



WILLIAM FARR

C of E Comprehensive School

APPLICATION PACK FOR HEAD OF YEAR



STRIVING FOR EXCELLENCE

COMPASSION

FRIENDSHIP

PERSEVERANCE

RESPECT

RESPONSIBILITY

WISDOM



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Contents

1. Letter from the Headteacher
2. The Role
3. About our School
4. Application and Selection 1952
5. Job Description
6. Person Specification



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WILLIAM FARR

C of E Comprehensive School

1. Letter from the Headteacher

Dear Applicant

Thank you for your interest in the position of Head of Year at William Farr Church of England Comprehensive School.

Our school vision is to provide all members of the school community with the opportunity to engage with '*life in all its fullness*' (John 10:10) through the highest quality of education, encouragement and endeavour. We are committed to striving for excellence and ensuring that all students are known, valued and can achieve.

Our core values – compassion, friendship, perseverance, respect, responsibility, and wisdom – underpin our belief that it is not just what we do, but how we do it that makes a difference to our work. With a strong focus on performance and delivering high standards in all that we do, one thing that is non-negotiable for us at William Farr is our commitment to being an inclusive school. This means we hold high expectations of each other in relation to our behaviour, the way that our students learn to navigate the world and the ways in which we model inclusion in all that we do.

Our school is a welcoming and well-organised environment. We have high standards of school dress and have clear expectations on punctuality, attendance and behaviour. Our students are positive and respond well in all aspects of school life.

In October 2022, Ofsted visited the school, the first time in 13 years. We were delighted to be graded 'Good' in all categories, which gave us the acknowledgment we fully deserved and provided the platform to continue our great work.

In 2022, we celebrated our 70th anniversary at Lincoln Cathedral with the whole school community – made even more special with the Red Arrows flyover on Sports Day.

In the summer of 2023, William Farr proudly achieved its best-ever GCSE exam results, with a Progress 8 score of +0.52. This placed us 4th in the county of non-selective secondary schools and in the top 10% of all secondary schools. These results were achieved through the unswerving commitment of our dedicated and committed staff, students and supportive parents and carers.

William Farr is a unique and special school. The sense of community and Christian ethos runs deep within the spirit of the school. Students take advantage of a rich and varied extracurricular offer to complement learning, and to support students in areas outside academia.

Our school has a vibrant and highly engaged, democratically elected Student Council Body. Students have raised thousands of pounds for local and national charities. Opportunities for student leadership abound.

We continue to expand our Sixth Form offer through an exciting Sixth Form build over the next 12 months. This is a pivotal and exciting time as the school continues to go from strength to strength.

Heads of Year are essential pillars of the school's structure, offering leadership to ensure both the academic progress and personal development of all students in a particular year group. Heads of Year, together with the



WILLIAM FARR

C of E Comprehensive School

Assistant Head of Year, lead a Team of Form Tutors in order to realise the school's theologically rooted Christian ethos and working towards achieving the school's strategic priorities. You will be part of a well-resourced and proactive team, which includes our Student Services Support Hub, Attendance and Safeguarding support.

This is a great time to join our school and we very much look forward to receiving your application for what will be a stimulating and professionally fulfilling role.

I hope you will find all the information you need in this application pack to help you decide whether this is the right opportunity for you. Further details can be found on our school website: www.williamfarr.lincs.sch.uk.

Yours faithfully

Mr J Knowler
Headteacher



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FRIENDSHIP

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RESPONSIBILITY

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WILLIAM FARR

C of E Comprehensive School

2. The Role

We are looking for an exceptional candidate to support and uphold the school vision, values and ethos to ensure that every child is known, valued and achieves as an individual.

The right candidate will have excellent interpersonal skills to communicate with students, staff, parents/carers and external agencies. Leading on the progress of students within the year group is paramount, including students with Special Educational Needs and Disabilities and key groups of students. Candidates should demonstrate their ability to be dynamic and highly responsive to the changing needs and experiences of students, together with demonstrating their ability and suitability to both the role and the ethos of the school.

The role of the Head of Year makes a significant contribution to the Personal Development of students. The Head of Year is responsible for the implementation of the PSHE curriculum within their respective year team, where PSHE is delivered by Form Tutors with external speakers enhancing key areas.

Positively upholding high standards of behaviour, attitudes and conduct is a key function of the role. Candidates should demonstrate their ability to use effective behaviour strategies, approaches and innovations to bring about change and to work in collaboration with other key staff (for example, Head of Department, SENDCo) in order to put suitable strategies in place. The ability to communicate this effectively is key, together with the ability to review, adapt and refine as necessary. Using the school's Management Information System (Bromcom) to identify patterns, draw conclusions, implement interventions and demonstrate impact is an important part of the role.

Heads of Year, together with their teams and Assistant Head of Year, follow the same year group through from Year 7 to Year 11. Whilst this is generally the case, there may be occasions where it is necessary to deploy a Head of Year to any given year group depending on the circumstances. The Sixth Form operates a 2-year rotation between Year 12 and Year 13. As the needs of the Sixth Form are different to the requirements of KS3 and KS4, this is a static team lead by a Head of Sixth Form.

Start Date: 1 September 2024

Salary: MPS/UPS + TLR 1b



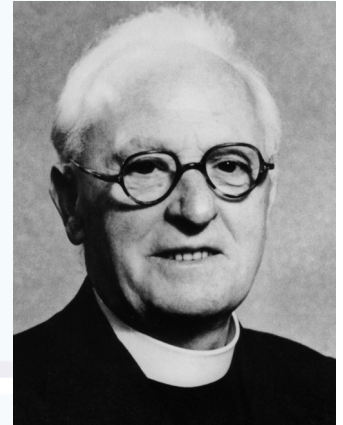


WILLIAM FARR

C of E Comprehensive School

3. About our School

William Farr Church of England Comprehensive School has a deeply rooted local history. It is built on the former site of RAF Dunholme Lodge, a Second World War Lancaster Bomber base, which was purchased in 1946 by the local vicar, after whom the school is named. Reverend William Farr was clear that in gifting the land, the school should remain as a 'local school' at its heart – and this is something that we uphold to this day.



Reverend William John Farr, 1953



Since its inception, right up to the current day, the school has placed itself strongly in the heart of the community of Welton and surrounding villages, a few miles from the beautiful cathedral city of Lincoln. Obtaining academy status in 2011, we are connected to our community and proud of our heritage, and in 2022, we celebrated our 70th anniversary at Lincoln Cathedral with the whole school community.

Our school continues to be very popular and over-subscribed every year - something that we continually reflect upon, as we are keen to look at ways in which we can offer opportunities to young people from our communities. Our Year 7 intake of 248 students is taken mainly from Welton and the surrounding villages, but we also have students travelling from the Lincoln area.

One of the ways in which we are working to expand our offer is through our exciting Sixth Form build over the next 18 months. After securing Section 106 funding, we are now working hard to enhance the learning environment for students and leave a legacy for many years to come that includes a new Sixth Form area and an expanded curriculum.



The school has always held a record of high academic achievement, due to our high-quality teaching and care and guidance support we offer to our students. Last year, William Farr School achieved its best-ever GCSE exam results with a Progress 8 score of +0.52. This placed us 4th in the county of non-selective secondary schools and in the top 10% of all secondary schools. We also offer an extensive range of extra-curricular activities and visits to complement learning, and to support students in areas outside academia.



WILLIAM FARR

C of E Comprehensive School

In October 2022, we had our first Ofsted visit in over 13 years and achieved a grading of 'Good' in all categories. Inspectors recognised that leaders and staff put the students of William Farr at the centre of everything we do. Our high expectations, strong curriculum offer, and support offered for all was highlighted, all contributing to ensuring that our students achieve the best possible outcomes. Ofsted highlighted the following strengths of the school:

- Teachers have high expectations of pupils' behaviour.
- Teachers are experts in the subjects they teach.
- Teachers encourage pupils to achieve excellence.
- Well-thought-through curriculum.
- Personal Development and SMSC.
- Extensive extra-curricular opportunities.
- Sixth Form are involved in the life of the school.
- Staff feel trusted by leaders.
- Strong safeguarding ethos.

The Ofsted inspection has provided the school with an excellent basis to further develop key areas of our curriculum. A copy of our Ofsted report can be accessed here - <https://www.williamfarr.lincs.sch.uk/ofsted>

Our Christian ethos and connection to faith and religious education is an important facet of our school that we are very proud of. Our staff and chaplain work tirelessly with students to explore and embed all elements of our theologically rooted Christian vision and faith into our curriculum and school life so that students can flourish. In our last SIAMS inspection of March 2019, we achieved a grading of 'Excellent'.

Care and guidance for our students sits at the heart of our school. We have invested heavily over recent years in our 'Student Hub', which provides targeted support for some of our most vulnerable students.

Key facts about our school include:

From our Staff Survey:

- 99% of staff said they shared the school vision and values.
- 90% said they were proud to work at William Farr.

From our Student Survey:

- 90% of students said they enjoyed their lessons and felt they were learning well in their subjects.
- 88% of students said they enjoyed school.

From our Parent View:

- 95% of parents would recommend the school to another parent.
- 95% of parents said there is a good range of subjects in school.
- 94% of parents said their child is happy at school.
- 94% of parents said the school lets them know how their child is doing.
- 94% of parents said their child does well.



WILLIAM FARR

C of E Comprehensive School

4. Application and Selection

Head of Year

Salary Range: MPS/UPS + TLR 1b.

Start date: 1 September 2024

William Farr Church of England Comprehensive School has a long and proud history and standing in the local community. We are looking for an enthusiastic and suitably experienced individual to undertake the role of Head of Year.

The expectations of a teacher are covered in the Teachers' Standards.

Applications are welcome from teachers at any stage in their career.

If you are a proactive, innovative and adaptable professional with the ability to inspire others and lead by example, and you have a passion to ensure that all members of our school community can, in line with our vision, enjoy '*life in all its fullness*', then we would encourage you to apply for the role.

The most important aspect of this process is finding someone with the right personal qualities to lead a year group through their secondary school education and so we want to be explicit in our interest in receiving applications from exceptional candidates from all backgrounds. This is a great time to join our school and we believe it will be a stimulating, challenging, and professionally fulfilling role.

Situated in the village of Welton, close to the historic and beautiful cathedral city of Lincoln, this Church of England 11-18 Comprehensive School has around 1,500 students on roll. Our school gained academy status in January 2011, received an 'Excellent' SIAMS grading in March 2019, and an Ofsted 'Good' in October 2022.

We can offer:

- The opportunity to work with enthusiastic and aspirational students with high learning expectations.
- A strong team of effective and committed staff.
- A supportive and engaged staff, Senior Leadership Team & Trust Board.
- Continuous professional development.
- A Christian ethos and values at the heart of a fully inclusive school community.

Visits to the school are encouraged on **Wednesday 27 March, 2-3pm and 4-5pm** and **Tuesday 16 April, 2-3pm and 4-5pm**. Please contact Mrs T Askew, PA to Care and Guidance, at: t.askew@williamfarr.lincs.sch.uk to arrange. Learn more about our school at: www.williamfarr.lincs.sch.uk.



WILLIAM FARR

C of E Comprehensive School

How to apply

Applicants should complete the teaching staff application form and submit a letter of application of no more than 2 sides of A4 paper, stating their qualifications and experience to date and how this will equip them to fulfil the responsibilities of this post. The letter should be attached to the application form before uploading.

The role involves a teaching commitment. Please make clear the curriculum area(s) you are qualified to teach.

Closing date: **Friday 19 April 2024 at Noon.**

Shortlisting: **Tuesday 23 April 2024.**

Interview date: **Thursday 2 May 2024.**

William Farr Church of England Comprehensive School is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is subject to an Enhanced DBS check and other relevant clearances.

References will be taken up prior to interview in line with our Keeping Children Safe in Education obligations. Candidates who are not shortlisted will not be contacted. Feedback will only be provided to candidates invited to interview.



WILLIAM FARR

C of E Comprehensive School

4. Job Description

Responsible To: Deputy Headteacher
Assistant Headteacher

Responsible For: Assistant Head of Year
Team of Form Tutors
Administrative support personnel

Heads of Year should ensure that school policies are applied, regularly reviewed and developed within the work of their year teams.

PRINCIPAL FUNCTION

The Head of Year's principal responsibility is to support and uphold the school vision, values and ethos to ensure that every child is known, valued and achieves as an individual. The Head of Year oversees the progress of students within their year group and through the leadership of colleagues, ensures effective delivery of Care and Guidance, including the PSHE curriculum. The Head of Year will be expected, by personal example, to provide motivation and enthusiasm in setting and maintaining the highest standards to achieve success with all students.

STUDENT PROGRESS

- Ensure that all students are known and valued as individuals and that they know they are valued as individuals.
- Liaise with the SENDCo in order to support students with special needs.
- Keep up to date and monitor student records and MIS (Bromcom) and C-Poms to build detailed profiles of each student.
- Monitor student progress across subject areas and implement intervention strategies as appropriate.
- Implement a pastoral mentoring system (using data from SISRA) with tutors to support student progress.
- Advise and support colleagues over disciplinary and organisational issues.
- Organise and lead year assemblies in consultation with the School Chaplain, thus supporting the spiritual development of students.
- Attend Guidance meetings to represent and ensure that the views of the year team and the needs of the students in the year are represented and understood.
- Organise appropriate work for supply and cover staff in the case of staff absence (in conjunction with appropriate senior staff).
- Implement the school's Development Management policy.



WILLIAM FARR

C of E Comprehensive School

COMMUNICATION

- Attend Head of Year meetings and provide a positive contribution to implementing the Care and Guidance Development Plan.
- Attend Middle Leadership meetings and work proactively with colleagues on the strategic priorities of the school.
- Work closely with the Deputy Headteacher to ensure consistency across year groups in implementing the values and ethos of the school.
- Liaise with parents of students in the year group, informing them of progress, successes, and any matters of concern.
- Development, implementation and monitoring the school's Pupil Diary system.
- Liaise with outside agencies, for example, LA, Pupil Reintegration Team, SEND, Virtual School and the Police, as appropriate.
- Organise regular meetings of the year team to discuss items to be discussed at Guidance meetings; report back from Guidance meetings and ensure the appropriate leadership and development of colleagues.
- Provide and publish records of regular year team meetings.
- Ensure that the year team has an effective system for identifying INSET needs for incorporation in the School Staff Development Plan and take positive steps to meet those needs.
- Respond to individual professional needs within the year team by providing opportunities for staff/career development, especially for the Assistant Head of Year.
- Support the work of the School Council and organise Year Forums.

REWARDS AND CELEBRATION

- Share in the development and implementation of the school's system of rewarding and reporting on students' progress.
- Promote the achievements of students through assemblies and Key Stage Celebration Evenings.
- Ensure that detailed schemes of work are in place for the delivery of PSHE; taking a lead in its delivery and monitoring its effectiveness.
- Organise appropriate work/activities for supply and cover staff (in PSHE and tutorial time) in the case of staff absence.
- Organise a programme of social activities to develop pupils' social skills and promote a sense of belonging to both the year group and the school; to make a positive contribution to the school's extra-curricular offer to increase student engagement.



WILLIAM FARR

C of E Comprehensive School

BEHAVIOUR

- Manage behaviour problems and behaviour modification of students within the year group in liaison with the other staff (e.g. Deputy Headteacher, Head of Department, Head of Learning Support) in order to put suitable strategies in place.
- Liaise with the LA and outside agencies, where appropriate.
- Work with SEND and the Student Services Hub to ensure a triangulated approach to supporting vulnerable students.
- Use the school's Management Information System (Bromcom) to identify patterns, draw conclusions, implement interventions and demonstrate impact.
- Monitor the behaviour, attendance and dress of students on a regular basis, taking remedial action where necessary.

In addition to the duties outlined above, Heads of Year will also have specific responsibilities related to the Year group. For example, Year 6 into Year 7 transition, the options process for Year 9 into Year 10 and post-16 preparation including careers education.



WILLIAM FARR

C of E Comprehensive School

5. Person Specification - Head of Year

Education and Qualifications		
Evidence from application form, formal interview and the references	Essential (E) Desirable (D)	Application – (A) Interview – (I) Reference – (R)
Qualified Teacher Status (QTS).	E	A
Evidence of appropriate professional development.	E	A
Graduate: Good Honours Degree.	D	A
Relevant management development and training.	D	A
IT literate with experience of IT use within resource management.	D	A
Experience		
Evidence from application form, formal interview and the references	Essential (E) Desirable (D)	Application – (A) Interview – (I) Reference – (R)
Working in a secondary school.	E	A
Proven track record of raising academic standards, good examination results and delivery against targets.	E	A, I
Leading and managing a team to achieve positive outcomes for students.	E	A, I
Meeting quality standards and working in a demanding environment.	E	A, I
Using school data to improve performance.	E	A, I
Working within a school pastoral care setting	E	A, I
Leading effective professional development of staff to maximise individual and team performance.	D	A, I
Working with key stakeholders and agencies	D	A, I

Knowledge and Understanding

Evidence from application form, formal interview and the references	Essential (E) Desirable (D)	Application – (A) Interview – (I) Reference – (R)
A clear educational philosophy which supports high quality teaching and learning and pastoral care	E	A, I
The ability to inspire others and lead by example	E	A, I
Good communication and empathic skills with the ability to relate effectively to all ages and backgrounds	E	A, I
The ability to extend learning beyond the classroom and use external organisations.	D	A, I

Personal Qualities and Commitment

Evidence from application form, formal interview and the references	Essential (E) Desirable (D)	Application – (A) Interview – (I) Reference – (R)
A passion for education and a desire to make education exciting and fun.	E	A, I, R

Suitability to Work with Children

Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.	E	
Not barred from working with children.	E	

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