



# The Brunts Academy

## Non-Teaching Year Leader

NJC Band A (£24,426 - £28,382 actual salary, term-time only)

## Job Application Pack

*Nil Mortalibus Ardui Est*

*"Nothing is impossible for humankind"*





*“To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.*

## Non-Teaching Year Leader

NJC Band A (£24,426 - £28,382 actual salary, term-time only)

The Brunts Academy are seeking to appoint a Non-Teaching Year Leader to raise standards of achievement for a specified year group through supporting and monitoring academic progress, behaviour and attendance across curriculum areas in line with school policies. The successful candidate will join a large team of dedicated staff who are strongly focused upon ensuring the very best for the students we serve. We enjoy good outcomes at KS4, with a large proportion of pupils carrying on to study in the sixth form.

This post is a superb career opportunity in a school that has:

- Been Ofsted rated Good and has already made strides towards achieving Outstanding.
- Students who are willing and eager to learn – visitors frequently comment on how calm our site is.
- A high-quality provision for personalised staff CPD and leadership development.
- 734 applications for 270 spaces in Year 7 2022 and a rising number of applications for our 6<sup>th</sup> form provision. We are the largest most popular academy in Mansfield.
- A robust and supportive professional learning and development offer.
- A comprehensive wellbeing schemes.
- No NEETs and over 75% of our 6<sup>th</sup> form students’ progress to some of the best universities every year.
- High progress and attainment outcomes at Key Stage 4 and 5, including a 100% pass rate 3 times in the last 4 years for our 6<sup>th</sup> form.

You will also have the opportunity to:

- Benefit from accredited professional learning through collaborative partnerships as well as opportunities to work with colleagues from other academies.
- Access CPD through accredited leadership development programmes as well as extensive training suitable for all career stages.
- Work in an environment where staff can trial new research informed educational innovations and share best practice.



**To find out more about why The Brunts Academy could be the place for your career to flourish don't hesitate to read on and visit our website – <https://www.brunts.notts.sch.uk>**



“I am exceptionally proud to be the Principal of The Brunts Academy in what is an exciting stage in the Academy’s development.”

Dear Candidate,

Welcome The Brunts Academy! I am exceptionally proud to be the Principal of The Brunts Academy in what is an exciting stage in the Academy’s development. At Brunts, we believe that an outstanding education develops our students academically, socially and morally, giving them the knowledge and skills to be successful during this and the next stage of the education and development.



We also feel it is important for our young people to develop and progress outside of the classroom and we offer a wide range of enrichment and extra-curricular opportunities to harness our students’ potential.

We are ambitious about all that we do and focus our work on improving the academic attainment of all our students. The Brunts Academy is fortunate to have good facilities, supportive and skilled staff, motivated students and supportive parents and I look forward immensely in developing this partnership with you further this year.

We believe that this partnership and collaboration gives us the opportunity to continue our improvements and for the school to be recognised both locally and nationally as not only a ‘good’ school but an ‘outstanding’ school over time. To that end, our acting CEO is also CEO of The Greenwood Academies Trust which has already opened the door to development pathways and collaborative working.

We demand excellence and we are on a journey to this but the foundations of this are fundamentally linked to our Core Values and how we behave in all aspects of school life. Our values are:

- **Ambition:** Fulfil your Potential
- **Integrity:** Be honest & trustworthy
- **Inclusivity:** Respect for everyone
- **Endeavour:** Always work hard
- **Resilience:** Never give up

We believe that secondary education represents a major stage in the life of each young person and so we aim to work together with parents, carers, agencies and the local community to support our young people; enabling them to develop and grow within this community and in building together a real sense of identity within The Brunts Academy and the Mansfield area.

We recognise the equal value of each individual young person and we aim to provide the best possible opportunities for our students. We look forward to welcoming you to our Academy and joining our team!

**Carl Atkin** - Principal for The Brunts Academy



## Application Details

Thank you for your interest in the Non-Teaching Year Leader vacancy at The Brunts Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.



## How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to [jobs@evolvetrust.org](mailto:jobs@evolvetrust.org). Applications can also be submitted by post, for the attention of the HR Department, to the following address:

The Brunts Academy  
Park Avenue  
Mansfield  
Nottinghamshire  
NG18 2AT

## Application forms

These can be downloaded from the school website <https://www.brunts.notts.sch.uk>. Wherever possible, please provide email addresses for your referees.



## Closing Date

Please ensure your application arrives by **12:00 noon on Friday 24 June 2022**.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.

*"The opportunities that I have been presented with have allowed me to, not only develop my own educational practice, but they have allowed me to see the Evolve Trust as a place I want to further my career in and become a well-established member of the family."*

**Craig Foster, Leader for The Arts**

## The Brunts Academy

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**The Brunts Academy is a popular and oversubscribed, high achieving secondary school with a great tradition of success. We believe that an outstanding education develops our students academically, socially and morally, giving them the knowledge and skills to be successful at school and in life.**

We also feel it is important for our young people to develop outside of the classroom and we offer a wide range of enrichment and extra-curricular opportunities to help prepare our students for the next stage of their education, training or employment.

Located in Mansfield, The Brunts Academy is a secondary school that sits in the heart of the community (1480 pupils, 11-18).



## Curriculum

At the Brunts Academy we are committed to providing a purposeful and empowering curriculum that fully prepares our students for the next steps in their educational journey, as well as the challenges of the wider world. A curriculum in which core skills are at the heart of all we do and in which our young people are engaged and excited to learn. The curriculum is designed to recognise student's prior learning, provide first-hand learning experiences, allow students to develop interpersonal skills, build resilience and become creative, critical thinkers.

Our curriculum embraces the community in which it is situated, recognising local history, heritage, geographical and business links and most importantly, the high aspirations of all our students.

## The Heart of the Community

The Brunts Academy is at the heart of its community. The school works alongside parents, carers, trustees and agencies and the local community to support our young people; enabling them to develop and grow within the community and in building together a real sense of identity within The Brunts Academy.



## Terms of Appointment

**Job title: Non-Teaching Year Leader at The Brunts Academy**

**Status: Full-time – Term-time only**

**Interviews: Date to be confirmed**

**Salary: NJC Band A  
(£24,426 - £28,382 actual salary)**

**Start date: To be agreed**

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



## Job Description

<b>Post:</b>	Non-Teaching Year Leader
<b>Salary:</b>	NJC Band A (£24,426 - £28,382 actual salary)
<b>Contract:</b>	Full-time, term-time only
<b>Reporting To:</b>	Designated SLT Link
<b>Line Manage:</b>	Tutors within specified year group
<b>Liaising With:</b>	Leadership Group, Middle Leaders, Student Welfare Teams, SENCO and relevant staff with cross-school responsibilities, relevant support staff and parents.

### Purpose

- To raise standards of achievement for specified year group through supporting and monitoring academic progress, behaviour and attendance across curriculum areas in line with school policies.
- Foster guidance, discipline, progress and welfare of students in the year group in line with school policies support where necessary colleagues, particularly Subject Leaders, to maintain high standards across the school and with stakeholders.
- Provide leadership and direction to a team of tutors to promote progress, good attendance, positive behaviours and address barriers to learning to secure outcomes in line with expectations or better for the allocated year group.
- To ensure provision of an appropriately balanced, relevant and differentiated tutorial programme for the year group in accordance with school policies.
- To lead on a specific area across whole school in liaison with the Deputy Headteacher.

### Duties – General:

- Work in accordance with the school's statement of aims and values and implement strategies within policies adopted by governing body.
- Help to raise achievement and aspirations of the students by providing challenge, opportunity and recognising and celebrating successes.
- Liaise effectively with parents and external agencies
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

### Duties – Specific

#### a) Curriculum:

- To liaise with Faculty/Curriculum Leaders and teachers to identify and overcome barriers to learning in young people (behaviour and attendance).



## b) Leadership:

- In conjunction with Form Tutors to ensure tutorial work is undertaken with students.
- To monitor student planners and the Form Tutor role in relation to this.
- To ensure that school standards are adhered to during form time and to challenge any inconsistencies with staff.
- To prepare and hold assemblies with the Year Group as part of the school assembly programme.
- To be a high-profile presence around the school, consistently delivering the school behaviour, attendance, punctuality and uniform policies in relation to the Year Group.
- To supervise students at all unstructured times of the day. To be part of the duty rota on a daily basis for both break and lunch times and be part of a rota for detention supervision. To also supervise the orderly exit of the students at the end of the day.

## c) Records & Referrals:

- To supervise and direct the daily report system including the holding of thorough end of day surgeries to inspect and record students in daily reports and the interviewing of other referrals.
- To co-ordinate all information received from staff, parents and outside agencies regarding individual students and to ensure that this information is distributed correctly and to check that action is taken where and when necessary.
- To identify students who need extra support (liaise with SENCo), plan and implement intervention strategies with the senior leader.
- To be responsible for the preparation of reports and references including confidential reports for example for social services, the education psychology team, reports for relevant meetings, including core groups and strategy meetings.

## d) Liaison:

- To liaise with outside agencies.
- In liaison with SLT to communicate with parents and outside agencies when appropriate.
- To arrange meetings with parents in order to acquaint them with school policy or to discuss the welfare and general problems of any particular student.
- To attend case conferences, and other relevant formal meetings such as Trustees meetings when called upon to do so.
- To attend school policy meetings as set down in the schedule of meetings.
- To lead year team meetings and action any responses from those where appropriate.
- Attend SEND and related meetings as necessary.
- To supervise the reception and placement of new pupils in consultation with the Senior Leader.
- To be part of an "on-call" system.
- To be part of a team of people providing cover in the SDC and isolation unit as appropriate.
- To attend AP providers with students to ensure consistency of behaviour.
- To have responsibility for year group attendance.
- To work with staff and other agencies where appropriate to deliver the school's policy on attendance.
- To assist in the early identification of those at risk of non-attendance and to manage the rewards policy in relation to good attendance.
- To lead weekly meetings with relevant staff in order to identify any significant issues relating to any students in their year group and to track students who are in particular vulnerable groups such as LAC, or for students who are subject to other support or intervention such as CP, CIN, EH.
- To organise and oversee parental contracts in relation to behaviour and attendance as per policy and discuss further action where relevant with parents and CYPS.





## **Health and Safety:**

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

## **Continuing Professional Development – Personal:**

- In conjunction with the Principal, take responsibility for personal professional development, keeping up to date with developments in pedagogy and curriculum development in your area.
- Undertake any professional development necessary as identified in SIP.

## **Additional points:**

All staff are required to maintain confidentiality in relation to student's staff and parent information.

All staff are expected to comply with academy and trust policies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Principal. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.