prepare and hold assembliesj) Develop the use of student voice within the year group.k) Undertake specific task(s) as necessary.

<p>2. THE LEADERSHIP OF PEOPLE</p> <p>To provide regular feedback for tutors in a way that recognises good practice and support their progress against performance management objectives resulting in a tangible impact on students learning.</p> <p>To assist the designated team leader / Director of Learning in the annual review of the standards of leadership, teaching in the subject area, consistent with the procedures in the school self-evaluation policy.</p>	<p>To:</p> <ul style="list-style-type: none"> a) Develop the department (Tutors, LD and Assistant Head of Year) as a coherent team - create, maintain and enhance effective relationships and provide support where necessary. b) Contribute to the appointment and deployment of staff c) Contribute to the review process and promote the professional development of every member of the team d) Lead planned and noted meetings and department development sessions e) Monitor the effectiveness of year leadership and tutoring f) Ensure Assistant Head of Years are effectively tasked and support in developing their role g) Challenge poor and unacceptable practice and hold staff to account. h) Undertake specific task(s) as necessary. i) Provide focussed professional development for all staff-, especially those that are newly qualified and at an early stage of their careers. j) Understand and make full use of performance management, and lesson observations to encourage, challenge and support improvements in teaching
<p>3. THE LEADERSHIP OF POLICY</p> <p>To create a development plan, which contributes, positively to the achievement of the school improvement plan</p>	<p>To:</p> <ul style="list-style-type: none"> a) Disseminate, discuss, implement and evaluate the Academy's pastoral policies within the relevant pastoral team b) Monitor and evaluate implementation of pastoral policies. c) Provide advice to the Link Leadership Team Member in relation to a) and b) above. d) Undertake specific task(s) as necessary.
<p>4. THE LEADERSHIP OF INCLUSION POLICY</p> <p>To implement the school's behaviour and inclusion policies.</p>	<p>To:</p> <ul style="list-style-type: none"> a) Actively promote the welfare of all students in all areas of Every Child Matters agenda. b) Monitor and evaluate the implementation of the behaviour and inclusion policies c) Monitor student behaviour and wellbeing during lessons and be a presence at social time. d) Ensure Sims records are kept and analysed e) Work with the SENCO and other SEN staff to ensure that IEPs and PSPs are implemented to match students' needs f) Ensure sanctions and rewards are used effectively g) Keep parents informed and involved where there are concerns

	<ul style="list-style-type: none"> h) Ensure Assistant Heads of Years are effectively tasked and support them in developing their role i) Challenge poor and unacceptable practice and hold staff to account. j) Undertake specific task(s) as necessary. k) Provide focussed professional development for all staff-, especially those that are newly qualified and at an early stage of their careers. l) Understand and make full use of performance management, and lesson observations to encourage, challenge and support improvements in teaching
<p>5. THE LEADERSHIP OF RESOURCES</p> <p>To oversee and evaluate the subject budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles.</p>	<p>To:</p> <ul style="list-style-type: none"> a) Operate effectively within the pastoral and rewards budgets.

Beacon's teachers are also accountable for promoting a positive image of the value of education within the student body of the Academy and in the wider community. Other whole Academy responsibilities include tutoring, or a commitment to the Academy pastoral system, attendance at INSET and other reasonable duties as directed by the Headteacher. This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications <ul style="list-style-type: none"> Graduate & Qualified teacher Strong academic background Evidence of commitment to professional development 	Qualifications <ul style="list-style-type: none"> Recent relevant in service training
Experience <ul style="list-style-type: none"> Secondary teaching experience or practice across both Key Stage 3 and 4 An excellent practitioner with the drive and ambition to develop further Excellent knowledge of assessment strategies and their effective implementation Ability to analyse and present data and information coherently 	Experience <ul style="list-style-type: none"> Previous experience of school leadership Experience of successful pastoral work in schools Teaching students across prior attainment bands in a large comprehensive school Experience of teaching the most able at Key Stage 4 and 5 Experience of utilising both Apple and Microsoft programmes to develop engaging lessons
Philosophy <i>Commitment to:</i> <ul style="list-style-type: none"> The principle that 'The Children come first' Working collaboratively with other team members to develop pedagogy Equality of opportunity The responsibility of contributing to whole team effort Safeguarding and promoting the welfare of children and young people 	Philosophy <ul style="list-style-type: none"> An understanding of Academy status Consistently good teaching with examples of developing outstanding practise.
Skills <i>You will need to</i> <ul style="list-style-type: none"> Be an effective Teacher Be an effective Communicator An ability to lead and motivate staff Have a relentless focus on driving up standards and lead by example at all times Ability to work and liaise effectively with a range of stakeholders especially parents Have strong ICT skills 	
Personal Qualities <p>We will look for evidence of personal qualities such as vision, a team player, initiative, solution focussed, energy, self-motivation, resilience and a sense of humour!</p>	



APPLICATIONS

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all students in a school with sustained improvement and a culture of high expectations and ambition, please ensure you:

1. Complete the statutory application form
2. Provide a letter of application that is no longer than 2 sides of A4. It is recommended that your letter is structured according to the main headings of the person specification. Please include any achievement data that are applicable to the role you are applying for. If possible, this should be across 3 years; otherwise please provide your latest set of results.
3. Provide two references, one of whom must be the Headteacher from your current school or most recent significant employer.

Completed applications should be sent to:

Human Resources
Beacon Academy
North Beeches Road
Crowborough
East Sussex TN6 2AS
Telephone: 01892 603078
Email: vacancies@beacon-academy.org

Beacon Academy is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Academy is also committed to providing a supportive and flexible working environment to all its members of staff. The Academy recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Please refer to our Recruitment, Selection and Disclosure Policy and Procedures which supports our statutory obligation to comply with Keeping Children Safe in Education 2020. Further information can be found on our website.