

Head of Year

Applicant Brief May 2024

Dear Applicant,

Thank you for your interest in the post of **Head of Year**. It's an exciting time to join us on our journey to raise standards of education in the communities we serve.

We serve over 3000 children from the ages of 2 all the way through to 18. All of our schools are located within a few minutes' drive of each other, and have worked closely together for many years. This context gives us a unique opportunity to shape a child's journey from infancy all the way through to university or a high-quality alternative. This is a huge privilege and a responsibility we take very seriously in our seven schools, who share a common commitment to improving outcomes and raising aspirations for all students.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity. By the age of 18, we want every child to have the option of university or a high-quality alternative. This means that we aim for life changing personal and academic outcomes, with no child left behind.

To achieve this, we know that students, staff and our schools themselves must strive for continual improvement, and to be 'better, every day'. Our people are our greatest resource and we will only be able to deliver on our promise of 'success and respect for all' by attracting and developing the very best.

Our work is underpinned by our core values of Equality, Integrity and Resilience. In our schools, teachers spend time ensuring that each child is known and cared for. We aim to create environments where our children are happy, inspired and eager to attend each day. We firmly believe in the value of scholarship, and aim for every child, no matter what their background, to be given the ambition, and the practical tools, to succeed academically, giving them the basis from which any career or academic goal is achievable.

I hope this pack gives you a flavour of the BLP MAT. I very much look forward to meeting you and working with you to ensure that we provide a transformational education for the young people in our care.

Please do get in touch to arrange a visit or to have an informal conversation about the role.

Aidan Sadgrove

CEO
Brigshaw Learning Partnership

The Brigshaw Learning Partnership - Background

We serve communities in Outer East Leeds and have for over a decade collaborated to ensure all children can enjoy lives of choice and opportunity.

In 2010, the schools formed a Co-operative Trust, committing themselves to working with and for each other, underpinned by co-operative values. In 2016 our schools cemented this collaboration through the formation of the BLP, a Multi-Academy Trust of 7 schools educating over 3000 children in East Leeds.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity. By the age of 18, we want every child to have the option of university or a high-quality alternative.

We are immensely proud of our reputation for being a highly inclusive Trust. We believe that with the right combination of love, structure and high expectations, all children can achieve, regardless of their socio-economic status, background or any barriers they may face.

We aim to establish great schools that develop knowledge, character and cultural capital to prepare children to play an anchor role in our community.

Our values

- **Equality:** we are one team with one goal, unapologetically ambitious for all in the belief that every child can achieve, regardless of their background or socio-economic status. We work with each other and for each other.
- **Resilience:** We give 100% effort. We don't make excuses or give up when it's hard, embracing challenges as opportunities for growth. We know success is achieved incrementally.
- **Integrity:** we are open about our successes and areas for growth and take responsibility to become better, every day.
- **Respect:** our actions and words always honour students and families.

Our strategic anchors

All strategic decisions are linked to one of our four strategic anchors:



Our schools

We are one team with one goal, committed to our vision to provide a transformative education from 2-18. We serve 3000 children and young people. Approximately 1600 children aged 3-11 attend our six primary schools, spread across the villages that make up our locality. The majority of our primary students attend our secondary phase, Brigshaw High school. This presents a unique opportunity for us to cohere a powerful cradle to career journey for our children and communities. Our schools are:

Allerton Bywater – 433 pupils serving the village of Allerton Bywater

Brigshaw High School – 1400 pupils

Kippax Ash Tree – 341 pupils serving the central part of the village of Kippax

Kippax Greenfield – 164 pupils serving the western side of Kippax

Kippax North – 244 pupils serving the northern side of Kippax

Methley – 427 pupils serving the village of Methley

Swillington – 178 pupils serving Swillington village

Two local church schools are associate members of the BLP, ensuring all children within our community have access to the same offer, whichever school they attend.

All trusts will say they face an ‘exciting’ future, but in the case of the BLP it has never been clearer.

Brigshaw High School – Current Context

This is a 'snapshot' view of ***Brigshaw High School***. We hope it will give you a flavour of our vision, values and some of our current priorities.

Brigshaw is a thriving, popular school, occupying a large, attractive campus between Kippax and Allerton Bywater. Pupils come to us from these two “villages”, as well as from Great and Little Preston, Swillington, Micklefield, Methley, Woodlesford, Garforth and the outer Leeds suburbs. About 18% attract Pupil Premium funding. There are currently 1475 pupils on roll, including 170 in the Sixth Form. On September 1st 2016 we converted to Academy status alongside five of our partner primary schools as part of The Brigshaw Learning Partnership. Having worked together for several years as a very successful Trust, this conversion has been a natural progression. Our new status is helping attract additional school improvement resources and we are actively seeking further challenge and scrutiny for ourselves to help us raise achievement.

Pupil achievement and attainment remain at the heart of what we do. We are committed to maintaining a balanced curriculum offer and insist on consistently good teaching. Post-16 outcomes are still good and retention is high. The number of 16-18 leavers in education, employment and training is regularly one of the highest in the city. This reflects the excellent work done by our transition staff as well as the solid grounding our curriculum provides in preparation for life beyond Year 11. Most of our Year 13 leavers go on to their first-choice universities, including Cambridge and Oxford.

We are a “resourced school” for pupils with physical disabilities and complex medical needs and our excellent inclusive practices have meant that pupils with a very wide range of special and additional needs come to Brigshaw from further afield through parental preference. They believe their child will succeed and thrive here. We believe that our effectiveness as a school should be judged on the basis of how we support our most vulnerable children as much as our most able.

Our mission is to provide a ‘Cradle to Career’ education that allows our children to enjoy lives of choice and opportunity. Our shared ambition is underpinned by a commitment to our values of equality, respect, integrity and resilience. We play an anchor role in our community by establishing great schools that develop knowledge, character and cultural capital to prepare children for lives of choice and opportunity. We will succeed by ‘Building Belonging’ in and beyond our schools, growing capacity and reducing stress for families so that all children can succeed. By ‘Growing our People’ through high impact professional development, coaching and organisational culture that makes our trust a great place to work and learn.

Our most recent Ofsted Report (June 2019) judged us as a good school. Ofsted noted:

“There’s something really special here”

Highly effective leadership... all highly ambitious for staff and pupils

Resolutely committed and determined to embed a ‘**culture of excellence**’ across the school.

Pupils are “proud... of their school and ... appreciate the recent changes”.

Pupils’ attitudes to learning are strong... they actively participate in and support their peers with their learning.

Governors and trustees know the school well... they are realistic and reflective...they are extremely effective in their roles.

Parents and carers are supportive.

Sixth-form leadership is a strength of the school and, consequently, the sixth form is good.

However, we are not complacent. We believe that pupils can make faster progress. There is still more we can do to further raise attainment. Current priorities in our School Improvement Plan are centred on raising achievement at all levels through consistent routines and codifying learning so all students in all classrooms receive an exceptional education. Under-pinning these objectives is an overarching commitment to personalising learning and encouraging student leadership and parent/carer engagement at all levels of our work.

Much of Brigshaw’s success comes from the strong partnerships we belong to. As mentioned above, Brigshaw is part of the Brigshaw Learning Partnership. This multi-academy trust aims to support the whole community in achieving excellence for all of our young people. The work of the trust is enriching our work in many ways, from developing shared approaches to teaching and learning, to supporting vulnerable children, to developing creativity and leadership in our schools.

Brigshaw has undergone a number of quite profound changes during the past few years - building a ‘learning culture’, changes in the curriculum and timetable structure, and most recently in our conversion to an academy as part of a multi academy trust. The debate surrounding these developments has always been conducted in a constructive, congenial atmosphere, typifying the good personal relationships in the school. Brigshaw is a friendly, welcoming place in which to work and to learn. Staff work very hard, and cooperatively, to provide a stimulating and successful learning environment.

We agree with Ofsted that ours is a good school and still has much scope for improvement. We also believe that it is a unique and exceptional place to work, to learn, and to grow, and that to be associated with Brigshaw as a pupil, a parent, carer, a colleague, a governor, or as a member of our community is a very great privilege indeed.

The Brigshaw Learning Partnership and Brigshaw High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance and pre-employment checks will be undertaken before an appointment is confirmed.

May 2024

Dear Applicant,

Re: Head of Year

Thank you for showing an interest in the above post, I enclose some information to help you should you decide to apply.

Please complete the online application form that can be found on the Brigshaw Learning Partnership website.

Further information about the school, including a map, can be found on our website, www.brigshaw.co.uk and on our Academy Trust website www.brigshawlearningpartnership.com

I would draw your attention to the sheet within the pack which outlines the requirements of the Asylum and Immigration Act 1996 and the relevant document required, if you are invited for an interview.

The closing date for applications is **Thursday, 6th June 2024 at 23.59** and interview dates are to take place the w/c Monday, 10th June 2024. Unfortunately, although we appreciate the time you have spent completing the application form, it is not possible for us to respond to all unsuccessful applicants. Therefore, if you do not receive a response to your application within four weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful; however, I wish you well in your future job-hunting.

I look forward to receiving your application.

Yours sincerely



Mr D Roberts
Headteacher

Job Description

Post title	Head of Year
Salary	SO1 (23/25) £30,151/£32,020
Accountable to	School Headteacher/Assistant Head Teacher/Director of Year
Start Date	September 2024
Hours of work	Permanent, 37 hours per week term time only plus 5 days
Location	Brigshaw High School

We are looking to appoint an outstanding and enthusiastic **Head of Year** to join our successful team. This is an exciting opportunity to raise attendance within Brigshaw High School.

Brigshaw High School is a very successful and inclusive 11-19 comprehensive school of over 1,400 students serving communities across outer east of Leeds. The school has outstanding teaching accommodation and sporting facilities and strong learning and community partnerships.

Brigshaw High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Details can be obtained from the school by telephone: 0113 2878900, e-mail: office@brigshaw.com, or downloaded from our website: www.brigshaw.com

Closing Date: Thursday, 6th June 2024 at 23.59

Interview Date: w/c Monday, 10th June 2024

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL BRIGSHAW LEARNING PARTNERSHIP POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE BLP.

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory reference.

Overall purpose of the post

To support the academic progress of students by taking a lead role in the development of pastoral provision.
To assist in developing a positive ethos for the year group, involving personal development, achievement and promoting engagement and progress.

To assist the Director of Year/Deputy Headteacher in leading aspects of year group activities within the overall educational aims of the school.

To assist in the monitoring of student progress and attainment across all subject areas and to work closely with teachers to improve student achievement.

To assist in the communication and liaison with parents/carers.

Main duties and responsibilities

Assist in empowering students with the basic skills, experiences and knowledge so that they become active, confident and responsible members of the community

Encourage and assist in maintaining an orderly atmosphere that supports the ethos of the School

Support the development of support structures in the year group including induction and transition arrangements

Assist in maintaining high standards of behaviour, attendance and punctuality and take appropriate action if issues arise including the involvement of outside agencies

Encourage students to respect others and the School environment and be responsible members of the school community

Assist in the identification of early signs of disengagement by monitoring and identifying students:

- with low attendance and poor punctuality
- who are internal/external truants
- who are at risk of exclusion
- who have low self-esteem and motivation
- whose family life impacts upon school life
- who are educationally underachieving

Inform colleagues about social or behavioural issues or changes affecting students when appropriate. Help devise and contribute to specific interventions

Be on call and support teaching staff through the removal of disruptive students and assist with the Flexible Learning Hub as and when necessary, ensuring that students engage in work provided and that expectations are met

Patrol corridors to monitor any students out of class and ensure they return to their lesson

Be on duty before school, during break and lunchtimes in dining halls and social areas to promote good behaviour and build good relationships with students

Establish 1:1 mentoring and other supportive relationships

Contribute to the development of individual programmes of support for students and assist in monitoring their progress at regular intervals

As part of the pastoral team, become a specialist in Child Protection issues and in other nominated areas and through research and networking, be able to respond to referrals regarding substance misuse, sexual health awareness, bullying, self-harm and mental health

Ensure students wear the correct uniform

Assist in strengthening links between the School and the parent/carer

Attend and contribute to assemblies

Attend and help co-ordinate parent/carer consultation and information events

Attend case conference and planning meetings as required

Be available for students throughout the day

Collect work for students absent due to illness or exclusion

Support Student Council meetings

Monitor rewards and collect data to support/organise awards assemblies misconduct that require specific intervention

Attend student re-integration meetings as requested

Support students in holding restorative practice meetings or set up/manage interventions for students with specific issues e.g. anger management or counselling

Work with outside agencies including the Brigshaw Trust in support of students

As part of the year teams, be responsible for Looked After Children and Child Protection issues in liaison with the case-holding Designated Child Protection Officers

Develop community liaison relationships and respond to local complaints regarding students

Assist in organising inter-year activities and encourage student participation

Support work related learning in administering the work experience programme and alternative provision by providing a link between students, parent/carers and employers

Lead selected out of school hours activities including detentions, homework club and holiday activities

Maintain accurate record keeping, incident logs, records of phone calls or meetings with students and /or parents/carers and outcomes as required

Monitor and evaluate appropriate strategies for pupil progress tracking, target setting and intervention
Undertake home visits as required

Undertake comprehensive assessment of pupils to determine those in need of additional support

To assist in providing relevant information as required by Leadership Team, Governors or Trust colleagues

To communicate effectively to all members of the school and wider community

Support in processing the paperwork for internal and external exclusions.

Other duties

- Recognise own strengths and areas of specialist expertise and use these to lead and support others.
- To be committed to the safeguarding of pupils and staff across the trust and to act in accordance with trust policies at all times, ensuring a high standard of professionalism
- Contributing to the overall ethos/work/aims of the school

These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities which the CEO or Trust Board may determine.

This job description may be amended at any time in consultation with the postholder.

THE BRIGSHAW LEARNING PARTNERSHIP IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN. THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, PRE-EMPLOYMENT HEALTH CHECK AND SUPPORTIVE REFERENCES BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification – Head of Year

	Essential Attributes	Desirable Attributes
Qualifications	Minimum of 5 GCSEs including English and Maths	
Professional Development	Knowledge of current educational practice and issues	Take responsibility for own professional development
Skills	<p>High level of numeracy, literacy and communication skills</p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively and flexibly as part of a team</p> <p>Ability to work under pressure. Organised and methodical and with the ability to prioritise.</p> <p>Ability to deliver high quality administrative work including production of reports</p> <p>An approachable manner and professional approach to others</p> <p>Ability to listen, assimilate information and make informed decisions.</p> <p>Maintain a flexible approach to work and can remain calm under pressure.</p> <p>Excellent internal and external customer service skills.</p> <p>Takes responsibility for and respects the necessity of working confidentially.</p>	
Knowledge and Understanding	<p>Good knowledge of Keeping Children Safe in Education</p> <p>Recent experience of working in a similar role in Education, social or youth community work</p>	

	<p>Good understanding of working within an office environment</p> <p>Proven ability to manage a wide variety of administrative tasks, to deadline in a pressurised environment</p> <p>High level of integrity and confidentiality</p> <p>Excellent accuracy, attention to detail and organisational skills</p>	
<p>Disposition and Attitude</p>	<p>Positive and optimistic attitude towards School Improvement and Inclusion</p> <p>Open-minded and receptive to new ideas, approaches, and challenges</p> <p>Place high priority on effective team working and work easily and comfortably in a team environment</p>	
<p>Other Conditions</p>	<p>School operates a no smoking policy</p> <p>Agreement to the Governing Body undertaking an Enhanced Criminal Records Bureau Disclosure</p>	

Requirements of The Asylum and Immigration Act 1996

In order to comply with the requirements of the Asylum and Immigration Act and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents. A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful in your application. If you are appointed the photocopy of the document confirming your identity will be placed on your personal file.

The documents that you may use are listed below:

- United Kingdom passport
- European Economic Area passport
- National Identity Card
- United Kingdom residence permit

OR

An official document with a National Insurance Number

PLUS

One of the following:

- A full birth certificate from the United Kingdom, Channel Islands, Isle of Man or Ireland
- A letter from the Home Office
- An Immigration Status document endorsed by the Home Office

The original document will be returned to you as soon as soon as it has been photocopied.

Application Process and Safeguarding Requirements

Making an Application	Interview and Selection Process
<p>Application form</p> <p>If you wish to be considered for this post please complete the online application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc). The person specification, provided with the details of the post, lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process.</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are not accepted as part of the application process.</p> <p>Supporting information</p> <p>This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.</p>	<p>Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.</p> <p>As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.</p> <p>Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.</p> <p>We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.</p> <hr/> <p style="text-align: center;">Induction and Continuous Professional Development</p> <hr/> <p>The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment the appropriate Line Manager will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.</p> <p>You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.</p>

Pre-employment checks	School Policies
<p>References</p> <p>If you are short listed, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.</p> <p>Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p> <p>DBS & Disqualification checks</p> <p>Employment at this school is subject to an enhanced check with children’s barred list through the Disclosure and Barring Service. Employment is also subject to a childcare disqualification check. All such checks must be satisfactory before we confirm any offer of appointment.</p> <p>Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.</p> <p>Prohibition checks (Teaching posts only)</p> <p>Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a new employee does not have any prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions. The check is undertaken by the school using the Teacher Services, DfE Secure Access Portal.</p>	<p>Child Protection</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.</p> <p>Whistleblowing</p> <p>We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.</p> <p>Code of Conduct and Personal Behaviour</p> <p>The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils.</p> <p>The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children.</p> <p>Equal Opportunities</p> <p>We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.</p> <p>We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.</p> <p>Full details of all these policies are available in school.</p>

Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant essential qualifications for the role to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.








Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical assessment will be required for newly appointed staff before we confirm any offer of an appointment.

The Brigshaw Learning Partnership Schools Map

-  Kippax Ash Tree Primary School
-  Kippax North Primary School
-  Kippax Greenfield Primary School
-  Allerton Bywater Primary School
-  Swillington Primary School
-  Methley Primary School
-  Brigshaw High School

