

Lord Williams's School

Sic itur ad astra a tous venaunts



BRIEF FOR THE POSITION OF **Head of Year**

March 2023



Lord Williams's School is a thriving and popular comprehensive school. It is the only secondary school in Thame, a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages. Particular attention is paid to each individual student by promoting their personal, social and educational development to enable all to achieve at the highest level possible.

Our school mottoes are:

***Sic itur ad astra (thus the way to the stars)
a tous venaunts (for all comers)***

The school is fully comprehensive and was formed in 1971 by the amalgamation of Lord Williams's Grammar School, founded in 1559, and the Wenman Secondary Modern School. The Grammar School site on Oxford Road has been developed for students in Years 10-13 and the other site at Towersey Road has become the Lower School for students in Years 7-9.

Lord Williams's School has been judged 'Good' by Ofsted in May 2022:

"Pupils are proud to attend this school. Staff have high expectations for pupils. Pupils get off to a flying start at the lower school... In the popular sixth-form, students study a wide range of academic and vocational courses." Ofsted, 2022

As a result of our continuing success, Lord Williams's School is consistently oversubscribed.

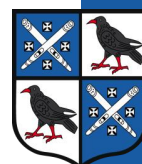
The school's Published Admission Number was 320 students per year and rose to 350 from 2022, giving us the exciting opportunity to develop the facilities on both sites using Section 106 expansion funding. We work very closely with our partner primary schools in the Thame Partnership to ensure a smooth transition from Year 6 to 7. There is a Sixth Form of 540 and a total school roll of over 2200. There are 300 teachers and support staff.

We promote high quality teaching and learning. We attract talented, committed and conscientious teachers who produce stimulating and challenging learning activities helped by experienced support staff. Teamwork is a key feature of our work. We are an inclusive school; we cater for all abilities and we provide access for all students. This is reflected in our work with the more able, with students with a range of learning and other difficulties and in our admissions policy for the Sixth Form.

We hope you will be interested in working at Lord Williams's School and look forward to receiving your application.

Jon Ryder, Headteacher

www.lordwilliams.oxon.sch.uk



Teaching & Learning

Teaching is organised through faculties with strong team structures for organising learning activities and curriculum materials. Teachers are always keen to build on proven best practice and to incorporate new ideas into their work. TeachMeet groups are just one of a number of opportunities for staff to focus on the quality of the learning experience.



Our school is committed to the principles of Assessment for Learning and has a long history of working with leading practitioner, Dylan Wiliam.

Students are placed in tutor groups within year teams led by a Head of Year and Pastoral Support Officer. Most teachers are tutors.

High priority is given to supporting students with special needs including those who are most able. As far as possible students with learning difficulties are supported within mainstream classes.

The school incorporates the Communication and Interaction Resource Base for children on the autistic spectrum, with speech, language and communication needs. Most of the students spend time in mainstream lessons supported by a teacher or teaching assistant.

The success of a school depends upon the strength and cohesion of the entire staff. Colleagues enjoy administrative support from the team of support staff. We have skilled and dedicated teams who work well together throughout the school; this creates a very positive atmosphere.

The Governors are keen to appoint people of considerable all-round ability with commitment to maintain and develop our work.

The school is an equal opportunities employer and welcomes applications from all sections of the community, irrespective of gender, ethnic origin, sexual orientation or disability.



Examination Results



The 2022 GCSE results were historically our best set of results ever with 77% of students achieving 5 or more 9-4 grades (including English and Mathematics at 4+). A figure of 75% achieving both English and Mathematics at grade 4+ put us in the top 13% of schools for value-added on this measure in 2019. This builds on consistently strong student performance at Key Stage 4 over the past 5 years.

In Mathematics, the school had another year of excellent performance at 4+ grades, with 82% of the cohort achieving this measure. In English, the 9-4 figure was 82% of the cohort and in Science, 83% of the cohort achieved 9-4 grades in the 'Trilogy' GCSE. The 2019 FFT analysis shows 17/20 subjects achieving positive value added scores, with 9 subjects being significantly above expectation, including English Language, English Literature, Mathematics and Science

At A-level, we achieved another record outcome, following on from the disruption of the last two-three year, with 58% of our grades being awarded at A*-B. We are an inclusive Sixth Form and are providing improved life chances for a significant number of students. Just over 80% of Year 13 students normally go on to study with higher or further education providers and usually, a quarter secure places at Russell Group universities.



Working at Lord Williams's School

Staff Development

At Lord Williams's School particular attention is paid to staff development and to staff participation. Each year all staff have the opportunity to review their work and discuss their ideas for the future.

Training is provided to support changes and the particular needs of staff. There is a comprehensive internal training programme and colleagues are also supported to attend external training and events. As a large school, there are many opportunities for career progression.



Support for newly qualified teachers includes a reduced timetable, a planned induction programme and mentor support.

The school has a strong partnership with the Oxford University Department of Educational Studies. We take part in its PGCE programme which is school focused with interns and tutors working with school staff in a co-operative way. It has brought considerable stimulus to our own staff development work.

Facilities

The school has excellent teaching facilities and each faculty has its own dedicated suite of rooms on both sites. The Sixth Form has its own separate accommodation on the Oxford Road site. The Foundation Centre, formerly a boarding house, has been developed to provide Sixth Form facilities.

A number of building projects have been completed recently including a new science and mathematics building, astro-turf pitch, vocational skills centre and dedicated dance & drama studio. The expansion to 12 form entry from 2022 has allowed us to further enhance the provision.



Extra-curricular activities

Lord Williams's School offers a wide range of extra-curricular activities, in many of which it has excelled, especially in dance, drama, music and sport. All Year 8 students take part in a week's outdoor education camp in July. The intention is to cater for the interests and abilities of all the students and to encourage everyone to participate.

Students are involved in adventurous activities throughout school, all the way up to the World Challenge Expedition in the Sixth Form. There is a thriving Duke of Edinburgh's Award Scheme, with over 300 participants and 70 volunteer helpers.



Staff Benefits



Salaries and Pensions

The school follows the Pay and Conditions of staff determined by Oxfordshire County Council.

Teaching Staff

Pay and conditions of service set out in the current School Teachers' Pay and Conditions Document and Teachers' Pension Scheme (TPS).

Support Staff

Pay and conditions of service set by the National Joint Council for Local Government Services and the Local Government Pension Scheme (LGPS).

All Staff

Lord Williams's School recognises previous continuous service with any Local Authority (or one of its constituent authorities under the Local Government Act 1972) which runs up to the date on which employees start working with us.

Moving to Oxfordshire

The Government's **Help to Buy** initiative is designed to help people purchasing their first home. Further information may be obtained from: www.helptobuy.gov.uk.

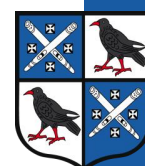
Accommodation at Lord Williams's School

To ease the transfer to Oxfordshire, Lord Williams's School has its own on-site one bed-roomed flats and bedsits which are available on short-term lets.

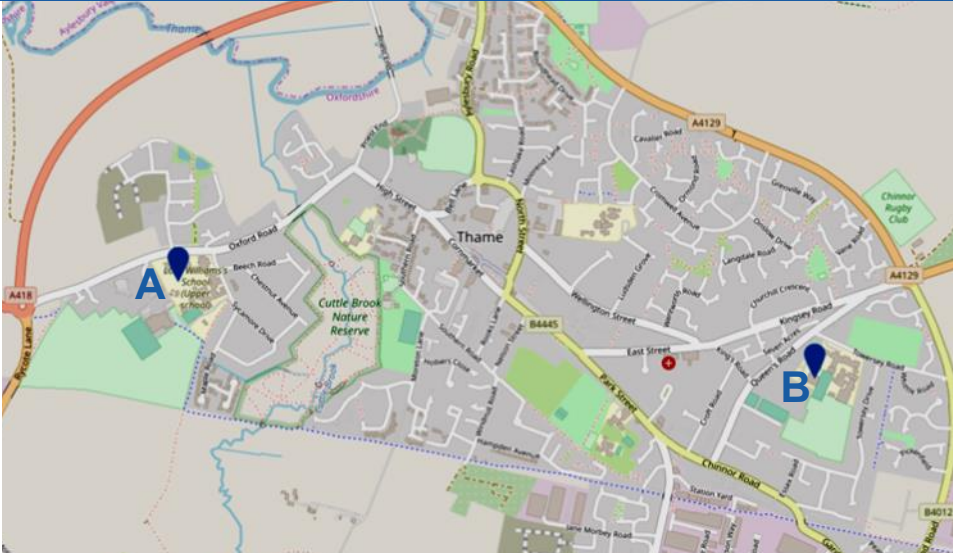
Childcare

Lord Williams's School has a popular, purpose-built Day Nursery which cares for children aged from 6 weeks to 5 years. Based on the Oxford Road site, the Nursery accommodates 39 babies/children of staff and members of the local community. The Nursery is open during term time and half term breaks. School staff have priority for places.

www.lwsdaynursery.co.uk



Location



Lord Williams's Upper School (A)

Oxford Road, Thame,
Oxon. OX9 2AQ

Lord Williams's Lower School (B)

Towersey Road, Thame,
Oxon. OX9 3NW

Thame

Thame is a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages.



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W: www.lordwilliams.oxon.sch.uk [@LordWilliamsJob](https://twitter.com/LordWilliamsJob)



Head of Year

General

Thank you for your interest in the post. We wish to appoint from September 2023 a well-qualified, enthusiastic and committed Head of Year in our pastoral team. The post is full-time and permanent. The position would suit an experienced teacher.

This is an excellent opportunity to join one of Oxfordshire's largest and most successful schools. Effective administrative systems support the two sites. Students are well-behaved and motivated, and there is a strong sense of community in Thame, with a committed parent support base.

We are exceptionally strong in terms of pastoral support for all students and have the highest expectations for individual achievement whatever the starting points. Outside the classroom there are wonderful extra-curricular activities for all. Students leave the school successful and well-rounded individuals. There is a 'buzz' about learning in the school and our students are fortunate to be supported in their learning by dedicated teachers and support staff. Staff training and professional development are always a priority and many of our staff move on to promotions in other schools.

The School

The school is the only school serving the market town of Thame and surrounding villages. It is a popular school and always oversubscribed. It is a split site school – Years 7-9 on our Lower School site and Years 10 -13 on our Upper School site. There are around 540 students in our Sixth Form and we attract many students from other schools, post-16. Teamwork is a key feature of school life and so is partnership with our feeder primary schools. There is a strong drive to establish powerful curriculum links cross phase with teachers collaborating on a range of projects.

The Pastoral Structure

There is a strong Pastoral structure consisting of teachers who are Heads of each academic year group, supported by Pastoral Support Officers who do not have a teaching role.

Application

We hope you are interested and want to follow up with a firm application. Apply using the Teacher Application Form on our website and include a covering letter.

In your letter you should:

- State why you are interested in the post
- Identify and explain which aspects of the job description would match your skills and experience.
- You may also choose to include details of your particular interests.

Completed applications should be sent to personnel@lordwilliams.oxon.sch.uk
Contact number for telephone enquiries: 01844 210621

The **closing date** for receipt of applications in the school is **9am on Monday 20th March**.

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Head of Year

Post:	Head of Year
Salary:	Teachers' Main Scale/Upper Pay Scale + TLR2C £7,368
Hours:	This post is full-time and permanent
Line Management:	Deputy Headteacher (Pastoral) - Head

Introduction (and General Duties)

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The School's Grievance Procedure will be used to resolve any dispute arising from the job description. Other relevant policies may include the Stress at Work Policy and the Dignity at Work Policy.

Principal Responsibilities

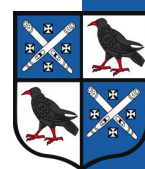
To meet all the requirements of the Teachers' Standards, September 2012: please see: <https://www.gov.uk/government/publications/teachers-standards>

General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Teaching and Learning

1. Plan, prepare and deliver high quality lessons to students at some or all of Key Stages 3, 4 & 5.
2. Report on progress and any concerns to line manager and parents.
3. Contribute to curriculum development work of the team.



Head of Year

Main Responsibilities

In addition to the duties outlined above, you will be responsible for the following for which a Teaching and Learning Responsibility payment is awarded.

Leading Learning: To set high academic expectations and to ensure that all students are encouraged to maximise their learning potential.

- Monitoring and evaluation of student performance, learning, progress and behaviour, with a particular focus on Pupil Premium and other vulnerable groups particularly following each review.
- Work with the linked SLT member to scrutinise student performance data to identify student underachievement and success and lead work to address this with Tutors, PSOs and Teachers as appropriate.
- Overview of teaching and learning needs; interventions and successes for SLT and contribute to school development and strategic planning.
- To support the effective and cohesive delivery of an appropriate PSCE curriculum and help monitor the quality of tutorial time activities.
- Manage Year specific initiatives to improve learning and behaviour
- To make recommendations to curriculum leaders about student groupings and teaching and learning issues that may affect staffing and/or student learning
- To enrich the curriculum for the most able through working on year specific interventions.

Leading and Developing the Pastoral Team: To work closely with the pastoral team to maintain the highest welfare and academic standards for all students in the belief that safe, secure and healthy students make better learners, citizens and contributors to school life.

- To liaise closely with the DSLs to ensure the safety of students and colleagues.
- To line manage and appraise the Pastoral Support Officer and to work closely with him/her on a day to day basis to ensure a purposeful working relationship.
- To chair Fast Forward meetings and ensure that action points are met and provide appropriate information, advice and guidance.
- To help ensure that the Pastoral Team informs school, home and students about matters pertinent to appropriate learning and pastoral security.
- To work closely with SLT, Learning Support, PSOs, School Counsellors, School Health Nurse, Social Workers, MASH and other external agencies as appropriate to provide a strong, proactive level of support for all students, parents and tutors.
- To monitor and manage the work of tutors.
- To chair purposeful Year Team meetings, providing training and guidance as appropriate.
- To liaise with the Attendance Officer and relevant office staff on matters of attendance and punctuality and take appropriate action to improve attendance.
- Embed a culture of very high attendance within the Year group
- To ensure structures of rewards are in place for the Year group to praise excellent attendance



Head of Year

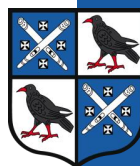
- Provide case studies of students with persistent absenteeism and interventions and impacts.
- To contribute to the whole school Pastoral Development Plan to include robust and challenging targets.
- To contribute to performance management reviews as appropriate.

Leading the Year: To help set a positive learning ethos through championing all forms of success, seeking opportunities to praise and develop individual endeavour whilst ensuring students are aware of the needs of others and respect the school environment.

- To be an inspiring and effective role model for students and colleagues through personal example and maintain a high profile around the school site.
- To work with tutors to ensure that high quality targets are set for all students in the year group.
- To champion school standards in respect of behaviour, personal presentation and manners.
- To ensure that appropriate curriculum and pastoral transition data is acted upon to effect timely decisions, particularly with respect to Pupil Premium and other vulnerable learners.
- To oversee school reward and sanctions systems to help ensure their effective and consistent use.
- To lead delivery, with others, of weekly assemblies
- To provide channels for the 'Student Voice' including Student Council, surveys and focus panel groups.
- To promote extra-curricular involvement.
- To support exclusion procedures by liaison with parents and appropriate agencies as directed to ensure equity and due process.
- To liaise with key staff to ensure that curricular or timetable adjustments are made appropriately and recorded accurately.
- To monitor, alongside SLT, the quality of Pastoral Tracking including analysis of ATL (Attitude to Learning) scores and taking effective actions along with the tutors.
- Provide termly evaluations to your SLT link on attendance and behaviour of your Year group.
- To identify individuals or groups needing a modified learning experience and work with Curriculum Leaders to achieve this.
- To support ACE week to ensure students are purposefully engaged.
- To monitor and respond to incidents of bullying and to hold restorative meetings where appropriate
- To take a lead in promoting equality and diversity in the year group and ensuring the inclusion of all students with protected characteristics.
- To promote online safety of young people

Other Duties

- Attend an annual Appraisal Interview, school and departmental meetings and training or INSET sessions as directed by the Line Manager or the Headteacher.
- Undertake any other reasonable tasks



Head of Year

General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Safeguarding

Ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies.

Health and Safety

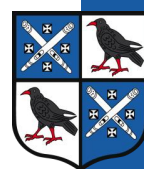
- Take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do.
- Be familiar with emergency and First Aid procedures.
- Cooperate with all issues involving Health, Safety and Welfare.
- Use work items provided correctly and in accordance with training and instructions.
- Not interfere with or misuse anything provided for protection of Health, Safety or welfare.
- Report any Health, Safety or Welfare concerns to their line managers as soon as is practicable.
- Ensure tasks are completed in a safe manner.

Security and Data Protection

Work within the confines of the General Data Protection Regulation and to take appropriate measures to ensure the security and confidentiality of data.

Equal Opportunities Statement

The School's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.



Head of Year

Education/Training

Essential: Graduate

PGCE or other appropriate training

Understanding of and commitment to equality, diversity and inclusion

Desirable: Relevant professional development

Teaching in a comprehensive school

Experience as a Tutor

Experience of delivering training and mentoring

Experience of planning and organising events including off-timetable experiences

Experience of working collaboratively with a wide range of organisations and leading multi-agency initiatives and meetings

Strategic leadership of interventions to raise achievement

Leading initiatives across a key stage

Relevant Skills/Aptitudes

Essential: Good motivator and inspiring role model

Good team worker, listener and communicator

Very good classroom teacher with ability to share good practice with colleagues

Appropriate ICT skills and ability to analyse data

Good behaviour management strategies with the ability to disseminate good practice

Good rapport with students, parents and professionals supporting the school's work

Ability to get the best out of students, helping all to reach their academic potential

Ability to address large audiences, both of students and adults

Proactive, visible presence around the school, supporting both Duty Staff and Site Teams

Good people-management skills when working with colleagues and external organisations

Desirable: Involvement in activities outside the classroom to motivate students

Experience of monitoring and evaluating student performance and of strategic thinking

Safeguarding:

Essential: Motivation to work with children and young people

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Emotional resilience in working with challenging behaviours and situations with students and staff



Head of Year

Line Management

The post-holder reports to the Deputy Headteacher (Pastoral) who in turn reports to the Headteacher.

Terms and Conditions

The Thame Partnership Academy Trust employs teaching staff working at Lord Williams's School on the conditions of service contained in the General Terms and Conditions of Employment for Teaching Staff.

Safeguarding

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and also to The Asylum and Immigration Act ID checks.

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The School's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

