

THE  
**TURING**  
SCHOOL

**Head of Year**  
INFORMATION





## CONTENTS

The Turing School	Pg 3
Job Description	Pg 4
Person Specification	Pg 6
Overview of Swale Academies Trust	Pg 7
Application Process	Pg 8
Safeguarding	Pg 9

Dear Applicant,

I am delighted that you are interested in becoming part of the team at The Turing School.

The Turing School is a proudly comprehensive and fully inclusive school of approximately 540 students. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation and quality of work in books. At the heart of our vision for the school is a relentless drive to ensure that all pupils make good progress in every subject. Our curriculum is broad and balanced, offering courses to suit pupils of all abilities.

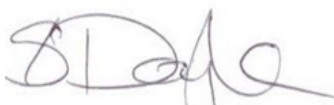
At The Turing School we are committed to securing excellence in learning and progress for all students through exciting and stimulating teaching, and a rich curriculum which encourages a love of learning. We want all students to have high expectations of themselves and to develop as enthusiastic, creative and positive young people who display good personal, social, emotional and spiritual development. At The Turing School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised.

We promote self confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community. To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority.

Our modern, well equipped building has excellent facilities offering an inspiring modern learning environment, with well resourced classroom spaces. The Turing School is part of a multi-academy trust focused on school improvement, collaboration and continuous learning.

The Turing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

Kind regards



Sarah Doyle  
**Headteacher**



# JOB DESCRIPTION



**Job Title:** Head of Year  
**Grade:** MPS/UPS + TLR2  
**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 Turing School.
- 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 above duties/responsibilities are in addition to the usual teachers's duties and responsibilities.



# JOB DESCRIPTION



## Working Time

The following is extracted from the School Teachers' Pay and Conditions Document.

- A teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days which they may be required to teach pupils in addition to carrying out other duties; and those 195 days will be specified by the headteacher.
- Such a teacher shall be available to perform duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which they are required to be available for work.
- Such a teacher shall work such hours as may be needed to enable them to discharge effectively their professional duties, including, in particular, the marking of pupil's work, the writing of reports on pupils and the preparation of lessons, teaching materials and teaching programmes. The amount of time required for this purpose beyond the 1265 hours and the time outside the 1265 specified hours at which duties shall be performed shall not be defined by the governors but shall depend on the work needed to discharge the teacher's duties.

A summary of the directed time for teachers as allocated by the Headteacher is detailed in the staff handbook.

## The Working Time Regulations 1998

All teachers are subject to the EU Working Time Regulations which are described in paragraph 114 of DfEE Circular No. 12/99.

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



# PERSON SPECIFICATION



Qualifications	Essential / Desirable
Qualified Teacher Status or willingness to work towards this.	E
A Degree	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](http://swale.at) website. Completed forms can be sent to [gemma.sorrellfleet@swale.at](mailto:gemma.sorrellfleet@swale.at) or by post to the following address:

Miss Gemma Sorrell-Fleet  
The Turing School  
Larkspur Drive,  
Eastbourne  
East Sussex  
BN23 8EJ

## 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.

## 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>



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