



Lavington School

**Recruitment Pack
Head of Year (Teaching)
March 2023**

Lavington School

Head of Year (Teaching) – Full-time + TLR



Start Date:	1 st September 2023
Salary:	MPR/UPR £28,000 to £43,685 plus TLR 2b (£5088)
School context:	Mixed 11-16, comprehensive, number on roll 867, together with 100 students in our 6 th Form satellite which is part of Devizes School
Contract type:	Permanent, full-time

‘We believe that every child should be happy, healthy, safe and achieve more than they thought possible; at school and beyond

We’re looking to appoint an exceptional teacher with Head of Year responsibility with the ability to teach any mainstream subjects.

The role of Head of Year is critical in delivering our ambitious vision for the school: to be a kind community where everyone perseveres, achieves, and flourishes; where we enable all to experience life to the full. Heads of Year are responsible for the pastoral wellbeing of the students in their year and are expected to ensure that the students in the year group are making appropriate progress in line with their individual targets. The Head of Year is also required to take a strategic lead on the behaviour for learning within the associated year groups.

The post holder will need to enact and embed our values and truly believe in the potential of all our students. The Head of Year will also be responsible for guiding and supporting their tutor team to use current progress, attainment and behaviour data to deliver high quality mentoring to their tutees.

What the school offers its staff

- A supportive learning environment and team to work in.
- The opportunity to make a difference
- The chance to actively promote your career development
- Happy and enthusiastic students who want to learn.
- The benefit of being part of a multi-academy trust offering the support of experienced colleagues across our schools and greater opportunities for career progression
- Benefits including Teachers’ Pension Scheme, free on-site parking and Cycle to Work scheme

Main Responsibilities

- to set high expectations for standards of teaching and learning and to model good practice
- to promote the building and sharing of good practice and successful innovation across your team
- to ensure the consistent application of teaching and learning strategies that meet the needs of all learners
- to ensure the ongoing development and evaluation of appropriate specifications and schemes of work and that these are followed by all teachers
- to monitor and evaluate standards of teaching and learning through classroom observation, sampling pupils’ work and student feedback
- to oversee effective assessment, recording and reporting of pupil progress

Applying

If you would like to apply you should include a covering letter in addition to the application form. This should be no more than two sides of A4 giving your reasons for applying, your relevant experience and personal qualities you would bring to the role. Applications should be addressed to Mr Ralph Plummer, Head of School, and emailed to hr@lavington.wilts.sch.uk Please note that we do not accept CVs.

If you would like to arrange a visit to the school or have any further questions, please email hr@lavington.wilts.sch.uk

Further information about the school can be found on the website www.lavington.wilts.sch.uk

This role is advertised on the school's website, eteach and DfE Teaching Vacancies.



@lavingtonschoolwiltshire



www.lavington.wilts.sch.uk



@LavingtonSchool



@lavingtoncreates



01380 812352



hr@lavington.wilts.sch.uk



Lavington School, The Spring, Market
Lavington, Devizes, Wilts. SN10 4EB

This school 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 applicant will be subject to an enhanced DBS check.

Please note that if you have not heard from the Academy within 2 weeks after the closing date, please assume you have been unsuccessful. We may interview candidates ahead of the closing date so early application is advised. The School reserves the right to interview and appoint prior to the advertised closing date.

Job Description

Teaching and Learning

- Ensure appropriate praise and reward is in place for achieving students and groups.
- Monitor effectiveness of individual plans put in place.
- Promote and role model excellence in teaching and learning.

Pastoral

- Highly visible leadership on a day-to-day basis including before and after school duties.
- Monitor and intervene in relation to students' punctuality to school and/or lessons.
- Contribute to the tutor time programmes, assemblies and reward activities.
- Attend pastoral meetings.
- Lead cross-key stage and cross-year liaison and work with other Heads of Year to ensure a seamless transition between year groups.
- Support Trust events e.g., Option Evening, showcase events and festivals.

Monitoring, Evaluation and Assessment

- Monitor and evaluate outcomes of students specifically student behaviour, bullying, punctuality, sanctions, and rewards.
- Monitor and evaluate the impact of Trust policies.

Communications, marketing & external links

- Communicate effectively with the pastoral and special needs team, SLT and external agencies.
- Communicate effectively with other staff, students, and parents in a timely and accurate manner

Management of Resources

- Ensure efficient and effective use of resources for the year group team

Training and Development of Self and Others

- Set personal targets and take responsibility for your own continuous professional development.
- Be proactive in identifying training needs of students ensuring that they are appropriately met, and that other staff members are active in their own personal CPD.

All Trust staff are expected to

- Work towards and support the Trust vision and the current Trust objectives.
- Contribute to the Academy's programme of extra-curricular activities.
- Support and contribute to the Trust's responsibility for safeguarding students.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students, and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with students, parents, and colleagues.
- Engage actively in the performance review process.

Person Specification

- Accurate and fluent written communication skills.
- Ability to deploy teaching and learning strategies appropriately to suit the needs of pupils of differing ability.
- Ability to deploy behaviour management strategies effectively.
- Good relationships with: Colleagues, Line Managers, Pupils and Parents.
- Ability to analyse, interpret and act on test data.
- Experience of target setting
- Strong interpersonal skills: ability to lead, negotiate, build rapport, motivate and challenge with the ability to
- give feedback in a sensitive manner.
- Able to establish credibility with all staff.
- Experience of working with other agencies or organisations
- Commitment to inclusion
- High expectations of pupil behaviour and achievement
- A good sense of humour
- Vision of education in a wider context.
- Experience of wider reading and educational issues
- High expectations and a commitment to raising standards of attainment, including children from socially disadvantaged areas.
- Commitment to equal opportunities