



GLOUCESTER  
ACADEMY



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ACADEMY**



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

**RECRUITMENT PACK**

Gloucester Academy  
Painswick Road,  
Gloucester,  
GL4 6RN



Telephone: 01452 428800

Email: [info@gloucesteracademy.co.uk](mailto:info@gloucesteracademy.co.uk)

Dear candidate

Thank you for your interest in the role of Head of Year at Gloucester Academy. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

Gloucester Academy ensures that students and staff can develop and learn in a disruption free environment with exceptional standards. Our school is dedicated to the achievement of all and as such we provide exceptional training and education not only for our students but also for our staff whom we value equally.

Gloucester Academy has an exceptional track record of improvement with results last year making us the 11th most improved school in the country. In our latest Ofsted inspection Gloucester Academy achieved Outstanding in Personal Development and Good in every other category putting it above the vast majority of schools in the area. Our Ofsted result is a testament to the dedication of all staff in the school, the students and the support of the community. Gloucester Academy is an exceptional and incredibly successful school and is looking for like minded individuals who are committed to making a difference.

We are based in central Gloucester which in itself is in a beautiful area of the country and provides access to the Cotswolds whilst maintaining close proximity to Bristol and Cheltenham. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and exciting challenges. At Gloucester Academy we make a real difference to the lives of all we serve.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty seven schools: eleven in South London, seven in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our

colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our ['Why you should work for GLT'](#) recruitment brochure on our jobs portal.

Gloucester Academy is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Christine Osment:

cosment@gloucesteracademy.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Phillipa Lewis, Headteacher

## **ABOUT OUR SCHOOL**

At Gloucester Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Gloucester Academy a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

### **Ambition**

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

### **Excellence**

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

### **Pride**

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

## **GREENSHAW LEARNING TRUST EMPLOYEE BENEFITS**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

# TERMS AND CONDITIONS

## SALARY

Salary calculated in line with support staff pay scales. Grade F, Points 8-20 (£25,912-£31,586) FTE, (£25,695 - £31,357) Actual Salary **(This salary includes payment for additional hours worked during the working week from 16.00 - 17.00).**

## HOURS OF WORK

Hours of work are Monday to Friday, 36 hours per week. This is a permanent position, working Term Time, Plus INSET Days. Plus (with the flexibility for additional hours in term time).

## PLACE OF WORK

Gloucester Academy, Painswick Road, Gloucester, GL4 6RN.

## PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

## HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	Head of Year
<b>Responsible to:</b>	Associate Assistant Head
<b>Responsible for:</b>	N/A

## ROLE OVERVIEW

We are looking for an enthusiastic individual to join our Team. The successful candidate will motivate, challenge, support and inspire our students. The ideal candidate ideally will have relevant experience in a similar role with a proven track record. Additionally, if you are looking to start a career in this area and without experience we would love to hear from you, and support you with your journey.

We make a promise to the entire school community that we will provide a disruption free environment for every child in the school. This means that every child will be able to learn, without interruption, every minute, of every day. Simply put, your role is to support students to be in the right place at the right time and be absolutely ready to learn. Removing all possible barriers that may prevent this. This may involve investigating incidents, meeting parents, supporting students, or being a presence around the school.

To work with colleagues, Trustees, School Council and parents/carers, in partnership, sustaining and improving the quality of education.

### Key Responsibilities

- To enable all students to develop the habits of self - discipline required to climb their own personal mountain to University and beyond.
- To fulfil our commitment to disruption free learning, every minute, of every day.
- To lead a year group, or year groups in their pastoral development at Gloucester Academy

## MAIN DUTIES AND RESPONSIBILITIES

- To share in the corporate responsibility for, and commitment to, the safeguarding and
- Promotion of the well-being and discipline of all students.
- To support the running of the Ready for Learning room; through resetting students regularly in the day to ensure their successes.
- To oversee the pastoral and personal development of a year group or year groups of students by knowing every child and supporting them to meet the expectations of the school.
- To support academy attendance systems, working closely with the attendance team and with families to improve student attendance.
- To support the academy induction programme for new students.
- To actively engage parents in the school and in their child's development.



- To support detentions, by following up on non-attendance; this will be supported through a working day of 8am - 4pm.
- To target specific groups of children to improve self - discipline.
- To develop rigorous tracking systems to monitor behaviour and intervene where necessary. • To work closely with the communities and families to improve behaviour.
- To investigate and follow up on serious incidents, ensuring the academy behaviour policy is upheld. • To follow up relentlessly on any reports of bullying, ensuring all students feel safe coming to school, fulfilling our commitment to being a no - bullying school.
- To undertake investigations into reported misbehaviours/incidents and implement sanctions according to the school policy; this will be done in conjunction with the Senior Leadership Team.
- To support the managed move process; attending meetings, working with parents and carers, working with partner schools to give the child the very best chance of success.
- To not allow excuses to become a part of the culture at Gloucester Academy.
- To support the development of positive mental health amongst students at Gloucester Academy.
- To perform particular assigned duties at the reasonable direction of the Headteacher or his/her designated representative(s).
- Daily involvement with the pastoral team, the senior team, and the inclusion team. Regular contact with parents and families to support improvements in behaviour.

## **SUPPORT STAFF COMMUNICATION**

- Liaise with the Senior Leadership, Shared Services staff, parents and the wider community, dealing with immediate issues, as appropriate.
- To keep abreast of any long-term projects for the school.
- Act as a point of contact for matters relating to the Ofsted inspection arrangements. It is expected that the postholder would work additional hours during an Ofsted inspection which may mean weekend working as well.
- Liaise with the Clerk with regard to: planning of meetings; the production of agenda and reports; implementation of Governor Elections.
- Prepare (or collate aspects of) any required reports e.g. for Governing Body Meetings.
- Administrative duties in connection with chairmanships undertaken by the Headteacher.

## OTHER JOB REQUIREMENTS

- Be trained and proficient to offer First Aid provision on a day-to-day basis at school. Training can be provided if necessary.
- Participate in annual reviews of performance and training as appropriate.
- Ensure all appropriate information and communications are disseminated to appropriate staff.
- Work with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead to assist with Child Protection matters.
- Assist in extra-curricular, College and enrichment activities.
- Be actively involved in break and lunchtime duties.
- To play a full part in the life of the school community and to encourage staff and students to follow this example.
- To actively promote school policies and procedures.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.

## STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

## COMMUNICATIONS, MARKETING AND LIAISON

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Academic Review Days, liaison events with partner schools, etc.



## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
A good relevant education to A Level or equivalent	x	
Willingness to undertake further CPD	x	
Experience of working with young people in a school or otherwise	x	
Leadership experience	x	
Experience of working in a school with high expectations of behaviour	x	
Proven track record of following GDPR	x	
Hold a valid UK driving licence		x
Experience of using Bromcom or other relevant MIS		x
Evidence of wider professional development		x
Further qualifications or training relevant to the role		x
Good Hons. Degree.		x
<b>Skills and experience</b>		
Experience in Pastoral support or relevant work with young people in one of a range of fields such as education, youth work, health and social work	x	
Experience of supporting vulnerable children and awareness of relevant legislation	x	
Able to demonstrate empathy; to be supportive, patient and caring and be able to manage potentially volatile situations	x	
Able to demonstrate a commitment to school improvement and raising achievement for all students	x	
Able to work as a member of a team and liaise effectively with others	x	
Able to maintain a consistently positive approach and give constructive feedback	x	
Able to adapt to changing role requirements	x	
Able to keep accurate written records and assist with monitoring and evaluation	x	

Ability to build positive working relationships with colleagues, members of the public and other relevant stakeholders	x	
Demonstrate a proven ability to communicate effectively including report writing and presentation skills, with the ability to present findings in a clear and concise format	x	
Able to support the implementation of the school's Behaviour Policy	x	
Able to maintain confidentiality and data security	x	
Commitment to improving life chances of students	x	
An understanding of a 'no excuses' culture	x	
<b>Personal attributes</b>		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Sunday 8th June 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held on Thursday 12th June 2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post on 1st September 2025 or sooner if possible.



**GREENSHAW**  
LEARNING TRUST



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