



THE
Eastbourne
ACADEMY
Your future at your fingertips

Head of Year
INFORMATION



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Dear Applicant

Welcome to your first step in becoming part of The Eastbourne Academy.
My name is Dan Wynne Willson and I am both proud and privileged to be Headteacher here.

We are a well-established school in East Sussex which continues to go from strength to strength

The Eastbourne Academy is set in the picturesque seaside town of Eastbourne, surrounded by the beautiful South Downs . We are fortunate to have excellent buildings with modern resources which provide a warm, welcoming and friendly place to learn that challenges everyone to be their best. With easy train links to Hastings, Lewes, Brighton and London, schools, colleges and universities nearby and plethora of tourist attractions on our doorstep, it really is a wonderful place to live and work.

At The Eastbourne Academy we believe that learning is our core priority. We recognise that continually striving to improve the quality of teaching and learning is key to securing high levels of achievement for all. We aim to foster each student's unique strengths and talents whilst meeting their needs and raising their academic and social aspirations. Students of all abilities will be given every opportunity to learn in order to achieve their full potential. We aim to achieve this by creating a stimulating learning environment where high expectations, and the use of digital technologies are the norm. Every student and teacher is equipped with technology that helps bring subjects to life and supports learning in an exciting and innovative way.

Academic and personal excellence are at the heart of The Eastbourne Academy's curriculum intent. Endeavouring to provide the highest quality education for all, we strive to equip students with the knowledge they need to gain and maintain employment and independence.

We recognise that qualifications are the stepping stone to employability, but also that high aspiration and strength of character are the foundations for long term success.

A wide range of student leadership, arts and sports programmes, trips and visits, and extra-curricular opportunities ensure that the curriculum extends beyond the classroom.

Students will leave The Eastbourne Academy with the essential knowledge and attributes they need to be fully rounded and educated citizens who will be prepared for whatever the future may bring.

This could be your first step to becoming part of this vibrant, successful and inclusive learning community, where both students and staff thrive. I invite you to come and see for yourself what makes us so special.

Kind regards,

A handwritten signature in dark ink, appearing to read "D Willson", with a long horizontal flourish underneath.

Mr Dan Wynne Willson
Headteacher

A handwritten signature in dark ink, appearing to read "L Leung", with a small flourish at the end.

Ms Liza Leung
Executive Headteacher

JOB DESCRIPTION



Job Title: Head of Year
Responsible to: Headteacher

Purpose of the job:

- To ensure consistently high standards are met with regards to students' behaviour and attendance.
- To ensure that students' pastoral needs are sufficiently met.

Job Context

- Heads of Year are accountable for the wellbeing and performance of all staff and students within their year group and will meet in full the expectations of the appropriate national professional standards.
- This post is subject to the current conditions of employment for colleagues receiving a Teaching & Learning Responsibility (TLR) allowance. The job description may be amended at any time following discussion between the Headteacher and/or the Deputy Headteacher and it will be subject to annual review.
- This role has a major responsibility for safeguarding and promoting the welfare of children and young people.
- To work effectively to ensure that they meet the expectations of the appropriate national professional standards for their own performance and to ensure that expectations of performance for staff within the school are fully met.
- Awareness of safeguarding issues that may impact progress, attendance and or behaviour as an initial to ensure the loop between HOY and YGM is closed

Key Accountabilities

- To establish and maintain an excellent working environment, demonstrated by robust and regular evidence that encapsulates the overall vision for The Eastbourne Academy.
- To ensure that day to day aspects of the year group run smoothly and efficiently.
- To ensure consistently high standards of work and behaviour from students within the year group.
- To develop and sustain a safe, secure and healthy school environment.
- To monitor and support the attendance of students so that the year group meets the national average, or are making rapid progress towards it by effectively managing a mentoring system.
- To monitor and support the behaviour of students so that Fixed Term Exclusions (FTE) are below the national average, or are making rapid progress towards meeting that target.
- To track behaviour and provide data for the senior leadership team and governors.
- To foster positive relationships with parents, guardians and carers by leading meetings and making telephone calls.
- To provide outstanding leadership and management of staff within the Year Group system.
- To liaise regularly and effectively with the Deputy Headteacher; Culture & Ethos
- To support the Academy detention system.
- To set an excellent example personally and professionally, maintaining a high profile around the Academy and to contribute where necessary to public events and occasions as appropriate to the role.
- To teach high quality lessons according to the agreed timetable.

In addition, all members of the school community are expected to:

- Display a commitment to child protection and safeguarding by reporting to the Headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	Qualified Teacher Status	E
	Recognised degree or equivalent	E
Experience	Teaching of specialist subject across all three key stages.	E
Skills and Abilities	Ability to communicate positively with children.	E
	Ability to work supportively and collaboratively within a team.	E
	Ability to reflect upon and improve your teaching practice.	E
Knowledge	Knowledge of the National Curriculum.	E
	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
	A good understanding of the importance of literacy and numeracy across the curriculum.	E
	A good understanding of how to assess pupil progress	E
	A good understanding of how to plan and assess work for vulnerable groups, such as SEN pupils, pupil premium pupils and gifted and talented pupils	D
Personal Qualities	Enthusiasm for your specialist subject.	E
	Ability to manage own workload.	E
	A commitment to own continuing professional development.	E

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to Casey.Rose@swale.at or by post to the following address:

Mrs Casey Rose
The Eastbourne Academy
Brodrick Road,
Eastbourne,
East Sussex
BN22 9RQ

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
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SITTINGBOURNE, KENT
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