



A QUALITY EDUCATION FOR ALL



Job Application Pack Head of Year – Sixth Form



ZENITH
MULTI ACADEMY
TRUST

The Vacancy



Head of Year – Sixth Form
Required: September 2023
Main/Upper Pay Range
TLR1A £8,705
Full time hours

This is a great opportunity for an enthusiastic, inspiring and ambitious individual to join our well established and successful sixth form.

The successful candidate will need to have the ability to offer high quality post 16 education alongside the ability to lead and manage a year group. We are happy to accept applications across all subject areas.

We are looking for a Head of Year who is hardworking, has excellent subject knowledge as well as the ability to be able to provide exceptional pastoral care for our students.

The successful candidate will be capable of inspiring students develop their passion for the subject areas, and have a firm belief in the potential of all students.

You will need to strive to demonstrate, embed and uphold the school's PRIDE core values of Positivity, Resilience, Integrity, Dignity and Equality in order to support the character development of all students

You will need to share our vision of a quality education for all students and be committed to joining us on our journey to "outstanding".

Whether you are ambitious for progression, or determined to be an outstanding classroom practitioner, this School is the place for you.

We can offer you:

- A dedicated and experienced hardworking team of staff
- Enthusiastic, friendly and talented students
- Excellent CPD opportunities
- The opportunity to develop within a highly effective multi academy trust

You will need to:

- Possess good behaviour management skills
- Be a good and effective communicator at all levels
- Be open minded, creative and inspirational in your style of teaching
- Commit to working collaboratively with colleagues and students
- Utilise a variety of teaching methods and ensure that your lessons are engaging at all levels

Applications

To apply for the role please download the application form from the vacancy page on <https://www.zenithmultiacademytrust.co.uk/vacancies/>, completed applications should be submitted to recruitment@zmat.co.uk. CVs will not be accepted without a completed application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application. Full job description and person specification can be found at the end of this pack.

Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

Closing Date: 24th April 2023

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email recruitment@zmat.co.uk or telephone 01702 426744.

We look forward to receiving your application. You will be notified of your application status within two weeks of the vacancy closing date.

Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Welcome from the CEO



It gives me great pleasure to welcome you to our Trust, and I very much hope this job application pack you gives you a sense of what it is like working in our Trust, including our vision and values.

We are a small, locally-based Trust in South East Essex, currently comprising one primary school and three secondary schools: Laindon Park Primary School and Nursery, The James Hornsby School in Basildon, Castle View School in Canvey Island, and The King John School in Benfleet.

We are intentionally a small Trust and very much see our role as central to the communities we serve.

As a member of staff within the Trust, you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You become a valued member of a small group of schools, able to shape the education of future generations. In doing so, we hope that you feel really well supported in your career, and that your well-being is always considered. As a member of

our Trust, you engage in a professional learning journey which develops you as a practitioner, and allows you to use your talents to transform lives and make a genuine difference.

Our Core Purpose

To enhance the life chances of every child and drive social mobility.

Mission Statement

A quality education and experience for all.

Values

Dignity	Collaboration	Positivity	Aspiration
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Vision

Zenith Trust will ensure excellence across the pillars of school improvement, governance, and business operations, harnessing the transformative power of collaboration so that all students attend truly outstanding schools.

Regardless of background or need, all students will achieve highly and have high levels of well-being, because they are taught and supported by the very best staff, who are well-trained and supported, buy into Zenith’s vision, and are committed to providing a quality education for all. School leaders act ethically, inclusively, and always with the child’s best interests at heart. Our students will be aspirational for themselves, enjoying their time at school, and flourishing as individuals within a safe, secure and nurturing environment.

All Zenith schools value students’ social, moral, cultural, and spiritual development, building exceptional character so that students are kind, resilient, and inspired to be life-long learners. By working closely with the families and local communities we serve, and listening to students’ voices, students will be well-prepared for life in a modern, tolerant Britain. They will secure outstanding academic outcomes and high quality destinations, always well-prepared for their next steps. As adults, they will lead happy, purposeful, and rewarding lives, and make a positive contribution to the world.

Andy Hodgkinson
Chief Executive Officer

Why work for Zenith Multi Academy Trust?

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement, and would like to be part of our vision to provide excellence in education, we would love to hear from you.

In return we can offer you:

- A friendly Trust which places staff wellbeing and development at the forefront of everything we do
- School settings with excellent facilities
- Access to high quality and bespoke CPD across the Trust, including a collaborative project with the Education Endowment Fund (EEF)
- A supportive and positive Early Careers program run in partnership with University College London and Chafford Hundred Teaching School Hub
- The opportunity to develop your career with and across the Trust Schools
- The Trust is an early adopter of the new NPQs

Staff Wellbeing

The Trust is committed to providing a safe and healthy working environment for all staff and supports management practices that promote good health and wellbeing of all its employees. The Trust recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and Trust performance, including better outcomes for students.

The Trust has adopted a number of policies to support our commitment to staff wellbeing, including:

- Mental Health and Wellbeing policy which focuses on the Trust's commitment to maintaining the health and wellbeing of staff
- The Health and Safety policy which provides a framework for, and measurement of, safe places to work; and
- The staff Recognition and Reward policy which ensures our staff feel valued for the work they do and recognised for the contribution they make.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that all our diverse and talented young people deserve.

Continuing Professional Development (CPD)

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding, and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice. All staff who work in the Trust also have access to our innovative, online learning platform 'Zenith Institute', which provides staff with bespoke training and access to the latest research.

Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme
 - Access to a GP 24/7 hours a day seven days week for you and your immediate family
 - Access to a Mental Health Helpline 24 hours a day seven days a week
 - Access to a care adviser who can provide advice and information on adult care issues
 - Medical Diagnostics
 - Medical Treatment at one of the hospitals in our treatment network for certain procedures.
 - Physiotherapy
 - Mental Health Counselling Support
 - Financial Assistances to a care adviser who can provide advice and information on adult care issues
- Access to Benenden Healthcare rewards and discounts scheme
 - 46% off digital fitness subscriptions
 - 22% off activity trackers from Fitbit
 - Save up to 11% on the cost of gift cards of E-Gifts
 - Lifestyle shopping vouchers – save 6%
 - Home movies rentals – save up to 40%
- VIVUP Employee Assistance Programme and Lifestyle savings membership
- On site staff counselling programme
- Access to Bike2Work scheme
- Annual calendar of wellbeing events
- Eye sight tests
- On-site free medical health checks
- On-site flu jab clinics
- Free access to on-site gym facilities
- Generous Teachers' Pension and Local Government Pensions schemes
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum





A QUALITY EDUCATION FOR ALL

Daniel Steel, is the Headteacher at The King John School, as a parent of two young children himself, he leads the school through the eyes of a parent, with very high expectations and aspirations for his students. The King John School is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 68% A*, A or B grades at A-level. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships and employment.



Laindon Park is a small school located in a rural unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Cristina Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

As Ofsted said about them "pupils are happy and enjoy school". The school is always aiming to improve, not only the education that they provide to pupils but also the services and goods that they provide to the local community. Their SAT results are consistently good and put them in the top 4% of primary schools in the country.



Castle View School

Pursue Excellence | Be The Best

Steve Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring and confident individual who plays a part in their community, and has the skills and mind-set to contribute positively to our wider society.



The James Hornsby School

Together we excel

The James Hornsby School is an oversubscribed 'Good' school; as rated by Ofsted, where students are at the heart of all we do. We have a strong family ethos where we believe "Together we excel".

The Headteacher Tammy Nicholls firmly believes that these are our key drivers for success not only for our students, but for our staff as well. We welcome the chance to meet with you and discuss your development opportunities as part of the James Hornsby and Zenith family!

We focus on developing independent and resilient learners by removing barriers to success and providing a safe and happy environment that allows young people to strive.

Our curriculum provides breadth to ignite hope, drive ambition and enhance life chances by providing qualifications that open the doors to opportunity.

We believe our community is outstanding and as such we strive to achieve outstanding learners and leaders at all levels, by providing outstanding curriculums and learning opportunities and promote outstanding attitudes and outcomes from all.

As a school we pride our self on our core values of:

Family

Pride

Ambition

Excellence



The King John School



Laindon Park Primary School



The James Hornsby School



Castle View School

Testimonials

Working at The King John School for the past 4 years, including my ITT and NQT year, has provided me with fantastic opportunities to develop. I have been able to attend CPD to upskill my A-level knowledge, allowing me to teach two science A-levels. I have been encouraged to attend emerging leaders training and subsequently appointed an Assistant Head of Year role. Since then, I have also attended middle leaders training to further develop within my role as a pastoral leader.

- Science Teacher, The King John School

On starting my role as an LSA at KJS my first impressions were how supported, knowledgeable and friendly the staff were across the board (on all levels). As an LSA my Job role is to provide support to pupils with special educational needs and to help them integrate as fully as possible in all activities within the class. KJS offer excellent training and opportunities to develop your career, you are fully supported and recognised for your achievements. In the four months that I have worked at KJS I have gained valuable experience and a range of assessment techniques to enable me to progress further within my role.

- LSA, The King John School

I would like to sing the praises of everyone who has supported me in the school over the last year and a half. There are way too many to name (the whole school staff is super supportive – any questions or concerns I shared, if the staff member I spoke to didn't know how to deal with that, they would point me in the direction of the person who could). Even though I was based in the English department, staff from all over the school were prepared to help in any way they could. Again, I feel that this is also reflected when the staff members are dealing with the students. I just cannot fault the support system in place – ESPECIALLY during the pandemic. Overall, my experience at The King John School has been positive and valuable to me and I hope that I am able to continue here for a very long time.

- ECT English Teacher, The King John School

Having started as a trainee in the English Department back in 2011, I am thankful to have had over ten wonderful years working at this fantastic school. The school's focus on CPD has enabled me to attend numerous courses over the years which has had a really positive impact on my teaching and learning knowledge. The support and guidance from my colleagues has given me the confidence to teach across all three key stages, from 11-18 year olds, and it has been a real privilege to have a positive impact on the learning and life chances of these students. Whether it be helping our Year 7s with the transition from primary school, or Year 13s with their university applications, I have found these opportunities hugely rewarding. I have also been encouraged to develop and progress in other aspects too and have and have been given many additional responsibilities over the years. I can honestly say that my colleagues are supportive, hardworking, dedicated and passionate and my students are enthusiastic, well-behaved and intellectually curious. These things combined have made this a truly fun, fulfilling and hugely enjoyable place of work.

- Teacher of English and PSHE Coordinator, The King John School

Job Description

Job Title	Teacher
Grade	Main Pay Range / Upper Pay Range
Responsible to	Headteacher, Deputy Headteacher, Director of Faculty, Head of Department
Responsible for	<p>The teacher is required to carry out the general professional duties of a school teacher as outlined in the Teachers' Standards and as directed by senior staff. This includes:</p> <ul style="list-style-type: none"> • The pastoral care of a tutor group • Supervision and progress of all learners in allocated classes. <p>Teachers on the Upper Pay Range (UPR) will be expected to make broader contribution to the School as a normal part of their work.</p>
Principal Accountabilities	To be met in accordance with the provisions of the Schools Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers
Job Purpose	<ul style="list-style-type: none"> • to support and promote the School's general purposes, ethos and Learner profile; • to be familiar with, respect and follow the School's Policies and Procedures; • to act as a role model to pupils through always being punctual, and well prepared and to maintain appropriate professional relationships and an atmosphere conducive to learning; • to set high expectations which inspire, motivate and challenge pupils promoting good and outstanding progress and outcomes by pupils; • to attend Assemblies and carry out a share of supervision duties in accordance with published rotas; • to contribute actively to the maintenance of the School as an orderly community by upholding the provisions of the School's Rules and the Pupils' Code of Conduct; • to maintain good order and discipline among the pupils ensuring to safeguard their welfare both on School premises and when involved with authorised School activities off site; • to attend and participate in staff and other meetings in line with the School Calendar; • to work with the classroom routines and systems in place in school to track, monitor and report on pupil attendance and progress; • to communicate and cooperate on educational issues with stakeholders as appropriate; • to contribute to the extra-curricular life of the School as appropriate and attend and support School events whenever possible.

<p>Specific duties/ responsibilities</p>	<p>Teaching and learning</p> <ul style="list-style-type: none"> • to ensure that lessons are planned in appropriate detail (accounting for the pupils' needs and prior attainment) and are prepared and delivered in accordance with departmental schemes of work and Teacher Standards which reinforce the need for high expectations which inspire, motivate and challenge pupils; • to take into account of pupils' educational strengths and needs (differentiating where appropriate) to enable access to learning for all, including the setting and marking of work (in accordance with the School Marking Policy) to be carried out by pupils in school and elsewhere (homework) according to School expectations and policies; • to assess, record and report on the progress and attainment of pupils in accordance with the School's policy and in line with the School calendar, and regularly use this data to inform teaching; • to regularly mark pupils' work, giving appropriate feedback in accordance with the School's Marking Policy, keeping records of attainment; • to provide progress information relating to individual pupils as required and in line with the School Calendar; • to manage behaviour effectively to ensure a good, safe and purposeful learning environment; • to assist with departmental activities including trips and events. Teachers on UPR will be expected to make a greater contribution to the department / faculty and whole school T&L development as part of their normal working arrangements as outlined in the Performance Management process. <p>Pastoral Care</p> <p>Teachers will act as Form Tutors under the direction of a Head of Year and Assistant Head of Year and they will:</p> <ul style="list-style-type: none"> • be 'in loco parentis', responsible for the welfare of pupils in the Form and the first point of contact for those in school and outside seeking help, or guidance or wishing to express concern; • maintaining updated and accurate records relating to members of the tutor group by recording information on academic performance, behaviour, attendance, punctuality and other relevant issues • ensure that the register is completed accurately and on time, communicating effectively with Student Services Team as necessary regarding attendance and handle home communication efficiently. • ensure purposeful tutor times in line with the Tutor Time Programme in place for your year group; • promote the academic progress and wellbeing of individual pupils in designated form group or class, ensuring consistent feedback is given , which guides pupils; discussing academic progress reports, behaviour reports and supporting self –evaluation activities; • ensure that pupils have the expected equipment for school including planners, ensuring that these are kept up to date and are used effectively by pupils; • promote high standards of dress and behaviour through maintenance of the School Rules and Code of Conduct; • Keeping the relevant colleagues updated regarding information relating to any tutee and liaising with colleagues regarding student progress. When necessary to call meetings to discuss issues and to support and advise colleagues
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	<ul style="list-style-type: none"> • Liaising with the SEN department regarding their tutees and implementing the stages of assessment • Writing tutor reports and collating subject reports for the tutor group • Attend all Tutor Meetings as required. <p>Personal and Professional Continuing Professional Development</p> <ul style="list-style-type: none"> • to attend and actively participate in Staff Inset and training events as requested • to support the professional development of staff as required <p>Teachers on UPR will be expected to make a greater contribution to the School's Performance Management and CPD processes as part of their normal working arrangements</p>
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Person Specification

General heading	Detail
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Qualifications	Teaching qualification recognized by the DfE
Essential Skills	<ul style="list-style-type: none"> • Excellent classroom practitioner skills • An ability to form productive working relationships with students, parents and colleagues • To employ a range of appropriate teaching styles and the ability to present subject content in clear language and in a stimulating manner in order to ensure students' interest and motivation and encourage independent learning • Selection and use of appropriate resources including ICT • An ability to create and maintain a purposeful, orderly, attractive and effective learning environment • Good communicative, organisational, administrative and interpersonal skills • An ability to promote The King John School within the wider community • An ability to work independently and as a member of a team • An ability to produce coherent lesson plans and contribute to the production of schemes of work
Essential knowledge and understanding	<ul style="list-style-type: none"> • An understanding of the subject taught, including a range of assessment methods and the National Curriculum • An understanding of the variety of the students' needs and their individuality
Essential experience	<ul style="list-style-type: none"> • Successful mainstream teaching across the 11-16 age range and the full ability range
Essential personal qualities	<ul style="list-style-type: none"> • Energy, sensitivity, resilience, commitment and enthusiasm • High expectations of students • A sense of humour • A willingness to participate in professional development
Desirable qualifications, skills, knowledge, experience and personal qualities	<ul style="list-style-type: none"> • A willingness to contribute to the extra curriculum of the school • An understanding of stages of assessment and teaching students with a range of needs

