

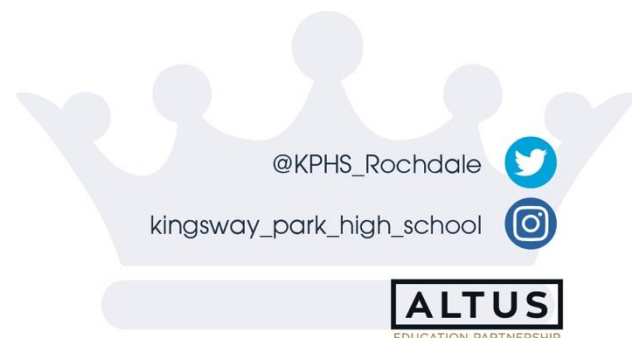


Title: Head of Year (non-teaching)

Application deadline: Friday 10th January 2025 at 9.00am

Interview: Thursday 16th January 2025

Candidate Information Pack





Dear Applicant

We would like to extend a warm welcome to you in applying for the post of Head of Year (Non-Teaching) at Kingsway Park High School.

The school has recently undergone a period of transition and change in its Senior Leadership Team resulting in the appointment of a new Headteacher and other key roles. As part of the Altus Education Partnership, the mission and values that underpin the direction for our school are clear and form a key area of alignment that will be needed for the role.

I would encourage you to review these alongside our statement of intent: "We Co-operate, We Pioneer, We Belong" on our website, as they will tell you all that you need to know as to whether this school is the right place for you. This is so important that we are a right fit for you as much as you are for us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse comprehensive school. We provide an individualised curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need. We seek to nurture and develop the whole child not just ensuring each students academic potential, but also preparing them as a socially responsible citizen who can flourish in society and give back to their local community. We seek to remove those barriers of inequity that prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams. We also respect and recognise that success feels and looks different for each and every one of our students.

This school has soul and a true "family feel." The staff here work relentlessly in the pursuit of excellence for this community and the students we serve.

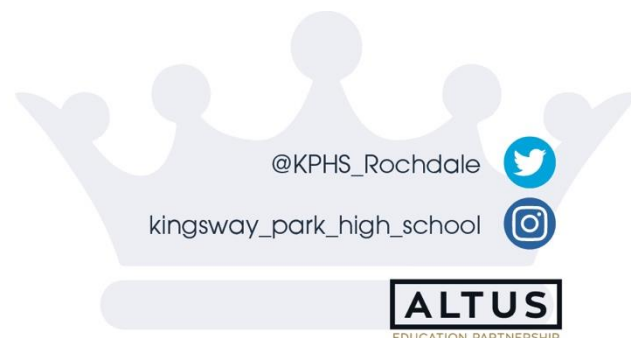
Our challenge is to continue to develop the school's culture and unique offer while improving aspirations, learning and achievement. This is not something that is possible for any one individual but requires a team of passionate, dedicated and committed staff, supported by a strong and principled senior leadership team. It is only through this collective responsibility and partnership working, that we can achieve a world-class learning experience for all.

If you are excited by what you have read and feel that you can support in elevating Kingsway Park High School, during its next stage of its journey, we look forward to receiving your application.

Yours sincerely



Mr Simon Ward - Headteacher





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 completed application form by email to recruitment@altusep.com.

Deadline

The deadline for the post is **Friday 10th January 2024 at 9.00am**

Interviews will be held on **Thursday 16th January 2025**

Shortlisting

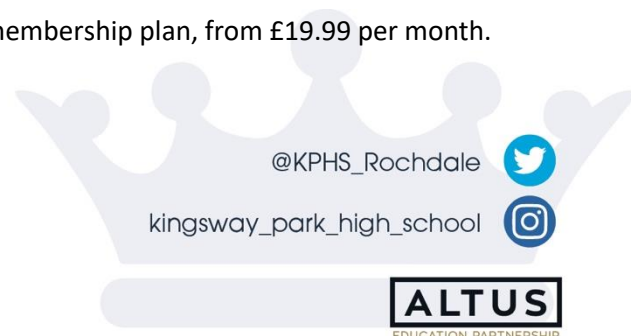
We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

For an Application Pack

1. Visit www.kingswaypark.org or www.altusep.com
2. Contact: recruitment@altusep.com
3. Telephone: 01701 716761

Reward Package & Additional Benefits

- We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Program which provides a range of options including:
- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support, and counselling on a range of subjects with a 24/7 phonenumber and wellbeing app.
- Access to the Altus-Your Trust membership deal, providing discounts to memberships and joining fees on all Your Trust fitness centres across Rochdale.
- Access to the Highfield Hospital private "MyWay" healthcare membership plan, from £19.99 per month.





We Co-operate
We Pioneer
We Belong

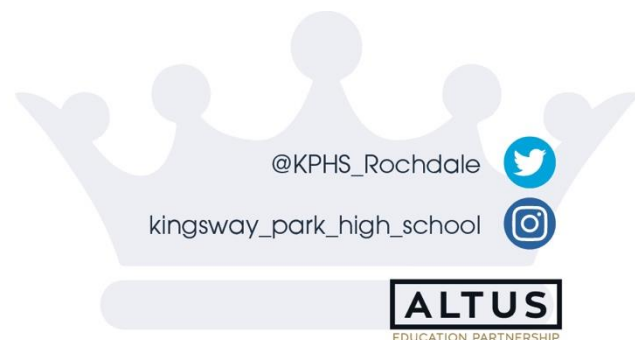
Turf Hill Road, Rochdale. OL16 4XA



01706 716 761



info@kingswaypark.org
www.kingswaypark.org



Company No. 10578239

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Background Information

Kingsway Park High School

Kingsway Park High School was established in 2010 and joined the Altus Education Partnership in February 2022. We are now a very popular oversubscribed school (1350 students in years 7-11 and 190 staff) located in central Rochdale. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

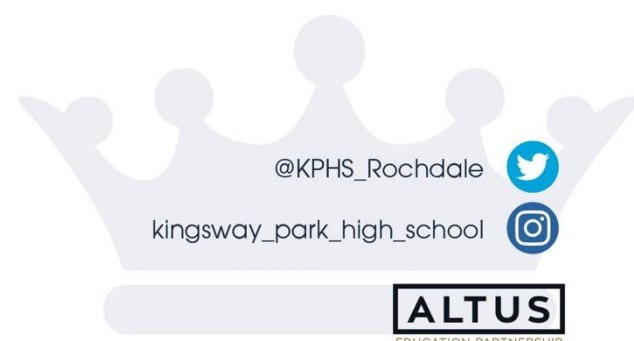
At Kingsway Park High School we strive to transform students' lives. Through our relationships, we endeavour to instil both resilience and an intrinsic motivation to become confident, creative and highly skilled students, capable of meeting tomorrow's challenges head on. We strive to establish a culture rooted in achievement and progress that encourages our students to grow academically, personally and socially; equipping them with the values of equality, fairness and openness. We pride ourselves on our relentless drive to achieve outstanding, high quality teaching that provides a safe, supportive and encouraging environment for all our students to be able to realise their academic potential in pursuit of educational excellence.

Altus Education Partnership

The Altus Education Partnership is a Multi Academy Trust and was established in April 2017 by the Governing Body of Rochdale Sixth Form College, an outstanding A-Level provider founded in 2010. The college was awarded Outstanding status by Ofsted in 2013 and has developed a national reputation for excellence, having been used in Ofsted case studies for sharing best practice. The development of the Trust stemmed from a commitment to raising aspirations and improving the life chances of young people throughout the borough of Rochdale. In 2019 the Trust was successful in its application to open a new free school, the Edgar Wood Academy, which serves the local community in Middleton and Heywood.

We 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 are committed to their students and demonstrate this through their daily conduct and interaction.

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Role Description:

Job Title:	Head of year (non-teaching)
Reports to:	Deputy Headteacher
Additional:	As Assigned
Remuneration:	Schools Support Pay Spine 25-29 currently £35,235 - £38,626 per annum. Actual salary for term time only plus 1 week and 37 hours per week is £31,220 - £34,225 per annum
Contract:	Permanent/Full time/ Term time only plus 1 week/37 hours
Start Date:	ASAP

PURPOSE AND OBJECTIVES OF THE JOB

1. To coordinate a year group.
2. To be the main person responsible for the progress of a year group.
3. To lead on the pastoral support, behaviour and attendance of a year group.

CONTROL OF RESOURCES

Personnel

To lead the work of the Personal Tutors

Financial

None

Equipment and Materials

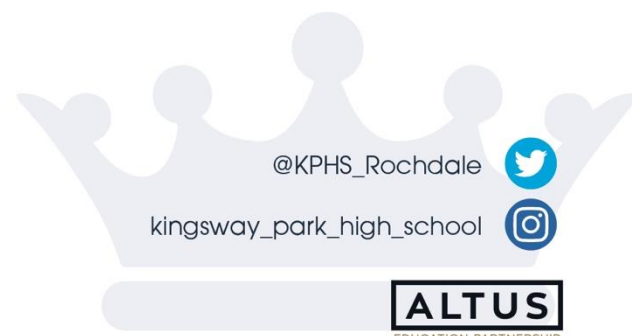
Responsibility for equipment and materials assigned in the care of the postholder.

Health/Safety/Welfare

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

Relationships (Internal and External)

Internal:





School staff, students and members of the Governing Body.

External:

Parents/carers and staff in other schools and within the LEA.

Responsibilities

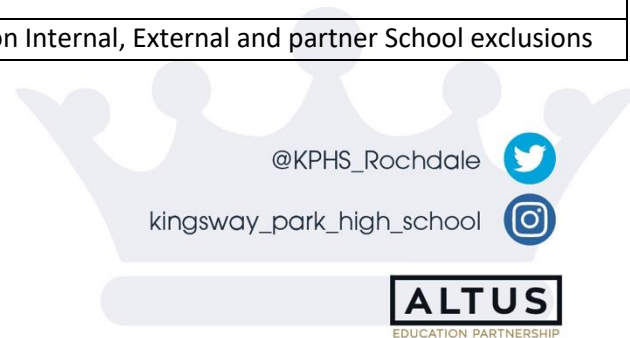
The postholder must:

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

PRINCIPLE DUTIES

STUDENTS

1. To be responsible for the welfare, development and progress of a year group.
2. To ensure that the students are praised for good work and behaviour and that the school's Reward System is actively promoted.
3. To develop an atmosphere that is happy, controlled and which reinforces the school's ethos.
4. To administer the school's programme of sanctions in accordance with the Behaviour Policy applying a consistent, firm but fair approach.
5. Monitor and evaluate behaviour.
6. To lead on attendance and punctuality by inspecting attendance records and checking reasons for absence, truancy and lateness.
7. To lead with the maintenance of appropriate students' records.
8. Engage the support of parents/carers and arrange meetings to discuss the welfare and progress of any particular student.
9. Take steps to minimise bullying and support victims of bullying.
10. Relate to students with a range of problems, circumstances and diverse social and cultural backgrounds.
11. Endeavour to ensure that students remain in lessons or return to their lessons as soon as possible following interventions.
12. Attend relevant meetings for individual students to meet their needs
13. Introduce and promote initiatives to raise standards of uniform, behaviour, punctuality and attendance, including appropriate awards.
14. Liaise with relevant external agencies regarding the needs of groups of students or individuals in their year group.
15. Assist with the Admission process of students and monitor their integration into school
16. Assist with the Managed Transfer process
17. Complete all paperwork and liaise with parents for students on Internal, External and partner School exclusions



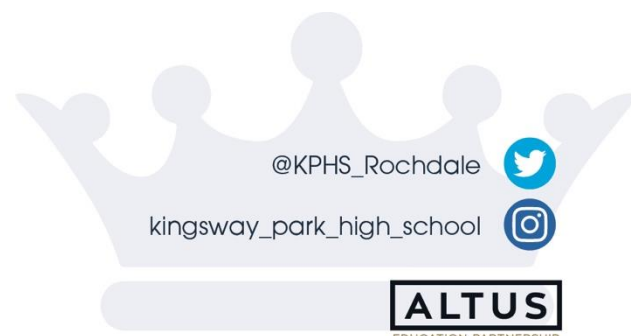


STAFF

1. To develop an effective team approach with Form Tutors to meet the pastoral needs of students.
2. Monitor, assess and develop the roles of the Form Tutors providing support and advice including updating them of changes to school policies.
3. To organise Year Team Meetings, circulating minutes and undertaking any follow-up action required.
4. Liaise with external agencies such as the EWO, Youth Justice Service.
5. To lead and conduct assemblies involving outside speakers, other staff, Form Tutors and students according to an agreed rota.
6. Assist with the supervision and organisation of staff duties when appropriate.
7. Liaise with other schools to arrange student transfers and placements.
8. To work with the Safeguarding Lead in order to identify and to support students emotional and social needs.

CURRICULUM

1. Work with and through Curriculum Leaders & Faculty Leaders, Staff, Form Tutors and colleagues to maintain effective Behaviour for Learning.
2. Organise and attend Parents Evenings and provide support to Form Tutors as required.
3. Assist with the supervision of students out of lesson times including before and after school.
4. Be familiar with and implement all relevant school policies including those for Child Protection, Equal Opportunities, Behaviour and all aspects of Inclusion.
5. Keep careful records of intervention and action taken including using SIMS and communicate any appropriate information to the various stakeholders.
6. Undertake other duties as required in supporting the implementation of the School Improvement Plan and ASA.
7. Publicise successes by giving out certificates, awards and rewards and through newsletters and newspapers.
8. Represent the school at external meetings.
9. Co-ordinate programmes of extra-curricular and voluntary activities for the year group such as trips, charity work and inter-form competitions.

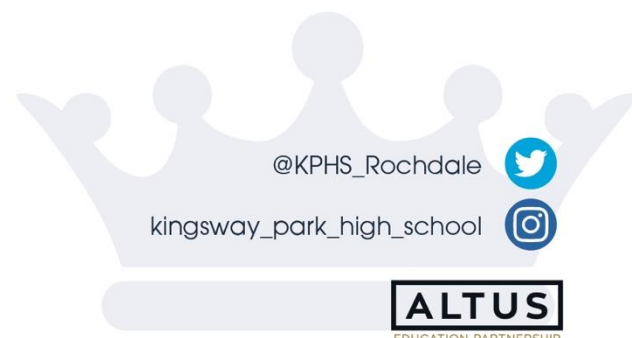




SECONDARY DUTIES

1. Participate in continuing professional development.
2. Prepare reports as requested by the SLT or Governing Body
3. Appreciate and support the role of other professionals.
4. Be involved in decision making and policy development across the school.
5. Accompany teaching staff and students on visits, trips and out of school activities as required.
6. To do morning, break, lunch and after school duties.

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.





PERSON SPECIFICATION – HEAD OF YEAR

(Points 25 to 29) (Term Time Only + 3 Weeks)

	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Training	<ul style="list-style-type: none"> Minimum GCSE Grade C or above Qualifications in English and Mathematics. 	<ul style="list-style-type: none"> Experience of working with children in a school setting. Training/experience in counselling strategies. Degree A range of relevant in-service training during the last three years which includes accreditation 	<ul style="list-style-type: none"> Application Form Application Letter References
Experience	<ul style="list-style-type: none"> Experience of working as part of a team and using own initiative. Ability to work with children at all levels. Confidential approach at all times. Computer literacy skills To have experience of working with students, parents/carers and outside agencies. To have experience of preparing reports for a variety of audiences 	<ul style="list-style-type: none"> Advanced ICT skills. Experience of work in a school setting. Leadership and Management experience Strategic use of data to track, monitor and impact Experience of leading a successful improvement initiative and its impact on standards To have attended relevant pastoral and counselling, child protection courses. Willingness to undertake further training, including first aid training 	<ul style="list-style-type: none"> Application Form Application Letter References Interview Process
Knowledge and Values	<ul style="list-style-type: none"> Ability to articulate a sound educational philosophy consistent with the school's aims How to motivate all students and raise aspirations 	<ul style="list-style-type: none"> Understanding of effective practice in teaching Knowledge of Child Protection/Child Care issues. 	<ul style="list-style-type: none"> Application Form Application Letter References

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	<ul style="list-style-type: none"> • Empathy with young people • Strategies for raising standards 	<ul style="list-style-type: none"> • Knowledge of Equal Opportunities • Some knowledge of Inclusion in school Strategies for IAG and minimising NEETS • How to work closely with stakeholders and providers on personalised learning programmes. 	<ul style="list-style-type: none"> • Interview Process
Personal Qualities	<ul style="list-style-type: none"> • Vision for the role • Inspirational Leadership skills • Ability and willingness to work with a wide range of people • Willingness to champion the needs of individual students including the disadvantaged • Support the school's stance on high expectations and standards • Track record of being a team-player • Positive personality • Commitment to equality principles and practice • Resilience • Ability to work to deadlines • Excellent interpersonal and communication skills. • Ability to relate to all staff, students and parents. • Strong organisational skills • Ability to work well under pressure • Ability and willingness to work with a wide range of people • Ability to work to own initiative • Smart professional appearance. • Ability to promote a positive ethos 		<ul style="list-style-type: none"> • Application Form • Application Letter • References • Interview Process





	<ul style="list-style-type: none"> The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post. 		
Special Working Conditions	<ul style="list-style-type: none"> To be able to relate to all staff, students and parents. To be prepared to work flexibly, e.g. undertaking home visits in/after school hours. Ability to attend evening meetings. Ability to support other school functions. 	<ul style="list-style-type: none"> To have involvement in: <ol style="list-style-type: none"> Interviews with parents. Interviews with students. Interviews with other agencies 	<ul style="list-style-type: none"> Application Form Application Letter References Interview Process

