



# EASTERN MULTI-ACADEMY TRUST (EMAT)

HEAD OF YEAR, WITH KING'S LYNN ACADEMY

KING'S LYNN, NORFOLK

SALARY RANGE: £ 19,413- £21,721 (SCALE F) PER ANNUM

37 HOURS PER WEEK, TERM TIME PLUS ONE WEEK (39 WEEKS PER YEAR)

KING'S LYNN ACADEMY

# PRINCIPAL'S WELCOME



Dear Applicant,

Thank you your interest in King's Lynn Academy. KLA is a school that has transformed itself over the past five years, and is now one of the most over-subscribed and popular secondary schools in Norfolk. This success is built around a staff team that is dedicated, professional and exceptionally skilful, and a working environment that is happy, supportive and friendly. We work collaboratively to provide an environment that allows our pupils to be given the opportunities and encouragement they need to succeed whilst also having a clear determination to reduce the burden on any individual member of staff to the minimum possible. We believe in our motto 'Success in all we do', and defining and delivering that success for every person who comes here each day is at the heart of our work. Staff at KLA benefit from clear leadership; we believe that teachers are better when they are given enough time to prepare together, and all teaching staff benefit from 20% non-contact time as a minimum.

We know many families who have been very impressed because they have come to see us in action, then going on to choose KLA and this is equally pertinent when choosing an Academy as part of your own career. If you would like an individual tour of the school, please just let us know on 01553 774671 and we will arrange this for you. We look forward to welcoming you to King's Lynn Academy.

Please visit our website for further information on our school.

With best wishes,

**Alan Fletcher,**  
**Principal,**  
**EMAT, King's Lynn Academy**



“Together... [the leadership team] have transformed the school's culture and ethos.”

“Pupils are polite and courteous. They wear their uniforms and badges of achievement with pride. They care for one another and are respectful toward staff.”

Ofsted inspection,  
October 2018.

# OUR STUDENTS VIEW

- "Our teachers are always here for us"
- "I love this school"
- "Everyone is approachable whenever you need someone"
- "I'm always learning"
- "There's more to KLA than just lessons"

Ofsted 2018 inspection feedback.





## OUR ACADEMY

King's Lynn Academy is an 11-16 secondary based in the heart of King's Lynn in West Norfolk and is one of the fastest improving schools anywhere; a school that is transforming its sense of self-belief and ambition for a community that has never before had the officially 'good' school it so deserves. Since February of 2017, the leadership team has worked tirelessly to ensure that our pupils receive the best possible quality of teaching, support, care, guidance and safeguarding.

At King's Lynn Academy we are lucky to have an energised, skilful and committed staff who all work together to continue to make our school better. Relationships between staff, pupils and families are very strong, and our phenomenally energetic pastoral team communicate with families very proactively and their dedication to the children in our care is total. Our staff are our greatest asset, and we take their workload and home-school balance extremely seriously. All teaching staff benefit from at least twice the nationally recommended amount of non-contact time, which is provided to allow teams to plan and resource collaboratively – to ease this further we have sourced externally-written curricula for all core subjects to further reduce the amount of preparation time for colleagues.

As part of Eastern Multi-Academy Trust there are opportunities to access training programmes and qualifications to prepare for middle or senior management over time and wider opportunities to access apprenticeship programmes. The estate is bright, clean and airy with ample free parking for staff. The Academy has strong links with the community and is expecting further growth in pupil numbers in the years to come.

Due to the sustained growth in pupil numbers, and the Academy being oversubscribed the last few years and for September 2022, there is need to expand our teaching establishment to meet demand, and we currently have a number of vacancies for both teaching and support staff to meet further increases in pupil numbers at the school.

**“Everyone is enthusiastic about learning and it shows in the quality of work, the environment around school and the attitude of all.”**  
*Member of staff*



# OUR ACADEMY

## **Our Curriculum**

The curriculum at King's Lynn Academy has at its core high-quality academic subjects, supported by vibrant additional courses such as fine art, catering and sport. Class groupings are flexible and reviewed during the year to ensure personal success for all students. Our newly reviewed and improved curriculum effectively prepares students for further study and the world of work. We deliver a curriculum which ensures that progression levels into further education and training are extremely high, providing students with the best chances of employment and career success.

## **Rewards**

King's Lynn Academy has developed a framework to recognise and reward students in their day-to-day academy life. During their time here, students will be given opportunities to display the following skills and attributes, both during and outside of lessons. They will be rewarded in a number of ways, including receiving reward stickers, praise postcards and blazer badges, all of which have a points value.

A blazer badge is the top award for students who regularly display key skills and attributes, or who have been involved in an event or project and have displayed a skill in a particularly good way. Staff nominate students for blazer badges, which will be presented in reward assemblies at the end of each term. Each term, a students' total points are calculated and the top 20 students in each group receive High Street vouchers. Our Endeavour Award is presented every term to the student who, despite other challenges, comes to school with a positive attitude and ready to learn.

## **Building for the Future**

With state-of-the-art classrooms and lead learning areas, science laboratories, workshops, enterprise suite, dance, drama, music and art studios, and a dedicated hub for the teaching of English and Mathematics, we have sought to create a learning environment that will challenge all of our students and ensure that they have the opportunities to achieve to the highest possible levels. King's Lynn Academy is a great place to learn. There is an emphasis on natural light, spaciousness, visible learning and excellent social areas for students. We offer an extensive range of free, onsite activities after the academy day has finished including drama, cooking, sports and additional languages.



## KING'S LYNN ACADEMY, KING'S LYNN, NORFOLK

King's Lynn Academy is the flag-ship Academy of EMAT, the first Academy to join the Trust when it was formed in 2010 as the CWA Academy Trust. KLA is a large site providing ample outdoor learning and recreation space, parking and a recently refurbished sports hall, including a fully resourced gym.

King's Lynn is a market town in the English county of Norfolk with an estimated population of just over 50,000. Surrounded by country parks, such as the royal Sandringham estate, and close to the coast, as well as having a strong heritage in the fishing and seafood it really is in a beautiful part of the country. In addition, it has excellent train links to Cambridge and London, and Norwich and Peterborough are each less than an hours drive from the town.

King's Lynn has benefitted from a huge amount of investment in its infrastructure, and the town has embraced 'café culture', with many independent and nationally recognized brands restaurants, bars and shops being present.







# JOB DESCRIPTION- HEAD OF YEAR

## Main Purpose

To provide consistent pastoral leadership and support for all pupils within the year group in liaison with teaching and support staff.

## Main Accountabilities

- Ensure attendance monitoring is efficient, timely and accurate, referring recurring issues to the attendance manager where necessary.
- Build strong, mutually supportive relationships with parents and families, ensuring that any emerging issues are dealt with rapidly.
- Arrange meetings with parents in order to acquaint them with school policy, or to discuss any welfare problems arising concerning a particular student.
- Know all students in the appropriate year group and become accepted as a person to whom they can turn for guidance, in addition to their tutor.
- Work with other Heads of Year in an atmosphere of mutual respect and support, sharing and developing areas of expertise.
- Coordinate the work of a team of tutors, monitoring the quality of tutoring.
- Ensure that the team of tutors meets according to the school calendar and that the tutors understand the policy of the school on all important matters. Support tutors to develop their groups so that every student feels that the school is doing everything possible to develop his or her social and academic capabilities to the fullest extent.
- Liaise with appropriate outside agencies.
- Attend all CIN and CP meetings for students in their year groups and disseminate information to ensure the safeguarding of those young people while in our care
- Prepare and host assemblies
- Lead on organising parental consultation evenings, prize giving evenings or other events that involve the year group for which they are responsible.
- Arrange, where appropriate, for the close monitoring of a student's progress and/or behaviour using the school's report system including the holding of regular checks by the tutor
- Be responsible for the maintenance of all appropriate records including students' individual files and reports
- Co-ordinate all information received from whatever source regarding an individual student and ensure that such information is recorded and distributed where appropriate. This should include checking that appropriate action is taken
- Write to parents and/or outside agencies when and where necessary ensuring that the Leadership Team member with the relevant Key Stage responsibility is kept advised as appropriate
- Undertake FSP training and lead the Family Support Process for students where appropriate
- To undertake first aid duties following appropriate training

## Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal.

## General

- To be committed to the development and implementation of the Academy ethos, vision, policies and practice.
- To comply with the requirements of Data Protection Regulations and ensure confidentiality is maintained
- Ensure appropriate responses in respect of child protection and safeguarding issues.
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- To ensure safe working practices and, insofar as is reasonably practicable, a hazard free environment in all areas.
- Undertake such other duties as may be reasonably requested by the Principal and/or Chief Executive.



## BEING PART OF THE EMAT GROUP

Belonging to a Trust, you will have access to a breadth of knowledge and expertise from within the network of 14 schools within the region and encouraged to collaborate with colleagues from both inside the Trust but also within the education sector and beyond. You will be part of something bigger coupled with the individual identity of leading one of our academies, its staff and its pupils into its future.

### Our investment in your success

As a member of academic staff, you will have access to:

- Regular professional development (CPD) and protected development time.
- Regular performance conversations and appraisal review.
- Access to Leadership Development Programmes, leadership and management training and career progression pathways.
- Support from our Associate team of experts providing Trust-wide guidance, training and sharing of best practice

### Benefits of joining EMAT

As a member of staff, you will receive benefits including:

- Local Government Pension Scheme (Norfolk Pension Fund).
- 'Green book' terms and conditions
- Salary Sacrifice for Cycle to Work.
- On campus free parking.
- Ability to purchase private health care insurance.
- High Quality Employee Assistance Programme.
- Winter Health Plan and Wellbeing options.
- Access to online user friendly payroll and Employee Information systems, giving instant access to payslips, projections and the ability to submit claims electronically.



Eastgate  
Academy



Emneth  
Academy



Glade  
Academy



Nelson  
Academy



Norwich Road  
Academy



North Wootton  
Academy



Raleigh  
Infant Academy



Southery  
Academy



Upwell  
Academy



West Row  
Academy





## EASTERN MULTI-ACADEMY TRUST

We would like to tell you more about King's Lynn Academy and the EMAT group. To arrange a visit to our academy or to discuss the role in more detail please contact us on 01553 774671.

YOU CAN APPLY VIA TES USING YOUR TES PROFILE AND 'QUICK APPLY', OR DIRECT VIA OUR WEBSITE:

[WWW.EASTERN-MAT.CO.UK/VACANCIES](http://WWW.EASTERN-MAT.CO.UK/VACANCIES)

EASTERN MULTI ACADEMY TRUST (EMAT) IS AN EQUAL OPPORTUNITIES EMPLOYER AND EMPLOYS SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION / BELIEF, SEXUAL ORIENTATION OR AGE. WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECT ALL STAFF TO SHARE THIS COMMITMENT. ANY APPOINTMENTS WILL BE SUBJECT TO SATISFACTORY MEDICAL CHECKS, REFERENCES AND AN ENHANCED DBS CHECK INCLUDING THE CHILDREN'S BARRED LIST.

EMAT IS COMMITTED TO PROMOTING A DIVERSE AND INCLUSIVE COMMUNITY A PLACE WHERE WE CAN ALL BE OURSELVES AND SUCCEED ON MERIT. WE OFFER A RANGE OF FAMILY FRIENDLY, INCLUSIVE EMPLOYMENT POLICIES, FLEXIBLE WORKING ARRANGEMENTS, STAFF ENGAGEMENT FORUMS, EMPLOYEE SUPPORT SERVICES TO WELCOME AND SUPPORT STAFF FROM DIFFERENT BACKGROUNDS. OUR AMBITION IS TO WORK TOGETHER TO PROMOTE A MORE INCLUSIVE ENVIRONMENT AND SIGNAL OUR COMMITMENT TO CELEBRATE AND PROMOTE DIVERSITY AND WELCOME PART TIME OR FLEXIBLE WORKING APPLICANTS.