

# BISHOP RAMSEY SCHOOL



## YEAR DIRECTOR

**BISHOP RAMSEY SCHOOL**

**CANDIDATE INFORMATION • MAY 2022**

Part of the Veritas  
Educational Trust

**VERITAS**  
— EDUCATIONAL TRUST —

# INTRODUCTION FROM OUR EXECUTIVE HEADTEACHER

Dear Colleague,

**I am delighted that you are interested in a position with us at Bishop Ramsey School which is part of the Veritas Educational Trust (VET).**

This is a really exciting time to be considering joining Bishop Ramsey which is an extremely successful and consistently oversubscribed Church of England school. Our staff team is supportive and considerate and our caring ethos makes Bishop Ramsey a rewarding place to work.

We are committed to ensuring high standards and high aspirations, of active participation and of creating emotionally rich learning environments. This is an important part of the character of our school. We value our close local partnerships and genuinely collegial way of working.

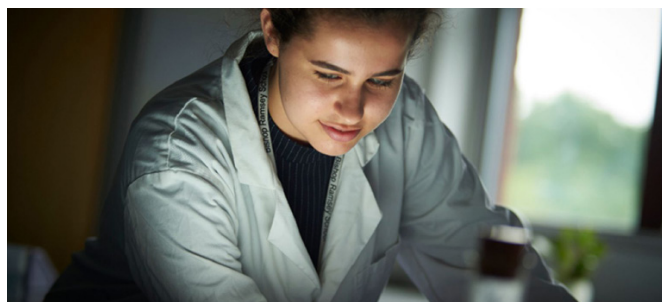
We recognise that an excellent working environment requires excellent support and we are committed to providing exceptional training as well as support for staff wellbeing. I also appreciate that members of staff have families, personal commitments and lives beyond school and we go above and beyond what is expected in many schools to ensure that staff can fulfil these responsibilities also. Recognising and supporting our staff to get a good balance is very important to me.

As a Church of England school we have a caring Christian ethos and we value inclusion and diversity highly and actively celebrate our differences as a staff body and as role models for our students. We recognise that it is not necessary to be a practising Christian in order to support our Christian ethos and therefore we welcome applications from candidates from any background.

I do hope that the information enclosed here inspires you to make an application and look forward to welcoming successful applicants to our learning community for interview.

**Dr Hilary Macaulay**

Executive Head, Bishop Ramsey School  
CEO, Veritas Educational Trust



**"THIS IS A REALLY EXCITING TIME TO BE CONSIDERING JOINING BISHOP RAMSEY WHICH IS AN EXTREMELY SUCCESSFUL AND CONSISTENTLY OVERSUBSCRIBED CHURCH OF ENGLAND SCHOOL"**



# OUR VALUES AND AIMS

## OUR VALUES

Bishop Ramsey School is a Christian Learning Community. We recognise that every individual is created in the image of God. We seek to nurture each member of our community to develop his or her skills and abilities in a positive and ordered learning environment, so that students mature into responsible and caring adults, and that all members of the school community recognise the value of every individual in God's eyes.

As a Church of England School we wish students to grow in the Christian faith. While being firmly committed to this, we encourage an understanding of and a respect for other faiths.

The principle of Christian stewardship underpins our approach to the use of the school's resources. Our approach to our relationships is based on the Christian view of God's love for each of his human children and of Jesus' command to forgive and love our fellows.

We base our approach to achievement and the provision of opportunities for development on Jesus' statement that he came to offer 'life in all its fullness' (John 10.10).

## OUR AIMS

- Every learner is an empowered learner.
- Every lesson is an excellent lesson.
- Every day at school is a rich experience.
- Every relationship is a positive encounter.
- Each school community looks outwards and beyond.

We achieve our aims by:

- **Learning** so that every learner is an empowered learner and every lesson is an excellent lesson.
- **Loving** so that every day at school is a rich experience and every relationship is a positive encounter.
- **Living** so that students learn to look outwards to the world and beyond to God.



# HILLINGDON AND THE SURROUNDING AREA



HARRISON49



HARRISON49



AIMEE\_ATKINSON

- 1 Pathway in Ruislip Woods
- 2 Manor Farm House in Ruislip, built in the 16th century
- 3 Hillingdon Court Park
- 4 View across Ruislip Lido
- 5 Windsor Street in Uxbridge town centre



MALC McDONALD



JACK HILL

**The name 'Hillingdon' appears in the *Domesday Book* (1086) and Veritas Educational Trust has its offices at Ruislip in the northern part of the London Borough of Hillingdon.**

Hillingdon is a large borough and borders the London Boroughs of Harrow, Ealing and Hounslow to the east and the counties of Buckinghamshire and Berkshire to the west and Hertfordshire to the north.

With excellent transport routes, including being the home of Heathrow airport, and with easy access to the A40, M4 and less than half an hour by train or tube into the centre of London, the borough benefits from many first-class schools, a wide variety of restaurants and different types of housing.

With a wealth of green spaces and parks, Hillingdon enjoys the advantages of being a London borough but has the feel of a suburban oasis.

A short drive or train ride across the northwest boundary into Buckinghamshire leads to the uncrowded, beautiful rolling green English countryside of the Chiltern Hills, most of which is designated an Area of Outstanding Natural Beauty (AONB), and a little further north west is Oxfordshire.

Many of our staff live in the surrounding Home Counties and choose to travel the relatively short distance into London to work.



# INFORMATION ABOUT THE POST

## YEAR DIRECTOR

**Grade/salary** MPS + TLR 1B

**Reporting to** Assistant Headteacher

**Line Management (directly)** Form Tutor team

**Contacts (internal)** All teaching and relevant support staff

**Contacts (external)** Parents, Trustees, Education Welfare Officer, Behaviour Support Team and other agencies

### MAIN PURPOSE OF THE POST

- To provide strategic direction and development for the Year Group in all areas of school life, to ensure that it is well led and managed.
- To be the 'lead teacher for the Year Group', advising on teaching and learning strategies appropriate to a teaching group with individual teachers. To discuss students' progress with the Head of Faculty/Head of Department/Head of Inclusion as appropriate.
- To lead and manage the students in the Year; promoting and monitoring the progress made by all the students in the Year Group and ensuring that the pastoral needs of students in the Year Group are catered for and that those students can make effective progress with their studies.
- To provide a quality assurance by evaluating the progress made by all students within the Year Group, by developing an effective monitoring process and by communicating this to all interested parties.

### KEY TASKS AND RESPONSIBILITIES

#### 1 Accountabilities

- As Year Director for the stated Year Group, you are accountable for the progress made and standards achieved by the students in the Year group and for their behaviour and personal development.
- The postholder will be professionally accountable for the work of all staff working

within the Year Group, acting as the Professional Review Manager for staff as indicated in the Staffing Structure.

#### 2 Key Tasks

- To uphold the ethos, aims and administration of the school.
- To become involved in and to initiate activities which help the school to improve the teaching and learning of its students and the community 'feel' of the Year/Key Stage.

#### 3 Strategic Development and Learning

- To provide a clear vision of the Year Group which is articulated to the Form Tutors.
- To take full pastoral responsibility for the organisation of the Year Group in the school and for the individuals within it.
- To set and maintain the overall 'tone' of the Year, which will require organisation, thoroughness, energy, a calm approach, professionalism, tolerance and respect for students.
- To advise the Executive Headteacher and the Assistant Headteacher upon matters affecting the Year Group.
- To identify areas of innovation which could be built into the Pastoral Development Plan and Year Development Plan.
- To contribute to the development of school policies and to ensure consistent application of policies and procedures.
- To contribute to the management of the whole school, including attendance at the Middle Leadership Team meetings and those meetings and events held for a purpose fitted to the needs of a particular Year Group.

#### 4 Management of Teaching and Learning

- To make use of the student data and learning styles of each member of the Year to support members of staff to develop appropriate teaching and learning strategies.

- To liaise with colleagues, giving advice when the academic progress of students is causing concern.
- To liaise with Heads of Faculty/Heads of Department/Head of Inclusion regarding the academic progress of students in their Faculty/Department.
- To carry out regular Learning Walks during Form time and lessons to ensure consistent application of policies and to assess learning.
- To liaise with other Year Directors, Heads of Department/Heads of Faculty, Leadership Team members, and with Trustees, parents, support agencies and primary schools as appropriate.

## **5 Leading and Managing Staff**

- To lead and direct a team of Form Tutors for the Year Group.
- To ensure that all Form Tutors are aware of school policies and act on them.
- To be responsible for the training and development of the Form Tutors in the Year.
- To identify and support the professional development of colleagues in the Year team.
- To support other members of the Year team in terms of discipline.
- To take responsibility for holding regular Year team meetings in line with the school calendar and for effective communication between the Middle Leadership Team meetings and Form Tutors.
- To ensure the administration of the Year Group is carried out efficiently.
- To be aware of any legal obligation and codes of practice as they relate to students so that appropriate guidance can be given to Form Tutors.
- To act as a Review Manager in the school's Professional Review process.

## **6 Leading and Managing Students**

- To support the induction of students into each Year Group within the context of a caring Christian community, with particular regard to the transition from one Key Stage to another.

- To ensure that all students are aware of the level/GCSE/'AS'/'A2' Grade they are currently expected to obtain and the progress that they are making throughout the year.
- To make students aware of their academic potential, by setting appropriate targets for each student to reach and reviewing them over the academic year as a result of significant events in the school year.
- To monitor the progress made by individual students to achieve the targets set in their individual education plans for identified students, in consultation with the Head of the Inclusion Faculty.
- To hold meetings with individual students and groups of students to monitor progress and promote achievement.
- To ensure that all students are aware of the standards of behaviour expected from them, both inside and outside the classroom.
- To monitor the attendance of individual students and provide statistics as required.
- To monitor the completion of homework by students and to follow up any problems that may result.
- To liaise with Heads of Department/Heads of Faculty in relation to specific homework issues.

## **7 Efficient and Effective Deployment of Staff and Resources**

- To lead Year assemblies.
- To advise on the appointment of staff to an individual Form Group.

## **8 Quality Assurance**

- To monitor, in conjunction with the Form Tutor, the academic progress and social development of all students in the Year.
- To ensure that all teachers are aware when an individual student is not making the progress that is expected. To inform parents/carers of that concern.
- To organise the maintenance of personal files and records, using the administrative support provided.

- To ensure that all the reports and references written for members of the Year Group are detailed, accurate and produced promptly.
- To support the organisation of the Parents Subject Consultation Evening, ensuring that any matters arising from the evening are followed up as soon as possible.
- To be the first point of contact with parents and students when the standards of behaviour and work of individual students are causing concern.
- To meet with parents as necessary, ensuring that a record of the meeting is circulated to all relevant members of staff.
- To monitor the attendance of all students and to raise concerns with parents/carers, the Assistant Headteacher and the Participation Team.
- To observe colleagues at work to aid their future development and to evaluate the pastoral care and guidance received by the students.
- To provide information about teachers and support staff that will help to inform the school's Professional Review process.

## **9 Other Tasks**

- To undertake such teaching duties as required by the Executive Headteacher in accordance with teacher regulations currently in force.

# PERSON SPECIFICATION

**E** Essential **D** Desirable **A** Assessed by application **I** Assessed by interview process

Qualifications and requirements	E	D	A	I
Honours Degree or equivalent.	●		●	
Qualified Teacher Status.	●		●	
Attendance at relevant Staff Development.	●			
Experience	E	D	A	I
A proven record of successful classroom teaching.	●			●
Some evidence of interests outside your main teaching area.		●	●	●
Experience of school responsibilities, which have provided a thorough preparation for this post.		●	●	●
Knowledge and skills	E	D	A	I
Knowledge of current educational issues to provide direction for the Year Group and the Pastoral system of the school.	●			●
To be able to use student data effectively to monitor the progress of individual students and to compare the standards achieved across the Year Group.	●		●	●
A working knowledge of Information Technology.	●			●
Administrative skills to support the work of the staff.	●			●
Management skills to create and foster commitment and confidence among staff.	●		●	●
The ability to communicate effectively with students and adults.	●			●
Personal qualities	E	D	A	I
Commitment to the best interests of students.	●			●
Willing and able to take responsibility.	●		●	●
Enthusiasm and sense of humour.	●			●
The ability to create and foster a team approach to the work of the Year Groups.	●			●
The ability to represent the Year Group and share its views with the Leadership Team and Trustees.	●			
The ability to motivate, guide and support colleagues.	●			●
An ability to co-operate with colleagues.	●			●
Reliability and integrity.	●			●
Organisation skills to ensure that daily routines run smoothly.	●			
A commitment to your own development as a leader and as a teacher.	●		●	
Special requirements	E	D	A	I
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School.	●		●	●



# APPLICATION AND SELECTION PROCESS

## OUR CANDIDATE CHARTER

**We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.**

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly, and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

## OUR COMMITMENT TO YOU

- **Transparency** We will treat you with respect, honesty and fairness.
- **Protecting your privacy** We will ensure your information is secure and handled sensitively.
- **Understanding** You will be given everything you need to make informed decisions.
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential.
- **Feedback** We will provide constructive feedback professionally and promptly.
- **Listening** We welcome feedback and we will act on what you have to share.
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse and inclusive workforce.



**WE WANT EVERY CANDIDATE TO HAVE AN INFORMED, ENGAGING AND POSITIVE EXPERIENCE – OUR CANDIDATE CHARTER OUTLINES OUR COMMITMENT TO YOU**

# SAFER RECRUITMENT IN EDUCATION



**Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

## WHAT WE WILL PROVIDE

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Veritas Educational Trust application form.

All applicants will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants will be required to account for any gaps or discrepancies in employment history.

## REFERENCES

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.
- If the referee has any reservations, the Trust/school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

## INTERVIEWS

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## PRE-EMPLOYMENT CHECKS

An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

**VERITAS EDUCATIONAL  
TRUST IS COMMITTED  
TO SAFEGUARDING AND  
PROMOTING THE WELFARE OF  
CHILDREN AND YOUNG PEOPLE**

# HOW TO APPLY FOR THIS POSITION



## INFORMATION FOR APPLICANTS

### CLOSING DATE

The closing date for applications is **Monday 23 May 2022 at 10.00am** with interviews commencing in the week beginning **Monday 23 May 2022**.

### APPLICATION FORM

An application form is available online at [www.bishopramseyschool.org/page/default.asp?pid=398](http://www.bishopramseyschool.org/page/default.asp?pid=398).

It must be completed in full and applicants should directly address the skills and experience outlined in the person specification. An Equal Opportunities Monitoring Form must also be completed and this can be found at the same link.

Once completed, both forms should be emailed to [recruitment@bishopramsey.school](mailto:recruitment@bishopramsey.school).

### EXPENSES

Veritas Educational Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred.

### MORE INFORMATION

For more information about this position, or to have a confidential discussion about the role, please contact Liz Treadaway, PA to the Executive Head and CEO, on [01895 671 051](tel:01895671051) or at [ltreadaway@bishopramsey.school](mailto:ltreadaway@bishopramsey.school).

**We look forward to hearing from you.**



# BISHOP RAMSEY SCHOOL



## **Bishop Ramsey School**

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Ruislip  
Middlesex HA4 8EE

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## **Veritas Educational Trust**

A charitable company limited by  
guarantee, registered in England  
and Wales no. 7724916

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