Lightcliffe Academy

Recruitment Application Pack

Head of Year Ref: MAR20241970



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Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Lightcliffe Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.



Helen Pratten & Catherine Garrett Co-Chief Executive Officers

Welcome

Dear Colleague,

Thank you for your interest in this role at Lightcliffe Academy.

In this pack you will find information that will inspire you to join our team, including details of the role and an insight into our ethos, approach and the high aspirations we have for ourselves and our students.

Lightcliffe Academy has recently moved into the next phase of its improvement journey. As a member of Abbey Multi Academy Trust we aim to provide the best possible environment for staff, students and the community we serve. Together we are both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence to achieve rapid change.

The academy has a dedicated and talented team who are committed to achieving the very best for our students. We are working hard to further unlock the potential in Lightcliffe Academy as well as further developing our capacity through the appointment of new members of staff.

Joining us at this exciting time presents a career defining opportunity. We have solid foundations in place that will take us to "good" at next inspection, which will be an incredibly rewarding experience for everyone involved. All staff will benefit from a bespoke CPD offer as well as opportunities to work closely with colleagues in the Abbey Multi Academy Trust. Most importantly, our students will flourish and have a wealth of opportunities available to them.

If you are seeking a truly distinctive role within a unique environment, please arrange to visit us to see first-hand what Lightcliffe Academy and Abbey MAT have to offer.

We look forward to meeting you.

Paul Cooper Executive Principal Jo Hackett Head of School The focus on character curriculum at Lightcliffe, and the opportunities available to me outside of the curriculum, have really helped me grow in confidence

Student



Position:	Head of Year
Nature of contract:	Permanent
FTE salary:	SO1/2, SCP 23-28, £32,076 - £36,648
Actual:	£28,260 - £32,288
Working hours:	37 per week, TTO + 10 days

Are you passionate about providing a high-quality, inclusive education? Are you looking to join a dedicated Academy Trust that genuinely invests in and develops their staff? Then apply today to join Lightcliffe Academy.

This is an exciting time for Lightcliffe Academy as it moves into the next phase of its improvement journey.

As a new member of staff, we will nurture, challenge and support you. The post offers an opportunity to join an experienced team where creativity, innovation and the ability to work collaboratively is valued.

We are looking for:

- An individual looking to develop your career within a supportive team
- Someone able to encourage and enthuse students to achieve their full potential
- Inspirational to colleagues and students sharing best practice

What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos,
- Enthusiastic, well-motivated colleagues,
- A 24/7, confidential employee assistance programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers,
- Free secure onsite parking,
- Membership of a pension scheme,

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

In Partnership to Educate, Nurture and Empower

For more information about us or our academies visit www.abbeymat.co.uk.

Find out about more about Lightcliffe Academy by visiting <u>www.lightcliffeacademy.co.uk.</u> The academy safeguarding and child protection policy is available <u>here</u>.

Visits to our school to meet the team and experience our wonderful atmosphere are warmly welcomed and encouraged. These can be arranged by contacting Stephanie Hardaker via <u>shardaker@lightcliffeacademy.co.uk</u>. If you have questions about the recruitment process, please email <u>recruitment@abbeytrust.org</u>.

Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.

We promote diversity and want a workforce which reflects our communities.

How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: 9:00am on Monday 8 April 2024

Interview date: Friday 12 April 2024

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the <u>Recruitment Guidance for Applicants</u> in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.

Job title:	Head of Year
Salary scale:	SO1/2, SCP 23 - 28
Working hours:	37 per week, TTO + 10 days
Reporting to:	Achievement Director & Pastoral Lead under the
	guidance of the Assistant Principal for Care and
	Conduct

Overall purpose of the post:

To be responsible for all aspects of your assigned year group.

Key responsibilities:

- To set high expectations in line with the academy's ethos and values.
- To support curriculum areas to secure high standards of work, attitude and behaviour from students.
- To support the students in the year group in overcoming barriers to learning.
- To implement and promote the behaviour Policy.
- To ensure all students are fully supported for their next step.
- To ensure high levels of school attendance across the year group.
- To work in collaboration with inclusion colleagues to ensure that every child thrives in school.
- To support students, parents/carers, including meetings with parents and colleagues before, during and after the normal school day, to build positive relationships with all involved in the learning process.
- To model the vision and values of the academy, ensuring delivery of our mission to work in Partnership to Educate, Nurture and Empower.
- To be a Deputy Designated Safeguarding Lead and work proactively to safeguard and support students.

Key Tasks:

Educate

Teaching & Learning

- To communicate effectively with parents.
- To identify and support students who may be at risk of underachieving in learning.
- To liaise with the SENDCO in respect of barriers to learning.
- To ensure high standards of behaviour for learning and conduct both inside and outside the classroom.
- To apply rewards and sanctions in line with the academy's behaviour policy.
- To ensure that appropriate work is provided by subject teachers when one of their students' needs to take time out of their normal lessons.
- To liaise with subject leaders regarding students of concern in their subjects.
- To liaise with form tutors regarding students of concern in their year group.

- To support the Achievement Directors to communicate effectively with parents in the monitoring of students who have been identified as not making progress.
- To develop intervention strategies to support students in overcoming barriers to learning.
- To plan and deliver assemblies with support from Achievement Directors.

Nurture

- To work under the direction of the Achievement Director and the Pastoral Lead to support vulnerable students.
- To ensure that student records are kept up to date on Classcharts and provision maps.
- To provide support for students, including signposting to external agencies in conjunction with the Achievement Director and the Pastoral Lead.
- To support the Achievement Director and Pastoral Lead in the development of individual education/behaviour/support/mentoring plans.
- To fulfil relevant responsibilities of the Head of Year as part of the attendance tier model strategy.
- To consistently promote and ensure excellent attendance of all students in the year group.
- To promote student wellbeing in collaboration with the academy's inclusion team.
- To work in partnership with parents/carers.

Empower

<u>Staff</u>

• To share effective strategies and collaborate with colleagues.

Students

- To encourage students to take up student leadership opportunities.
- To monitor effective independent learning to encourage and enliven student experience.
- To be involved in the student council within the year group.
- To actively promote equality of opportunity for all students.
- To seek, promote and develop opportunities for student leadership at every key stage and at all levels.

Partnership

- To work in partnership with students, parents/carers, and colleagues before during and after the normal school day to build positive relationships with all.
- To work under the direction of the Achievement Director and the Pastoral Lead.
- To ensure effective communication between parents/carers and staff.
- To liaise with external agencies where appropriate, under the supervision of the Achievement Director and Pastoral Lead.

General Duties:

• To safeguard and promote the welfare of young people.

- To undertake any professional duties reasonably delegated by the Head of School.
- To accept personal responsibility for supporting the ethos, atmosphere and progress of the academy.
- To encourage the development of all students maintaining an atmosphere conducive to good working relationships.
- To carry out supervisory duties in accordance with published schedules, including lunchtime supervision.
- To take part in appropriate meetings and events with colleagues, parents/carers.
- To administer first aid when necessary, if suitably qualified.
- Driving the school minibus as and when required, training will be provided.

Abbey MAT responsibilities:

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Support and promote the health and wellbeing of all colleagues and children
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade and responsibilities of the role.

	Qualifications		Essential			Desirable		
1	Good general level of education to GCSE or equivalent including Maths and English GCSE Grades A* - C or equivalent.	А	R					
2	Completion of, or working towards, additional professional qualifications relevant to this post.				A	R		
	Professional knowledge, skills and experience	Essential		Desirable				
1	Evident of high expectations which inspire, motivate and support students.	А	R	I				
2	Knowledge and understanding of diverse range of potential barriers to learning, how to identify and address such issues.	А	R	I				
3	Ability to lead, motivate and develop effective team working between students, parents/carers and staff to ensure common goals are met.	А	R	I				
4	Knowledge of and ability to implement positive behaviour systems and procedures.	А	R	I				
5	Proven ability to manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning.	A	R	I				
6	Ability to communicate confidently and effectively with students, staff, parents/carers and relevant external agencies.	А	R	I				
7	Understanding and practical experience of safeguarding policies and procedures to ensure students' well-being, in accordance with statutory provisions and policies.	А	R	I				
8	Knowledge of the wider educational context and national accountability frameworks.				А	R		
9	Confident in the use of ICT to maintain accurate student records and communicate information effectively to others.	А		I				
10	Ability and willingness to train as a first aider.	Α						
11	Hold a full driving licence.				A			
12	Significant experience of working in a similar role within a school/academy setting.	А	R	I				
13	Substantial expertise in initiating and maintaining successful working relationships with students, teaching and non-teaching staff, parents/carers and relevant agencies.	А	R	I				
14	Proven record of successful delivery of support to students to overcome barriers to learning both at a strategic and operational level resulting in improved outcomes and progression for students.	А	R	I				
ı	Professional attributes, qualities and values	Es	sent	tial	De	siral	ble	
1	An inspirational, caring practitioner with an ability to communicate effectively with others for the benefit of students.	А	R	I				
2	Ability to reflect critically and respond to students and academy needs.	А	R	I				
3	Possess personal integrity, warmth, a willingness to grow and learn and a sense of humour.	А	R	I				
4	Ability to articulate, communicate and support the ethos and values of Lightcliffe Academy.			Ι				
5	Enabling the highest levels of student achievement though translating vision, ethos and values into practice.			I				
6	Excellent interpersonal, written and oral communication skills.	Α	R					
7	Be resourceful and think creatively in order to anticipate and problem solve.	А		Ι				
8	Prioritise, plan and organise self and others across the wide range of responsibilities.	A	R	I				



9	Foster an open, fair and equitable culture, managing conflict where necessary.		R	I			
10	Support the Christian ethos of the Multi Academy Trust.		R	I			
11	A willingness to play a full part in academy life and activities outside the classroom.	А		I			
Safeguarding and promoting the welfare of students		Essential			Desirable		
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1	An appropriate motivation to work with children and young people	A	R	1			
1	An appropriate motivation to work with children and young						

The criteria will be evidenced as indicated

'A' refers to the candidate's application form and letter,

'l' to interview, and

'R' to reference

Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.



Lightcliffe Academy

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Abbey Multi Academy Trust

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