

HEAD OF YEAR Application Pack



Dear Colleague

Thank you for your interest in Edgar Wood Academy, a new school serving the local community in Middleton and Heywood. Opening in temporary accommodation in September 2021, the school moved to its permanent location in September 2022, a state-of-the-art building, with stunning views of the local countryside. Helping our students realise their potential lies at the heart of everything we do. By promoting our values of Resilience, Empathy and Responsibility and a culture of mutual respect and compassionate rigour, we aim to inspire and engage all pupils, regardless of prior attainment or social background.

By joining our school, you will be part of an exciting journey, building the school from its early foundations and helping to create and embed its ethos, values and culture. We believe in creating a purposeful and calm environment which allows our teachers to teach and our students to learn. As a result, we will improve student achievement through high-quality teaching in a safe and caring environment. We value each individual child in our school and recognise that each has different talents and gifts, which will be nurtured over the course of their time with us. We also support every student to develop personally and academically, so that they have the knowledge and skills to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Hopefully it is already clear from reading this letter that our aims are simple: to help students realise their potential through a culture of mutual respect, positive behaviour, and high standards. Our aim is to have students do the right thing because they should, rather than because they must. We aim to inspire and engage all students, regardless of prior attainment or social background.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague. You must be willing to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

It is important to note that Edgar Wood Academy benefits from being a part of the Altus Educational Partnership. The Trust currently comprises of four academies - Rochdale Sixth Form College, Edgar Wood Academy, Kingsway Park High School and Bamford Academy.

The Trust's mission and vision are to:

- Advance education in the borough of Rochdale so that young people go on to live happy and fulfilling lives and make positive differences to their communities and society.
- Create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.

I look forward to your application and if you have any questions, or wish to visit the school prior to interview, please do not hesitate to contact my PA, Debbie Barlow on 0161 676 9620.

Yours sincerely



Paul Jones - Headteacher

Making Your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to recruitment@altusep.com.

Deadline

The deadline for the post is **Friday 1st August 2024** to arrive no later than 12.00 midday.

Interviews expected to take place week commencing Monday 5th August 2024.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

The post will be paid on support staff salary scale point 19-24 (£29,777 – £33,024)
Actual for term time is £25,727 - £28,533 per annum.

Start Date

As soon as possible

For an Application Pack

1. Visit www.altusep.com, or
2. Contact: recruitment@altusep.com

Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

Background Information

Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome Year 7 children from the areas of Middleton and Heywood in September 2021. Our intake this year is 195 places, with a total of 485 places being offered since in September 2021 within Years 7-9.

In our first year we were based in a temporary site in the grounds of Hopwood Hall College, Middleton Campus, whilst the new school was completed. From September 2022, Years 7, 8 and 9 students at Edgar Wood Academy have been able to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

Altus Education Partnership

Edgar Wood Academy is currently one of four institutions in the Altus Education Partnership (a Multi-Academy Trust) alongside Kingsway Park High School, Bamford Academy and Rochdale Sixth Form College (*“TES 6th Form College of the Year 2021”* and *“Ofsted Officially Outstanding 2022”*). Edgar Wood Academy and the Trust have a very strong educational reputation in the local community and are in a financially robust position. The Trust works as a partnership of equals, where all Academies are distinctive institutions working together for the benefit of all students, within which, Headteachers and local Governing Bodies have delegated authority and associated autonomy. The Trust expects to expand further in the next few years, working with Academies in the Primary and Secondary phases to improve the quality of education across the borough.

Altus Education Partnership are committed to supporting all children in their Academies to progress to a successful career, life and employment path of their choice.

All our Academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our Academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and Teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all Academies in the Trust.

Altus Education Partnership Values

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.

- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

Shared Objective for all Staff

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.

Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

We promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

Role Description

Job Title:	Head of Year
Reports to:	Deputy Headteacher (Behaviour & Attendance)
Remuneration:	The post will be paid on support staff salary scale point 19-24 (£29,777 – £33,024) Actual for term time is £25,727 - £28,533
Contract:	Permanent – 37 hrs per week – Term Time Only
Start Date:	As soon as possible

Purpose & Objectives of the Role

- To co-ordinate a Year Group.
- To be the main person responsible for a Year Group.
- To lead on the pastoral support, behaviour and attendance of a Year Group.

Control of Resources

Financial

None

Equipment & Materials

Responsibility for equipment and material assigned to the care of the postholder.

Health/Safety/Welfare

The postholder is responsible for the Health/Safety/Welfare of his/herself in accordance with the School's policy and Health & Safety at Work Act, 1974.

Relationships (Internal & External)

Internal : School & Academy staff, Students and members of the Governing Body.

External : Parents/Carers and staff in other Schools and within the LEA.

Responsibilities

The postholder must :

- Perform their duties in accordance with the School's Equal Opportunities Policy.
- Ensure that the School's commitment to public service orientations and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of the post.

Key Duties

Students

- To be responsible for the welfare, development and progress of a Year Group.
- To ensure that our Students are praised for good work and behaviour and that the School's Positive Discipline ethos is actively promoted.
- To develop an atmosphere that is happy, controlled and which supports our Students to do the right thing (even when no-one is looking)
- To administer the School's programme of sanctions in accordance with the Positive Discipline ethos, ensuring the needs of the child are taken into account and with compassionate rigour.
- Monitor and evaluate behaviour to identify Students who would benefit from support and early intervention.
- To lead on attendance and punctuality by inspecting attendance records and checking reasons for absence, truancy and lateness.
- To lead with the maintenance of appropriate Students' records.
- Engage the support of parents/carers and arrange meetings to discuss the welfare and progress of any particular Student.
- Take steps to minimise bullying and support victims of bullying.
- Relate to Students with a range of problems, circumstances and diverse social and cultural backgrounds.
- Endeavour to ensure that Students remain in lessons or return to their lessons as soon as possible following interventions.
- Attend relevant meetings for individual Students to meet their needs.
- Introduce and promote initiatives to raise standards of uniform, behaviour, punctuality and attendance, including appropriate awards.
- Liaise with relevant external agencies regarding the needs of the groups of Students or individuals in their Year Group.
- Assist with the Admissions process of Students and monitor their integration into School.
- Assist with the IYT and OSD process.
- Complete all paperwork and liaise with parents/carers for Students on internal, external and partner School exclusions.

Staff

- To develop an effective team approach with Tutors to meet the pastoral needs of Students.
- Monitor, assess and develop the roles of the Tutors, providing support and advice including updating them of changes to School policies.
- Under the direction of the Pastoral Lead, organise Year Team Meetings, circulating minutes and undertaking any follow-up action required.
- Liaise with external agencies such as the EWO.
- To lead and conduct Reward Assemblies.
- Assist with the supervision and organisation of staff duties when appropriate.
- Liaise with other Schools to arrange Student transfers and placements.
- To work with the Inclusion Manager and DSL in order to identify and to support Students' emotional and social needs.

Curriculum

- Work with colleagues to ensure Teachers can teach and Students can learn.
- Organise and attend Parents' Evenings and provide support to Tutors as required.
- Assist with the supervision of Students out of lesson times, including before and after School.

- Be familiar with and implement all relevant School policies, including those for Child Protection, Equal Opportunities, Positive Discipline and all aspects of Inclusion.
- Keep careful records of intervention and action taken, including using Arbor, CPOMS and Behaviour Watch. Communicate any appropriate information to the various stakeholders.
- Undertake other duties as required in supporting the implementation of the School Improvement Plan and SEF.
- Represent the School at external meetings.
- Co-ordinate programmes of extra-curricular and voluntary activities for the Year Group, such as charity work and inter-form competitions.

Secondary Duties

- Participate in continuing Professional Development.
- Prepare reports as requested by the SLT or Governing Body.
- Other administrative duties may need to be carried out from time to time.
- Contribute to the overall ethos/work/aims of the School.
- Appreciate and support the role of other professionals.
- Be involved in decision making and policy development across the School.
- Accompany teaching staff and Students on visits, trips and out of School activities as required.

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated at the discretion of the Headteacher from time to time in consultation with the postholder, and if he/she wishes, with his/her Trade Union Representative.

Edgar Wood Academy operates a Smoke Free Policy for all its employees to any building and associated grounds within the immediate vicinity of the School which is wholly owned, leased or operated and occupied by the School/Trust/RBC.

Person Specification

No.	CATEGORIES	App Form/ Letter	Interview	Interview Tasks	Refs
ESSENTIAL CRITERIA					
1.	5 A*- C GCSEs or equivalent including English and Maths.	√			
2.	Experience of working with children/ families with Behaviour / Social Emotional / Mental Health issues	√	√		
3.	Experience and passion for working with children aged 11-16	√	√	√	√
4.	Ability to engage with students, inspiring learning & promoting success	√	√	√	√
5.	Very good practitioner of providing support for students, mentoring and emotional support	√	√		√
6.	Ability to rigorously use the school behaviour and attendance tracking platforms to spot trends and identify individual students or cohorts needing support	√	√	√	√
7.	Knowledge of a variety support mechanisms available for students in the local area	√	√	√	√
8.	Experience of working with children on safeguarding plans, with social workers, attending support meetings and completing the relevant procedural paperwork/referrals	√	√		√
9.	Competence in the use of ICT	√	√		√
10.	Ability to contribute positively to teams, share ideas & work cooperatively	√			√
11.	Ability to be adaptable & flexible	√	√		√
12.	Effective inter-personal & communication skills with the ability to motivate and encourage	√	√	√	√

13.	Commitment to valuing the individual and boosting their self-belief and worth – <i>an unconditional positive regard for young people</i>	√	√		√
14.	Commitment to high standards & expectations – no accepting of second best in students and staff	√	√		√
15.	Commitment to professional learning & institutional improvement	√	√		√
16.	Experience of working with students with outside agency involvement.	√	√		√
17.	Determination to promote equality of opportunity		√		√
18.	Ability to offer enrichment & contribute to wider school life	√	√		√
19.	Commitment to professionalism, sharing, teamwork & collaboration	√	√		√
19.	Commitment to enjoying work!		√		
DESIRABLE CRITERIA					
20.	Experience of attendance protocols including the penalty notice and warning letter system	√			
21.	Further relevant qualifications / experience in working with children (SEND, counselling, mentoring, mental health)	√	√		
22.	Experience of working with school safeguarding, data, attendance and behaviour reporting platforms (Arbor, CPOMS, Behaviour Watch)	√	√		
PERSONAL CHARACTERISTICS - ESSENTIAL					
23.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	√	√		
24.	Willing to be accountable and to take personal responsibility for own actions	√	√		
25.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	√	√		

EDGAR WOOD academy



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