

Head of Year

The Frances Bardsley Academy for Girls, Romford

Required: September 2024

Contract Type: Permanent

Salary Scale: SO1.23 to SO1.25, £35,577 to £36,567 per annum
(inclusive of Outer London Weighting)

Actual Salary: £30,842 to £31,700 per annum

FTA: 86.69%

Working hours: 36 hrs per week
39 weeks per year

Application Deadline: 15/04/2024

Building Great Learning Communities

Our Mission is '*To build great learning communities where children flourish*'. To accomplish our mission, we keep our 3 core beliefs at the heart of everything we do: **Courageous Optimism, Boundless Creativity and Heartfelt Compassion**. We support our schools to deliver excellent pupil outcomes, create vibrant, exciting environments and offer rewarding careers for employees. To help us with this, we are looking to appoint a passionate and inspiring **Head of Year** at The Frances Bardsley Academy for Girls to join a talented and supportive Pastoral Team.

This is a non-teaching role so being a qualified teacher is not a prerequisite.

The successful candidate will:

- Have **the vision, skills and experience** to successfully take on a leading role in pastoral care at FBA.
- Develop **personal knowledge** of students and provide information and advice as required.
- Work in **collaboration with all colleagues**, to be responsible for:
 - the moral, intellectual and social development of students.
 - pastoral care, safeguarding, sanctioning, rewarding and counselling of students
- **Liase with external agencies** and help write reports and attend appropriate meetings when required, some of which may be at a different site.
- Be **motivated to challenge and help develop amazing young women** in line with our mission to empower young women
- Be **creative, empathetic and reflective** in your approach
- Keep, **maintain and track** student records for attendance, achievement, behaviour and safeguarding for the year group.
- **Share our commitment to building great learning communities where children flourish**

The successful candidate will become part of an oversubscribed, successful girls' school for 11 to 18 year-olds, with an ethos rooted in **female empowerment**, and dedicated colleagues who strive for excellence. The school is committed to providing the best learning opportunities for students in, a safe, secure and friendly environment with "**Confident, courteous and articulate students**".

In return we can offer you:

- Welcoming and friendly colleagues
- A stimulating and welcoming learning environment with excellent facilities, including our purpose-built wellbeing centre, a farm, an art gallery and our own railway
- Strong links with girls' schools in the UK and abroad through the International Coalition of Girls' Schools (ICGS)
- Access to the **Schools Advisory Service** (SAS), the Trust's employee well-being support and medical programme. This includes 24-hour-a-day access to a GP helpline for you and those within your household, a counselling service, stress management, a weight loss programme, physiotherapy, menopause support and much more
- Links with the local community, including our charity partner, The Trussell Trust Food Bank
- Increased priority in admissions to our school for your child/ren
- Close proximity to the M25, Romford Railway Station (Elizabeth Line) and a main bus route

Applications:

Please forward your completed application form, together with a letter of application and supporting paperwork to recruitment@lifeeducationtrust.com by **9 am Monday 15th April 2024**. A copy of the school's [Support Colleague Application](#) can be found on the school website www.fbaok.co.uk.

For further information about this role, please contact the People team via email at recruitment@lifeeducationtrust.com.

Visits to the school are welcomed.

The Trust reserves the right to interview prior to the deadline date. We encourage and welcome applications from all backgrounds and all parts of the community, particularly people from ethnic minorities who are currently under-represented. LIFE Education Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

