



## Application Pack Year Team Leader

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**UNITY SCHOOLS TRUST**

*Excellence through collaboration*



# Welcome from the CEO

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Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto- Excellence through collaboration— encapsulates our belief that cooperation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain



fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment

opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

**Michael del R o**  
**Chief Executive Officer**

# About Unity Schools Trust

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Unity Schools Trust is a Multi-Academy Trust formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

## **Ethos and Values**

The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive ‘habits’ through a wide range of character-building opportunities. When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is *to be an outstanding learning community where together we learn to know, to do, to be and to live together.*

## **Our Objective**

The Academy Trust’s primary objective, as stated in its articles of association, is ‘to advance for the public benefit education in the United Kingdom’. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

## **Partnerships**

A significant part of the Trust’s work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust’s work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

## **Services**

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT and operations.

# Why work for UST?

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## Employee Benefits

- ▶ Learning and Development opportunities
- ▶ Free use of school gym at specified times
- ▶ Reduced gym membership at Eastwood Sports Centre
- ▶ Access to Employee Assistance Programme (EAP)
- ▶ Free on-site staff parking
- ▶ Free tea and coffee available in the staff room
- ▶ Scheduled Wellbeing weeks
- ▶ Allowance for running after-school enrichment activities
- ▶ Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support staff)



# The Magna Carta School

## *Learning Shapes Lives*



The Magna Carta School is an 11-16 academy based in Staines-Upon-Thames, with approximately 1100 students on role. The school is a founder member of Unity Schools Trust and the 1215 Learning Partnership, determined to enhance lives for young people across this area of Surrey.

The school has a long and proud tradition of educating students from our local community. To facilitate high aspirations, progress and achievement, we have high expectations of behaviour, rooted in respect for one another. We are particularly proud of our students; they are aspirational and enthusiastic about their learning and as a result make good progress and achieve impressive GCSE results. They consistently and successfully progress on to further education and apprenticeships.

Our Academy Council provides a strong voice for students to present their ideas and concerns and to develop the skills necessary to become advocates for positive change. We believe listening to, and reflecting upon, the experience of our whole school community is an important part of our continuous development journey.

We strive to provide a welcoming, challenging, secure and inclusive learning environment where all students and staff feel that they belong. We are committed to realising our vision that *Learning Shapes Lives* by creating a culture in which everyone aspires to achieve in a reflective educational environment and a school community where together we learn to know, to do, to be and to live together.

If you think you can make a positive and confident contribution to our team, we would be delighted to hear from you.

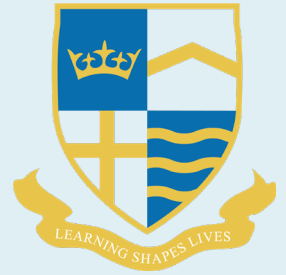


***“Pupils are engaged in their lessons. Teachers have strong subject and pedagogical knowledge.”***

**The Magna Carta School, Ofsted June 2022**

# Job Advert

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## Year Team Leader

**Job Type:** Full Time/Permanent

**Start date:** September 2024

**Salary:** L5 £53,645 to L10 £60,557 dependent on skills and experience

**Closing date:** 3<sup>rd</sup> May 2024 at 12 noon

**Interviews will take place:** w/c 6<sup>th</sup> May 2024

At the Magna Carta School, we are guided by our vision that *Learning Shapes Lives* and are relentless in our work to ensure that our students achieve the highest possible outcomes.

### Join our collaborative school community as a Year Team Leader!

This is a combined role offering the opportunity to both inspire young minds in the classroom (Years 7-11) and provide vital pastoral care as a Year Team Leader.

#### We're looking for someone that can:

- 🌈 Deliver engaging and effective lessons for Key Stage 3 and 4 students in your designated subject area (please specify subject in your application)
- 🌈 Continuously developing your teaching practice and leadership skills
- 🌈 Provide leadership, pastoral care and guidance as Year Team Leader for a designated year group (KS3 or KS4)

At the heart of our ethos lies a profound commitment to fostering professional growth, nurturing collaboration, and facilitating career advancement. We strive to empower our team members to excel in their current roles while also paving the way for their future career progression. For a comprehensive overview of the benefits we offer to our employees, we invite you to visit our Benefits page.

To arrange a visit or request a conversation about this post, please email [recruitment@unityschoolstrust.co.uk](mailto:recruitment@unityschoolstrust.co.uk) or telephone 0193 290 1351.

# Job Description

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<b>Job Title:</b>	Year Team Leader
<b>Accountable To:</b>	CEO & Board of Trustees
<b>Responsible To:</b>	Assistant Head of School

This combined role allows you to make a double impact: inspire students in the classroom and guide them as Head of Year.

## **Year Team Leader Responsibilities:**

- Provide pastoral care and guidance for a designated year group (Years 7-11).
- Oversee student well-being, attendance, and behaviour.
- Identify and address any pastoral concerns students may have, working collaboratively with relevant professionals.
- Promote a positive year group culture that fosters a sense of belonging and community.
- Act as a point of contact for parents and carers, addressing their concerns and providing support.
- Liaise with form tutors to ensure the smooth running of the year group.
- Contribute to the development and implementation of the school's pastoral care policies.

## **Class Teacher Responsibilities (Years 7-11):**

- Plan, prepare, and deliver high-quality lessons across [Subject area(s)] for students in Years 7-11.
- Implement the curriculum effectively, ensuring clear learning objectives and differentiation to meet all student's needs.
- Create a stimulating and inclusive learning environment that promotes critical thinking, collaboration, and a love for learning.
- Assess student progress regularly, providing constructive feedback and implementing effective intervention strategies.
- Maintain accurate records of student progress and achievement.
- Contribute to the development and implementation of departmental initiatives.
- Build strong relationships with students, parents, and colleagues.

### **Additional Responsibilities:**

- Champion child welfare. Contribute to safeguarding children and young people, adhering to strict procedures. Support the school's provision of first-response first aid as required maintaining your First Aid certification.
- Connect and collaborate. Partner with the central Trust team to achieve our shared vision, ensuring consistency and excellence across the organisation.
- Execute any other tasks that may be reasonably requested by the Head of School/ CEO.
- Stay informed about and comply with all Trust and school policies and procedures.
- Uphold confidentiality at all times.
- Advocate for and protect the welfare of children and young people within the school.

### **Health and Safety:**

- Understand and uphold personal responsibilities for Health, Safety, and Welfare, considering the impact of your actions or lack thereof on others.
- Collaborate with the employer on all matters pertaining to Health, Safety, and Welfare and comply with UST/School Policies and procedures.

### **Continuing Professional Development:**

- Engage in an introductory programme that incorporates safeguarding training.
- In collaboration with your line manager, assume responsibility for your professional growth, staying informed about any changes relevant to your role.
- Undertake suitable training to support the execution of 'specified work', fostering skills pertinent to your position.
- Sustain a professional portfolio of evidence to back the Performance Management process, focusing on evaluating and enhancing your own practice.
- Attend relevant team meetings and participate in discussions about online learning strategies.

***This job description is a guide, not a limit. We encourage your initiative and innovative ideas to shape your role and help us achieve our mission meaning the post holder may be required to do other duties appropriate to the level of the role.***



## Person Specification

	<i>Essential</i>	<i>Desirable</i>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Degree Level qualification</li> <li>QTS Status</li> </ul>	<ul style="list-style-type: none"> <li>Post Graduate qualification</li> <li>Relevant professional development over the last 2 years</li> <li>Leadership experience</li> </ul>
<b>Professional Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Recent experience of teaching to all Key Stages</li> <li>Experience of teaching across at least two Key Stages in training</li> <li>An understanding of the use of assessment to inform planning</li> <li>Experience of performance management cycles and systems</li> <li>Some experience of understanding and interpreting data to identify and act upon underachievement and underperformance</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated passion for your specialist subject and a deep understanding of the National Curriculum.</li> <li>Proven experience in planning and delivering engaging and effective KS3-4 lessons</li> <li>Promotion of the subject area across curriculum</li> <li>Knowledge of changes to SEND</li> </ul>
<b>Skills Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>Able to teach to Key Stage 4</li> <li>Excellent organisational, planning and interpersonal skills</li> <li>Ability to take initiative, lead, motivate, inspire and support students to achieve excellence</li> <li>Ability to ensure that technologies are used effectively to improve learning</li> <li>Able to use a range of strategies for creating a positive climate for learning</li> <li>Evidence of good/outstanding classroom practice with a proven record or exam success</li> <li>Knowledge and understanding of current curriculum developments</li> <li>Ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all students</li> <li>Ability to inspire young people to learn and engage parents in supporting student learning</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to be involved in extended curriculum opportunities in the subject area and across the school</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to work collaboratively and effectively within a team environment</li> <li>Able to liaise appropriately and sensitively with colleagues, students, parents and carers</li> <li>A commitment to diversity and equality</li> <li>A professional approach in all areas of work</li> <li>A commitment to inclusive education</li> <li>A commitment to the safeguarding of children and young people</li> </ul>	

# Application Process

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To apply please complete our application form that can be found by visiting the vacancies section of our website <https://unityschoolstrust.co.uk/current-vacancies/>.

For further information or to arrange a school visit please contact:

**The Magna Carta School, Thorpe Road, Staines, TW18 3HJ**

**Email: [recruitment@unityschoolstrust.co.uk](mailto:recruitment@unityschoolstrust.co.uk)**

**Website: [www.magnacarta.surrey.sch.uk](http://www.magnacarta.surrey.sch.uk)**

**Telephone: 01784 454 320**

The Magna Carta School reserves the right to interview suitably qualified candidates ahead of the application deadline where appropriate.

Please note that a CV will not be accepted in place of our application form as they do not meet our assessment criteria and commitment to equal opportunities.

## **Applicants with disabilities**

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Equality Act 2010, as amended from time to time) you will be invited for interview if you meet the essential criteria for the position. If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

## **Disclosure & Barring Service Check (DBS)**

An Enhanced DBS Clearance is required for all positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits. It is illegal for anyone barred from working with children or young people by the DBS, to work or apply to work with children or young people. Further information is available on the UST website (vacancies) regarding disclosing criminal record information on your application form.

## **Recruitment monitoring**

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

*The Unity Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment check. Candidates selected for short-listing should be aware that online searches may be done as part of the UST due diligence checks.*





**Chief Executive Officer:** Mr M del Rio MTH, BScEcon (Jt Hons), PGCE, NPQH  
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Unity Schools Trust is a charitable company limited by guarantee and registered in England and Wales with company no. 07692130  
The registered office is at Unity Schools Trust, Thorpe Road, Staines-upon-Thames, Surrey TW18 3HJ