

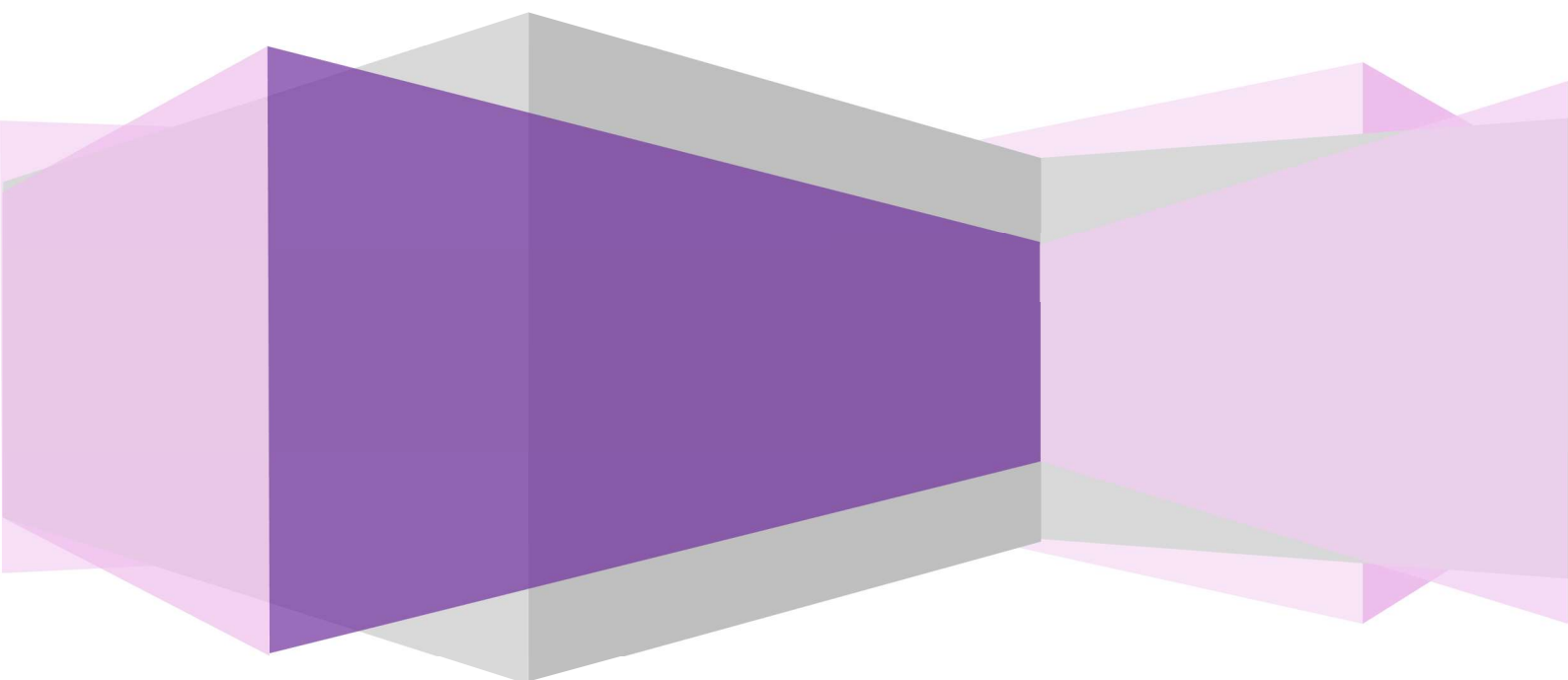
Bishop Justus CE School

www.bishopjustus.bromley.sch.uk

Application Pack

Head of Year

Required: Easter or September 2025



SUCCESS THROUGH FAITH, LOVE AND LEARNING





Head of Year

We are very pleased to advertise for the position of Head of Year at Bishop Justus Church of England School. The successful applicant will be respectful of the Church of England's vision for education, whilst encouraging all students and staff to flourish and realise our strong vision that there should be "no outsiders" at Bishop Justus. The six Christian virtues that all stakeholders abide by: Faith, Love, Hope, Courage, Kindness and Wisdom, will need to underpin the work of the new post holder.

Our ideal candidate will:

- Be an excellent Head of Year;
- Have a love of the subject and desire and ability to convey this to students;
- Be enthusiastic, energetic and open to innovation;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;
- Be committed to Co-curricular activities including school trips;
- Be committed to continuing professional learning;
- Have integrity, optimism and a good sense of humour;
- Hold a good honours degree along with qualified teacher status.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.
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We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 3rd March 2025 - noon
We reserve the right to withdraw a Vacancy advert, should we find a suitable candidate

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** 10th March 2025

APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** Easter or September 2025

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to hrdept@bishopjustus.bromley.sch.uk.

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



JOB DESCRIPTION

DETAILS

Job Title: Head of Year
Grade: MPS/ UPS
TLR: 2Cii - £8,279.00 p.a.
Hours: Full time
Accountable to: Assistant Headteacher

THE ROLE

The Head of Year is a leader and manager of a team of form tutors. They are responsible to the Headteacher (through the appropriate line manager) for the work of these tutors, in respect of the pastoral care and overall achievement of students in the tutor groups. The form tutor has an important role in respect of monitoring progress and the provision of advice on educational matters, and it is the co-ordination of the work of form tutors which is central to the Head of Year's work.

The chief role of the Head of Year is the leadership and management of a year group and the co-ordination of the work and progress of tutors and students concerned. It is a high profile position which necessitates a significant non-contact timetable allocation.

Leadership and management of the team of tutors is crucial and there is support via the Key Stage Director, and Year Coordinators. Whilst much of the work will relate specifically to the year group, the context within the key stage and the whole school must be taken into account.

The emphasis will be on team work and one of the most important teams will be the Year Leader and his/her team of Form Tutors. This reflects the crucial importance of the Form Tutor in ensuring that students feel a sense of belonging to the school and that they realise their full potential, personally, socially and academically.

SPECIFIC RESPONSIBILITIES INCLUDE

- The oversight of the welfare and academic progress of students in the year group.
- The completion and regular maintenance of student records.
- The co-ordination of activities in which the year groups are involved, e.g. assemblies, tutorial programmes, trips etc.
- Keeping students and form tutors informed of general school policy, examination arrangements, etc.
- Co-operating with Subject Leaders in maintaining required standards of work (in school and homework) and behaviour.
- Monitoring student progress and initiating further action where necessary, e.g. change of course, change of form, special needs, counselling, contact with parents, contact with outside agencies. Where appropriate planning student groupings for the subsequent year.
- Liaison with parents and administration of consultative evenings (in conjunction with senior staff).
- Maintenance of standards of dress, punctuality and attendance.



- Promotion of highest standards of behaviour in all aspects of school life.
- Implementation of the Rewards and Sanctions system.
- Promotion of co-curricular and community activities.
- Convening and chairing form tutor meetings.
- Oversight/management of student services.
- Assisting in the day to day running of the school.
- Support the post 16 recruitment process.
- Liaise with senior staff responsible for working with groups.
- Liaise with examinations officer to coordinate the PPE process.

In addition to the responsibilities of classroom teacher, key responsibilities for the Head of year include the following:

STUDENTS

- To oversee academic progress of students in the year groups.
- To establish an identity and positive ethos within the year groups.
- To maintain a programme which enhances student achievement.
- To co-ordinate the school's system for rewards and sanctions within the year groups.
- To manage the use of data on students' achievements and efforts as performance indicators for use by students and staff.
- To be responsible for student appearance and behaviour in the year group.
- To induct into the year groups new students to the school.
- To oversee transfer procedures.
- To monitor the programme of co-curricular activities in the year groups.
- To provide and update appropriate records, references, assessments etc. for students.
- To communicate regularly with parents and to organize appropriate consultation sessions including parents evenings.
- To liaise with external agencies as appropriate.

CURRICULUM

- To oversee the curriculum and the personal development of students.
- To promote high quality profiles, reports and target setting.
- To promote effective use of learning skills.
- To provide an analysis of internal and public examinations appropriate to the year groups.
- To promote the development of the "whole person" and to improve student involvement in the life of the school.
- To contribute to the worship programme including taking assembly.

STAFF

- To manage and develop tutors as individuals and as a successful team.
- To support and monitor the work of tutors in the year groups having due regard to the aims and ethos of the school.
- To conduct year team meetings - consult, disseminate information and discuss ideas and student progress.
- To liaise with other members of staff when necessary.
- To induct new tutors to the team.



- To foster a team spirit and good working relationships between tutors.
- To set up procedures for establishing good practice in tutor and worship periods and appropriate use of the time available through support and monitoring.

GENERAL

- To provide leadership; to manage and organize matters relevant to the year groups.
- To ensure the academic progress, social welfare and behaviour of students in the year groups.
- To ensure appropriate continuity for all students in the year group.
- To assist with the day to day running of the school.

FLOURISHING PEOPLE AND PROFESSIONAL DEVELOPMENT

Once your probation period is completed successfully, you will transfer to the Aquinas Trust
“Flourishing people CPLD cycle.” This will involve:

- Self-evaluation
- Development goal setting
- Termly check in’s

Along with this work you will, with the support of your appraiser, you have the opportunity to
“Research, Train and have a go” – this would be a project that you can complete about an area
of education you are interested in.

At Bishop Justus School staff are expected to work in line with the school’s Ethos.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



PERSON SPECIFICATION

HEAD OF YEAR

[a] TRAINING AND QUALIFICATIONS	Essential or Desirable
Qualified Teacher Status	E
Degree or equivalent	E
Commitment to professional learning activities	E

[b] LEADERSHIP COMPETENCIES	Essential or Desirable
Have high expectations of themselves and their students	E
Hold positive values and attitudes, and adopt high standards of behaviour in their professional role	E
Have commitment to ensure every student achieves their full educational potential	E
Use student data to inform progress and attainment	E
Have a commitment to progress and enthusiasm for learning	E
Have diligence, drive and focus to boost standards	E
Have high quality organisational and communication skills	E
Have a commitment to collaboration and co-operative working	E
Demonstrate exemplary professional and personal standards in all their actions	E
Be able to establish fair, respectful, trusting, supportive and constructive relationships with students	E
Have the ability to inform, advise and guide students to ensure progression	E
Know how to make effective personalised provision for those they teach, including those who have SEN, disabilities, or English as an additional language	E

[c] EXPERIENCE OF TEACHING	Essential or Desirable
In a secondary school	D
As a highly effective practitioner	E

[d] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Essential or Desirable
Excellent, secure knowledge of their subject and related pedagogy	E
Good, up-to-date working knowledge of a range of teaching, learning and behaviour management strategies	E
Skills in literacy, numeracy and ICT to support their teaching and wider professional activities	E
A range of approaches to assessment, including the importance of formative assessment	E



Assessment requirements and arrangements for the subjects they teach, including public exams and qualifications	D
How to make effective personalised provision for those they teach	E
Up-to-date safeguarding procedures, and the ability to identify and support students as	D

[e] PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	Essential or Desirable
Inspire, challenge and motivate colleagues and students towards a shared vision	E
Teach challenging and well organised lessons across the age and ability range	E
Promote and maintain effective relationships	D
Prioritise, plan and organise self and others	E
Think creatively in order to anticipate and solve problems	D
Listen to and reflect positively on feedback	D
Demonstrate an ability to communicate to a range of audiences	D
Willing to be flexible to meet the needs of the college	E
Lead assemblies or collective worship	D

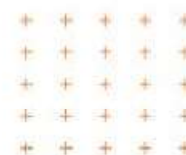
[f] CONFIDENTIAL REFERENCES AND REPORTS	Essential or Desirable
A positive recommendation from current Headteacher or employer	E
A supportive reference from one other source	E
Enhanced DBS check undertaken and acceptable to the Headteacher	E



Benefits of Working with Aquinas

Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for teachers unless superseded by statute or revised editions, or by local provisions.

Aquinas is also committed to staff professional development - The Aquinas Flourishing People: Continued Professional Learning and Development (CPLD) cycle involves Self Evaluation, Development Goal Setting and Termly Check-ins. Alongside this, staff have the opportunity to 'Research, Train and have a go'.



Lease An Electric Vehicle

We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car.

Available to eligible staff.



Benefits through Enjoy Benefits



Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.



Blue Light Card

Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years & access thousands of amazing discounts online and on the high street.



BLUE LIGHT CARD.



Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

