



GREENSHAW
LEARNING TRUST



Head of Year Recruitment Pack

**ALWAYS
LEARNING**

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Dear Candidate

Thank you for your interest in the role of Head of Year at Brakenhale School. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our wider team. Our school is driven by our three values: Aim High, Be Kind and Take Responsibility. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers. Each and every one of us has a role to play in ensuring that our students get the very best.

We are an 11 to 18 school situated on the southern side of Bracknell town centre. Our commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. Our progress score this summer has been the highest since its inception, but there is still a long way to go, we are committed to moving our P8 to +1.0 to ensure our students have the best possible life chances. In the Sixth Form, three quarters of grades for vocational courses were graded a Distinction or Distinction*. Being an integral part of our local community is something that we value.

At Brakenhale, we work to do the simple things well, over and over again, as this is what 'great schools do'. We have disruption free lessons, so that teachers can focus on teaching. We have worked to simplify systems and structures within our school to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner; we centralise detentions so that teachers are not expected to do these daily; we 'live mark' so that teachers do not take class sets of books home; we have two data drops for each year group which reduces the unnecessary need to collect data.

With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-heartedly believe in our vision of increasing the life chances for our students.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Brakenhale School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by completing this form on our website: <https://brakenhale.co.uk/contact-us/form>. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Camilla Douglas
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 24,000 students. Further information about our schools can be found [here](#).

Terms and Conditions

| | |
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| Line Managed by: | SLT |
| Line Management: | n/a |
| Contract: | Permanent |
| Salary: | Salary calculated in line with UNQ / Main Pay Scale / UPS pay scale plus a TLR2C (£7,368) |
| Hours of Work: | Full-time |
| Place of Work: | Rectory Lane, Bracknell, Berkshire |
| Medical Examination: | The appointment is subject to a satisfactory medical report |
| Superannuation: | Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme. |
| Holiday Entitlement: | Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure |
| Probation Period: | New employees are required to complete a six-month probationary period |
| Disclosure & Barring Service Check: | This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check |
| Right to Work Check: | This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance |

Job Description

Teaching Role:

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

The role provides a structured and supportive professional learning programme to develop the successful candidate's knowledge and skills to enable them to teach across all key stages. The successful candidate will join a team who are passionate about engaging and inspiring young people in their learning. We are looking to recruit a colleague with both the commitment and relevant skills to drive our raising standards agenda across the whole ability range.

Key Responsibilities and Duties

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a Teacher/Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to accelerate with their learning
- To contribute to raising standards of student attainment across the school
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

Teaching, Learning and Student Progress

- To undertake a designated programme of planning and teaching, and to teach consistently high-quality lessons
- To be a role model for students, inspiring them to be actively interested in your subject
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and home learning
- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow department monitoring and tracking systems relating to student's attainment, progress and achievement
- To mark, grade and give written/verbal and diagnostic feedback as required
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system
- To prioritise and manage time effectively, ensuring continued professional development in line with the role
- To follow the school policies and procedures.

Staff Development

- To continue personal development in the relevant areas, including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school professional learning programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Head of Year Role:

We are looking for applications from professionals who are enthusiastic, motivated and reflective. Candidates must be prepared to take on a demanding role as the Head of Year, ensuring they are forward thinking, energetic, and self-motivated. It is imperative that they have good organisational abilities. This role is teaching / non-teaching.

Main purpose of the role:

To provide professional leadership and management of a year group and monitor social, personal and academic progress of students. To promote an ethos amongst the year group of respect for themselves, other people and our environment.

Head of Year Responsibilities:

- Lead, develop and hold to account a team of Tutors, creating a strong sense of unity and responsibility where they are committed to ensuring that the high expectations of their tutees exemplifies our school values of Aim High, Be Kind and Take Responsibility
- To organise and, through a team of Tutors, implement the Tutor Reading Programme and other activities where required
- To act as a role model for Tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors in order to co-ordinate their work
- Liaise with key staff to ensure that all members of year experience consistent high-quality teaching and learning

- To provide a link for parents, Tutors, SENCO, Behaviour Support team, Teachers, Heads of Department, SLT and external agencies
- To initiate and respond to communications with parents/carers ensuring that they are kept fully informed and involved in the progress of their children.
- To liaise with outside agencies, including taking a lead role in meetings with social services or other professionals and preparing reports on students for external agencies, as directed by the designated SLT link for behaviour/inclusion
- To liaise with the Attendance Officer and AHOT/tutor team, identifying students in need of intervention and support and working with these students and families.
- Make appropriate referrals to the Early Intervention team as and when required in order to support particular students (and family) in being successful at school
- Lead in ensuring that the behaviour of year meets our school's expectations
- Ensure sanctions and rewards are used effectively
- Co-ordinate the organisation of Progress Evening and student reports.
- To support with the induction of new students and monitor their settling in
- To contribute to the organisation of key school events; for example, induction, transfer arrangements, outings, extra-curricular and social events.
- Lead year assemblies.
- To carry out tasks as reasonably required by the Headteacher

Other Responsibilities:

- Actively promote the safety and welfare of our students
- Ensure compliance with the school's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- To undertake weekly duties as directed, including the supervision of pupils at the beginning of school, during break times and at the end of the school day
- To follow school policies and procedures as laid down in the staff handbook and guidelines as provided by line managers and the school's senior management team
- To attend meetings, parents' evenings and other functions, as required by the Headteacher, within directed time
- To uphold agreed standards of dress, behaviour and discipline around the school and when supervising pupils outside the school
- To carry out tasks as reasonably required by the Headteacher

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

| Criteria | Essential | Desirable |
|--|--|--|
| Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience: | | |
| | <ul style="list-style-type: none"> • Evidence of / Commitment to continuing professional development • Relevant Degree • Evidence of / Commitment to continuing professional development • An outstanding classroom practitioner • Able to identify strengths and weaknesses in students and act appropriately | <ul style="list-style-type: none"> • Evidence of wider professional development • Post-graduate qualification |
| Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to: | | |
| | <ul style="list-style-type: none"> • Experience of working with parents and other outside agencies to resolve concerns regarding their child's progress and development • Holding people to account and setting boundaries / demanding high standards of performance • Solution focused • Ability to make effective and appropriate working relationships with pupils • Be able to work proactively and independently • Ability to understand and assess what is causing students to behave in a particular way, and to be able to plan and deliver interventions to help students manage their own behaviour more successfully • Ability to contribute to whole school developments • Working collaboratively with other team members to develop pedagogy • Excellent interpersonal and teamwork skills • Excellent communicator – sensitive, compassionate and effective | <ul style="list-style-type: none"> • Good IT skills • Successful experience in position of responsibility or evidence of the potential to fulfil such a role • Previous experience within a Pastoral role |

| | | |
|--|---|--|
| | <ul style="list-style-type: none"> • Able to establish good working relationships with a wide range of people - students, colleagues and parents • Knowledge of strategies to inspire and improve outcomes for students • Outstanding organisational skills to ensure efficient and effective implementation of the role • Knowledge of strategies to recognise and reward efforts and achievements and the ability to encourage students to become self-reliant and independent learners • A willingness to become involved in all aspects of school life | |
| Educational Leadership and Management: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements: | | |
| | <ul style="list-style-type: none"> • Building and leading teams, and positively influencing and developing others • Management and experience of curriculum planning and innovation • Experience of leading and managing strategies within a department • Work collaboratively with others, delegating appropriately • Excellent leadership skills | |
| Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements: | | |
| | <ul style="list-style-type: none"> • Enthusiasm for the role and working at our School | |

The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **5th May**. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised with enough suitable applicants. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held on as soon as possible. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post **September 2025**.

6. Additional information

For further information, please contact HR at hr@brakenhale.co.uk

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.