



Wyvern
Academy

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Head of Year



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Head of Year at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. That's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. Here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensuring everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instilling a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensuring all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

Welcome from the Headteacher

Dear Candidate,

Thank you for expressing an interest in joining Wyvern Academy and Consilium Academies. This post gives you the exciting opportunity to join a strong and developing team in a vibrant, happy, inclusive school and to make a real difference to the lives of our young people, being ready to be successful in their next chapter. I hope this provides some useful context and helps you to decide whether you would be a good 'fit' within our school and Trust.

Our most recent Ofsted and IDSR report from 2019 are now considerably out of date and do not reflect the school you see today. We have made great strides in leaving this behind in the last year. We are a school that is seeking to meet and exceed our PAN (140) in September 2023. Our Year 7 student numbers have increased by 15%, and we are collectively working very hard in order that our student recruitment continues to improve.

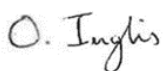
We have undertaken a great deal of work since September 2021 to fully review the Vision and Values for the school in order to support rapid improvement. We are at an exciting time where we have recently recruited into areas of our provision that was underdeveloped, such as whole school literacy and personal development and are already beginning to see the 'green shoots' of opportunity flourish. Our leadership team has increased in capacity - a new Deputy Headteacher who has joined us, with a new Assistant Headteacher joining us in September 2022. Some other notable highlights are our extensive work on our curriculum in order that the intent and implementation supports a much improved impact; the great focus on reading as a passport to lifelong learning and being part of 25 minutes of every school day and the commitment to accommodating the needs of all learners, always.

We have an excellent CPD and induction offer for our staff that is supported by our Centre for Professional Learning (CfPL): at any point in your career, you will be well looked after.

Wyvern Academy really is a great place to work and we are proud to be part of the Consilium Academies Trust of nine schools. Our most recent staff and parent surveys highlight this: 94% would recommend the school to another parent; 89% agree that the school has high expectations for their child; 96% say their child feels safe at this school; 100% of staff feel that this is an improving school; 93% of staff felt that senior leaders and line management help and support them in their work. A recent report by our Trust improvement partner demonstrates our current climate for learning: "Pupils are bright-eyed and keen to learn across subjects, year groups and ability sets. Pupils' behaviour in class, and their relationships with each other and adults in class are great."

Our students are truly fantastic and they deserve an excellent appointment. We really care about them and their futures and pride ourselves on excellent relationships. You can see them - and us - and get a better sense of what we are about on our website here.

I hope that this is the right opportunity for you; good luck with your application.



Mr Owen Inglis

Headteacher – Wyvern Academy

About the Academy



Wyvern Academy is a coeducational secondary school with academy status, located in the Branksome and Cockerton area of Darlington, County Durham, England. We are looking for an exceptional candidate as Director of English to join us on our journey to becoming a truly outstanding school.

At Wyvern Academy, our school's vision, in the work that our school community conducts is that we achieve 'Excellence in all that we do'. We have a vested interest that all students 'reach for the stars' and that every one of our students receive a world-class education.

As a Consilium Academy, Wyvern Academy is built on the values of the Consilium charter. The purpose of the charter is to ensure our mission and values translate into practice within our Academies, ensuring that every student benefits from our distinctively inclusive ethos.

At Wyvern Academy, we believe in:

Partnerships – Collaboration is the key to success. We work together to deliver on the promise set out in our mission statement.

Opportunity – Our aim of "Enriching Lives, Inspiring Ambitions" applies to all members of our Trust community, with our inclusive approach delivering a breadth of opportunities to give each individual the chance to fulfil their potential and prosper.

Integrity – Through our student-centred approach, advantage and ability are never seen as a ticket to involvement. We believe in every child's right to high-quality education and access to amazing opportunities – irrespective of their individual circumstances. Integrity at Consilium means always putting students at the heart of everything we do.

Equity – We are truly inclusive, believing passionately that every student should be given the skills and support needed for them to meet their full potential. We are aspirational for all of our students, and we will ensure every student has the opportunities they need to achieve the highest of ambitions.

Excellence – We don't settle for second-best, our standards are always high and we support everyone across the Trust to achieve them.

People-Centred – We genuinely want the best for each member of Consilium, that's why everyone is treated with the highest level of respect. Our inclusive culture inspires us to be bold and engenders trust. It brings us together in ways that help us make a difference

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provides direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations.

Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focussed on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.

Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.

Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.

About the Role

Job Title: Head of Year

Start Date: 1st September 2023

Contract: Permanent

Hours: 36 hours, term time plus 5 days

Salary: Grade 7 (NJC SCP 19 to 23) (Actual Salary: £24,853 - £26,905)

We are looking for a number of enthusiastic and motivated Head of Year to be part of our successful non-teaching Pastoral Team at Wyvern Academy.

The role of the Head of Year will be to monitor, track and support all students in their year group in order to contribute to raising achievement, attendance and behaviour for students at Wyvern Academy.

You will provide pastoral care for students and be the first port of call for parents/carers. As a Head of Year, you will work closely with Attendance and Behaviour Leads to coordinate interventions for students and tracking progress. You will lead a team of Form Tutors in encouraging pupil's academic, emotional and social well-being.

The successful candidate should be supportive of the ethos and values of the school and have the ability to encourage and motivate our students.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

To apply for the role, please download and complete the attached application form. Please note we do not accept CV's.

The closing date for applications is Wednesday 14th June at 9am.

Interviews will take place week commencing 19th June.

Visits to the school are welcomed. Please contact our Business Support Officer, Katie Ferguson, at Katie.Ferguson@consilium-at.com if you would like to arrange a tour of the school.

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Job Description

Job Title:	Head of Year
Reports to:	AHT (Behaviour & Attitudes)
Based at:	Wyvern Academy
Grade:	Grade 7 (NJC SCP 19 to 23)

Main purpose of the Role

The main areas of responsibility of the post-holder will include:

- To develop and maintain a positive ethos within the year group that encourages pupils to have high expectations of themselves and others and promotes effective learning
- To have responsibility for ensuring effective pastoral care and promote academic success for all pupils within the year group, liaising with external agencies where necessary in order to provide the appropriate interventions

Core Responsibilities & Tasks

Leading and Managing People

- Lead a team of Form Tutors in encouraging pupil's academic, emotional and social well-being.
- Liaise with SLT link to ensure appropriate materials and activities are available in Form time.
- Oversee the work of Form Tutors, including recognising and celebrating achievement.
- Work with Form Tutors in monitoring and improving pupil's attendance, punctuality and behaviour.
- Leading Year Team meetings, discussing all matters relating to pupil management and progress, setting agenda items and circulating minutes.
- Support the professional development of Form Tutors.

Pupil Support and Guidance

- To develop and maintain an ethos within the year group that sets high expectations for all pupils in all aspects of their work through assemblies and whole school initiatives, including preparing and holding year assemblies
- To monitor the academic and personal progress of all pupils within the year group, encouraging high aspirations and achievement including the provision of support and guidance
- To monitor and promote pupil's attendance and punctuality in accordance with school policies and procedures
- To ensure the very best standards of behaviour, acting as a role model for Form Tutors and pupils to promote positive relationships
- To coordinate pupil progress reports to parents
- To liaise with staff / parents / other agencies to ensure appropriate support for pupils at all stages including behaviour management
- To assist with the organisation of Parents' Evenings
- To ensure parental concerns are dealt with promptly and that communication between home / school is maintained to a high standard in order to promote a positive partnership
- To provide reports for Local Academy Board (LAB) meetings and ensure the SIMS database is maintained with all relevant information pertaining to each pupil within the year group

Policy and Planning

- To prepare the agenda for and hold weekly year team meetings, including production and distribution of minutes
- To liaise with Line Manager to ensure consistency of implementation of school policies and procedures
- Ensure staff are well informed of all matters relating to the year group in order to promote good communication
- Encourage the practice of working as a team
- Show commitment to the extra-curricular activities of the school, including providing for opportunities for cooperation and competition within the year group
- To provide regular reports on the progress / development of the year group

Whole School

- To ensure that school policies and procedures are communicated to Form Tutors and pupils within the year group and implemented accordingly
- To maintain knowledge and understanding of the school ethos and be instrumental in its realisation
- To attend all relevant meetings and cascade information to Form Tutors
- Liaise with and inform parents on all aspects relating to their child's education / achievement / behaviour / relationships with peers
- To lead on an identified whole school responsibility.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.
- The Trust operate a no smoking policy.

Person Specification

	Essential	Desirable
Qualification and CPD		
5 GCSEs, or equivalent, at grade C/4 or above (including English and Maths)	✓	
Educated to degree level		✓
Clean Driving Licence	✓	
Experience, Knowledge and Skills		
Supportive of the ethos and values of the school	✓	
Excellent interpersonal skills	✓	
Self-motivated and organised	✓	
The ability to encourage and motivate students	✓	
Competent use of ICT	✓	
Excellent Literacy and Numeracy skills	✓	
Excellent verbal and written communication skills	✓	
Flexible approach to working	✓	
Willingness to take a full role in the life of the school	✓	
Qualities to be a positive role model to all students	✓	
Experience of event organisation		✓
Excellent health and attendance records	✓	
Experience of working with young people and families	✓	
Experience of working with outside agencies	✓	
Experience of delivering assemblies / speaking to large groups		✓
Experience of supporting students in lessons, particularly those vulnerable to underachievement	✓	
Knowledge of Safeguarding Policies and Procedures	✓	
Experience of using SIMS		✓
Experience of using CPOMS		✓

