



**Birches Head**  
**Academy**  
**Stoke-on-Trent**

## **Recruitment Pack**

**Assistant Head of Year**  
**/ Learning Coach**



**Frank Field**  
**Education Trust**







# INFORMATION FOR APPLICANTS

Thank you for downloading this application pack and for your interest in becoming an Assistant Head of Year / Learning Coach at Birches Head Academy, in Stoke-on-Trent.

This is an exciting time at the Academy, as we have made dramatic improvements and seen a complete culture change in recent years, resulting in growing numbers of children applying for places.

We have recently joined the Frank Field Education Trust, providing a firm foundation to enable us to flourish. As an Academy within the Frank Field Education Trust, schools will particularly benefit from the Trust's access to services that will improve the support we can offer to all students and families and also from the opportunity to work with like-minded people, who want the best for children and young people. The Academy works in partnership with a number of schools both locally and nationally, including our primary feeder schools and colleges to ensure all students have the very best opportunities and outcomes.

## **Our vision is to provide:**

- An exceptional academic education to all children (Intellectual Capital)
- A values led approach to education for every child (Cultural Capital)
- The right environment for every

child to flourish by building learning communities in partnership with parents and carers (Social Capital)

Achieving these commitments will ensure that, when pupils leave the Academy, they are ready for the next step in their journey; leaving with the necessary skills and knowledge, and the desire to serve others, to become the next generation of leaders.

Our determination to do this, in its fullest sense, resonates with our Academy motto inspired by the words of Oscar Romero "Aspire to be More". I have very high aspirations for the young people at Birches Head Academy. I want the very best for them. I want them to 'Aspire to be More'.

If you feel you can make a contribution to this important enterprise and help our children to be the best that they can be, then I look forward to receiving your application.

If you would like to discuss this vacancy or visit the school please contact Mrs J Bracegirdle, Principal's PA, by email at: [jbracegirdle@bircheshead.org.uk](mailto:jbracegirdle@bircheshead.org.uk).

**Ms Katie Dixon**  
**Principal**

# A WELCOME FROM THE CEO OF THE FRANK FIELD EDUCATION TRUST



The Frank Field Education Trust (FFET) is a multi-academy trust (MAT) based in two Regional Schools Commissioners areas (L&WY and West Midlands) which aims to build on the work of the Outstanding teachers, leaders and schools within the Trust to serve the most disadvantaged schools and communities in England.

The founder and Chair of the Trust, the Rt. Hon. Lord Frank Field, served for almost 40 years as the Member of Parliament for Birkenhead. During this time, Frank has written extensively on education and, in 2010, wrote “The Foundation Years: preventing poor children becoming poor adults” report, which is regarded as a landmark document regarding the importance of education and Early Years care in ending disadvantage. The review found that the gap in cognitive, social and emotional skills between the most and least disadvantaged students starts well before children enter the education system. This gap widens still further during school years.

Our intention is to work with schools that buck this national trend, with the aim of equalising or bettering life chances by the time our young people leave school. We believe social justice can be achieved through excellence in education.

We welcome applications from people who share our ambition to provide an education for children that is unparalleled in this country and have the enthusiasm and drive to make this a reality.

**Mr Tom Quinn**  
**CEO of The Frank Field Education Trust**





## STOKE-ON-TRENT

The City of Stoke-on-Trent is in the West Midlands and has a population of 270,000, which is predominately white British, but with a significant minority ethnic community. Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development and education.

The 'Potteries' as Stoke-on-Trent is affectionately called, is renowned for its world-class ceramics industry and industrial heritage. The Midlands power house is driving economic growth and renewed prosperity.

The City boasts a strong cultural tradition with its ceramics and Performing Arts heritage. With an increase in the number of children, education is of critical importance to the future prosperity of the City.





# JOB DESCRIPTION:

## Assistant Head of Year / Learning Coach

**Grade/Salary Scale:** Grade 6  
**Reports to:** Head of Year / Senior Head of Year

The purpose of the Learning Coach is to work as a member of the school's pastoral team, working alongside teaching staff, parents and pupils. The underpinning value of the work is to ensure that every pupil achieves their potential through the provision of targeted support and intervention within the school's pastoral team. Under the direction of the Head of Year / Senior Head of Year, the Learning Coach will contribute to all aspects of pupils' well-being and progress / achievement.

The Learning Coach will work as part of a team with designated work space. The Learning Coach will be line managed by the Head of Year / Senior Head of Year under the designated school pastoral system. This area is led by the Deputy Head: Pastoral.

### Main Duties and Responsibilities:

- To support the Head of Year / Senior Head of Year, teachers and other pastoral staff in establishing and maintaining a purposeful working atmosphere and setting high expectations for pupils' learning and behaviour.
- Under the direction of the Head of Year / Senior Head of Year to set clear targets for classroom social and behavioural achievement of individuals and groups of pupils.
- To meet with individual pupils in order to identify barriers to learning and detect trends which may be affecting individual pupils' progress or behaviour, arising from data, systems and reports, any meetings held with pupils and staff; setting targets, taking action and meeting deadlines as appropriate.
- To complete paperwork as directed regarding behaviours issues, both positive and negative.
- To ensure effective communication / consultation, as appropriate, with the parents of students.
- To support and assist pupils where there are issues of well-being and build and maintain successful relationships with pupils.
- To contribute to the monitoring and evaluation of pupils' progress in achieving curriculum and pastoral targets; using outcomes of evaluation to assist further improvement.
- To contribute to developing and implementing of policy and good practice for pastoral and curriculum support which reflects the school's commitment to high achieving and effective teaching and learning.
- To undertake home visits as and when needed.
- To support students with social, emotional and behavioural needs and address the needs of these pupils to overcome barriers to learning.

# JOB DESCRIPTION:

## Assistant Head of Year / Learning Coach

- To be a role model for pupils, setting high expectations and fostering an ethos of mutual self-respect across the school.
- To assist in the implementation of strategies to improve behaviour and learning across the school.
- To assist in the running of detentions and to supervise pupils during breaks and lunchtimes.
- To assist with and contribute to the pastoral intervention programmes that run in the school.
- To contribute to the safeguarding of students and be an active member of the Early Help Team.
- To work with vulnerable students on a 1:1 basis or in small groups, creating proactive programmes aimed at preventing behaviours from escalating
- To devise and deliver training programmes to staff based on resilience
- To support the Senior Head of Year in planning and implementing a successful transition from KS2 to KS3 and taking the lead in this area in the absence of the Senior Head of Year

### Organisation

- The Learning Coach will assist the Head of Year, working with a specific year group but assist when necessary with all year groups to ensure consistency.
- Relationships with pupils are a key to the success of the Learning Coach, while they are not a member of teaching staff, they are still professionals operating in a support role for both pupils and staff.
- Part of the role is the mediation between staff and pupils where relationships break down. The Learning Coach needs to be approachable but at the same time support the clearly defined rules of the classroom.

### General

- Any other administrative duties commensurate with the grade of the post as directed by the Principal or her representative.
- To ensure the Health and Safety Guidelines are adhered to.

Monitoring:

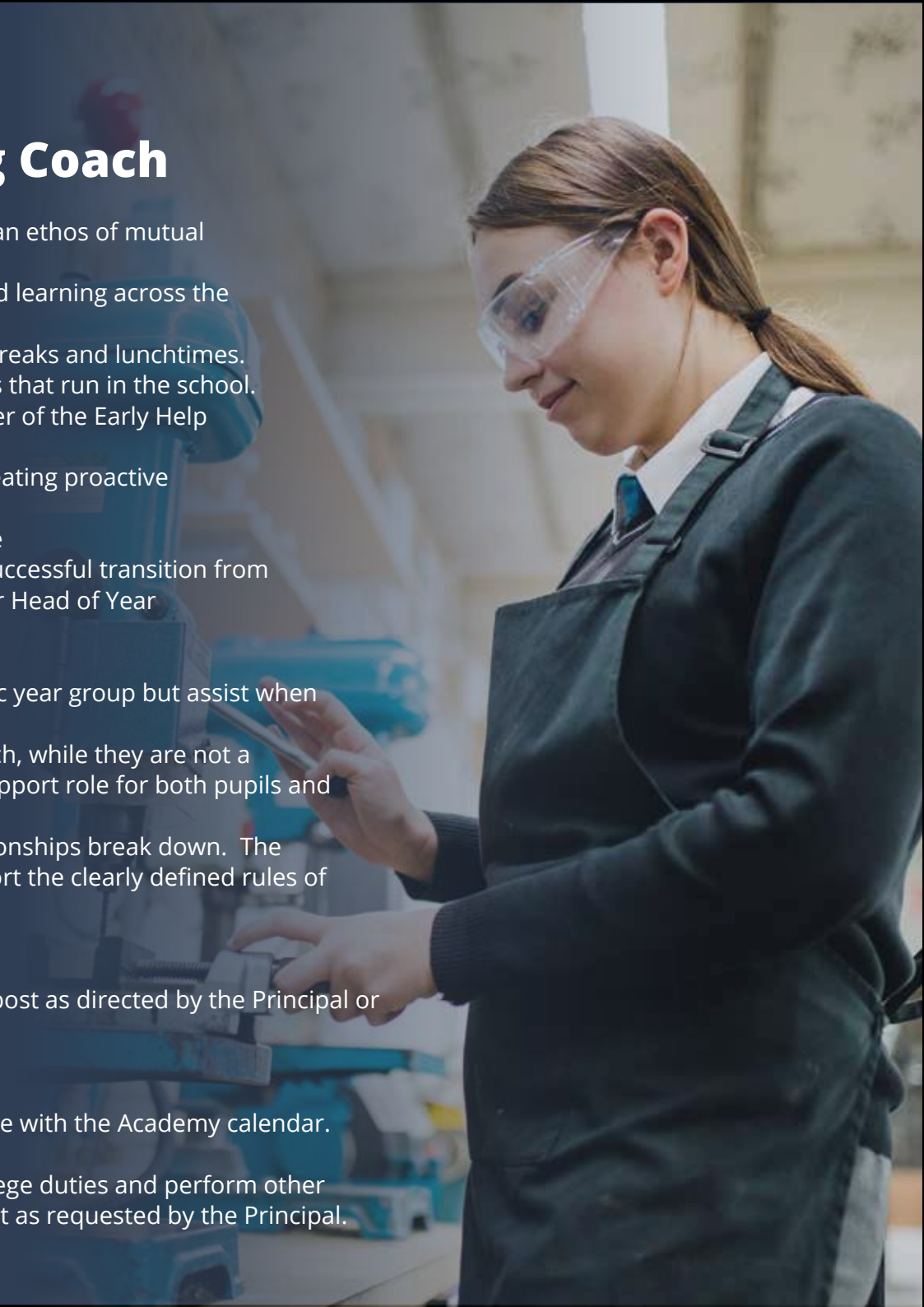
As specified by the Principal and in accordance with the Academy calendar.

Meeting Attendance:

As directed.

Other:

As a Learning Coach perform such whole college duties and perform other reasonable tasks commensurate with the post as requested by the Principal.





# PERSON SPECIFICATION: Assistant Head of Year /Learning Coach

The following lists provide the Skills, Qualities, Experience and Qualifications for the Learning Coach at Birches Head Academy.

## Qualifications

- A minimum of five GCSEs, including Mathematics and English at grade C, or above or equivalent qualifications.
- Excellent behaviour management skills.
- Training in relevant learning support strategies, e.g. ASD, BfL.

## Experience & Knowledge

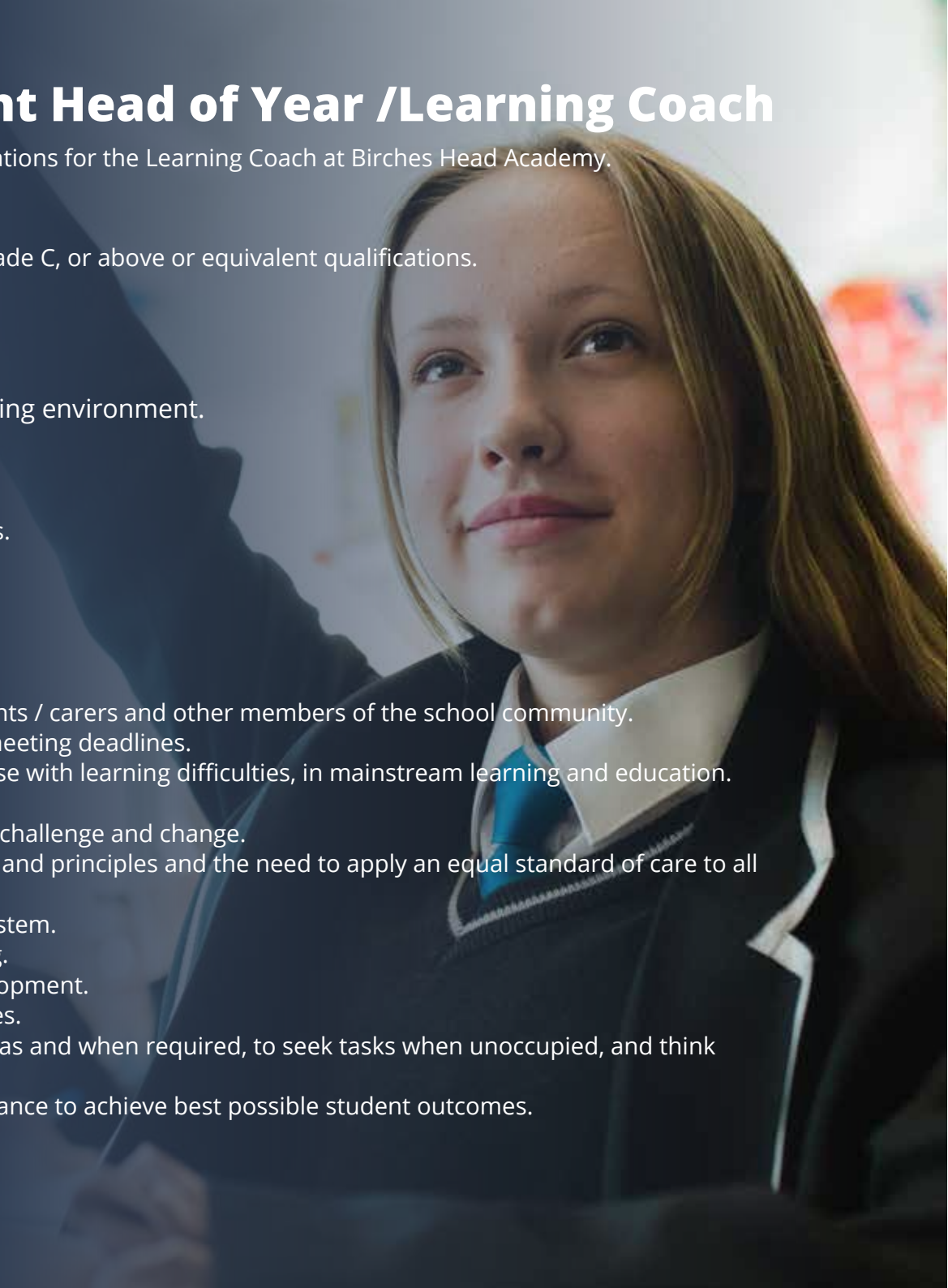
- Experience of working with children of relevant age in a learning environment.

## Practical & Intellectual Skills

- A commitment to effectively making use of ICT.
- Excellent organisational, communication and decision-making skills.
- Good time management skills.
- Good analytical, conceptual and problem-solving skills.

## Disposition, Aptitude & Attributes

- Positive disposition to implementing the Trust's educational vision.
- The ability to relate to, and build relationships with, students, parents / carers and other members of the school community.
- High personal standards in terms of attendance, punctuality and meeting deadlines.
- Positive disposition towards inclusion of all students, including those with learning difficulties, in mainstream learning and education.
- Student-focused commitment
- Solution focused disposition and a positive attitude, particularly to challenge and change.
- Understanding of, and commitment to, Equal Opportunities issues and principles and the need to apply an equal standard of care to all students.
- Able to work as part of a broader inclusion and student support system.
- Ability to work as a team player and be supportive of team working.
- Commitment to participative and continuous improvement / development.
- A willingness to participate in after school / extra-curricular activities.
- Ability to work without constant supervision, to provide assistance as and when required, to seek tasks when unoccupied, and think clearly and calmly in an emergency.
- Understanding of the principles of accountability and quality assurance to achieve best possible student outcomes.
- Openness and willingness to learn.
- Resilience.
- Reliability.
- Proactivity.



# HOW TO APPLY

If you decide to apply for this position, please complete an application form: curriculum vitae alone will not be accepted. Your formal letter of application (supporting statement) should be no longer than two sides of A4 and should address:

- Why you are attracted to this position and Academy
- How your experiences and achievements match the job description and person specification

## **Please return your completed application to:**

Jocey Bracegirdle (PA to the Principal) at: [jbracegirdle@bircheshead.org.uk](mailto:jbracegirdle@bircheshead.org.uk)

## **Key Dates**

**Closing Date: Monday 14th March 2022, 9:00am**

**Interviews week commencing 14th March 2022**

## **Academy Location**

Birches Head Academy

Birches Head Road

Stoke on Trent

ST2 8DD

01782233595

Email: [info@bircheshead.org.uk](mailto:info@bircheshead.org.uk)

## **Additional Information**

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Information about Stoke City Council: [www.stoke.gov.uk](http://www.stoke.gov.uk)

Frank Field Education Trust: [www.ffet.co.uk](http://www.ffet.co.uk)





## ABOUT THE FRANK FIELD EDUCATION TRUST

The Frank Field Education Trust (FFET) is a Multi Academy Trust (MAT) formed with the explicit intention of delivering world-class education. We do this by delivering a curriculum that focuses on developing intellectual, social and cultural capital in our young people, that will enable them to become adults who will have choice-filled lives and be good people. Our Trust has a particular focus on working with the most disadvantaged in our society and we believe, through excellence in our schools, we can ensure that social justice will prevail for all our students and families. There are currently three schools in FFET (and two Associate Schools):

## The Ellesmere Port Church of England College

Based in Ellesmere Port, Cheshire, this 11-18 school has been transformed into a high performing College. It is a faith school and, as such, reflects our vision within a Christian context.

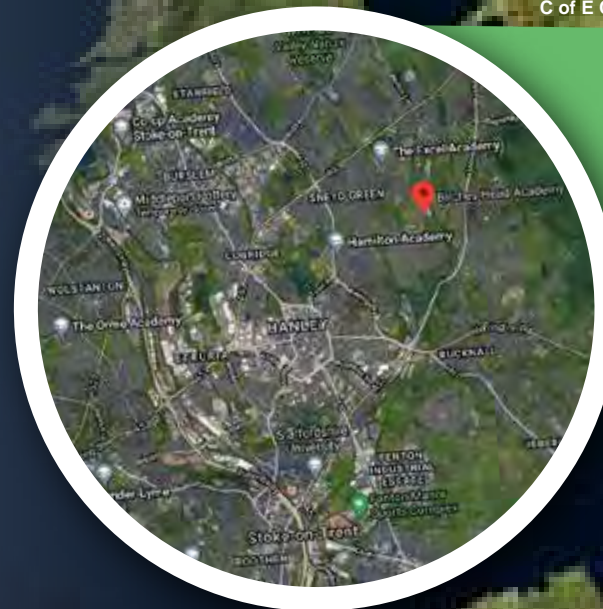
# Handforth Grange Primary School

Based in Handforth, near Manchester, this outstanding primary school and National Support School leads the way in innovative curriculum development and inclusion.

# Birches Head Academy

Based in Stoke, BHA is our newest school to join the Trust and is rapidly growing in pupil numbers as its reputation for inclusion, diversity and excellence spreads amongst its community.

The Frank Field Education Trust is recognised by the Department for Education as a sponsor. This means the Trust has given a commitment to support academies facing all types of challenges, including educational standards and financial viability. Our growth model is established around local hubs within the Lancashire & West Yorkshire and West Midlands RSC regions which will provide education from 3-18 years and also include support from birth to three years.



Ellesmere Port  
C of E College

**Handforth Grange  
Primary School**

**Birches Head Academy**

**Frank Field**  
Education Trust

## WHAT FFET HAS TO OFFER OUR STAFF:

- We work collaboratively with academies in our FFET family, allowing our students and staff many opportunities to develop themselves. This is embodied in the FFET vision: 'Social Justice through Excellence in Education'.
- A strong organisational culture and purpose.
- A commitment to staff development and staff well-being.
- A palpable sense of community built on trust and transparency.
- A culture that embraces new ideas and uses innovation for continuous improvement.
- The opportunity to help establish a positive school culture that is focused on achievement and well-being.





# GROWING NETWORK

**Joined December 2018**



The Ellesmere Port  
C of E College

**Joined February 2019**



Handforth Grange  
Primary School

**October 2020**

Christ Church Primary  
School joined FFET as an  
Associate School

**Joined December 2020**



Birches Head  
Academy

**September 2021**

Early Life Project begins



Early Life  
Programme

**November 2020**

The Acorns Primary &  
Nursery School joined FFET  
as an Associate School

**September 2021**

Launches Education Social  
Justice Centre



Education Social  
Justice Centre



*Part of the*

**Frank Field**

Education Trust

# ASPIRE TO BE MORE

Birches Head Academy, Birches Head Road, Stoke-on-Trent, Staffordshire, ST2 8DD

**Telephone:** 01782 233595    **Fax:** 01782 236647  
[info@bircheshead.org.uk](mailto:info@bircheshead.org.uk)    [www.bircheshead.org.uk](http://www.bircheshead.org.uk)



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