



Head of Year Permanent Full-Time

Closing date: 26 January 2018
Interviews: 30 January 2018



Dear Candidate

I am delighted that you have requested further information regarding the position of Head of Year at The Spires College. Since joining the College as Principal in September 2014 I have been committed to providing an excellent education for every child in our learning community.

The Spires College has a very positive, friendly atmosphere. The staff care passionately about the well-being of the children and our students are vibrant, enthusiastic and affable.

The concept of community is something that I believe is essential for a successful school and we all strive to ensure that every member of our community feels valued, and contributes positively to College life. Our primary focus is, and will always be, developing superb teaching and learning across all areas of the College. Pedagogy underpins all we do and all staff at The Spires College are committed to their own learning as well as their teaching. We have keen, willing learners who really want to receive a first class education.

The Heads of Year and Pastoral Support Managers work as a close team, led and supported by the Vice Principal for Quality Partnerships. The successful applicant to this post will be ambitious to lead their year group to great success but will also be motivated to use this post to develop his or her own leadership skills in order to progress further. Our Heads of Year form part of our Extended Leadership Team (ELT) and it is this group who are absolutely central to leading college development. The post is open to teachers of any subject that sits within our curriculum.

Working at The Spires College is tremendously rewarding and this role is a fantastic opportunity to make a real difference to young people's lives as well as offering abundant prospects for professional development. As a College we are firmly committed to continuous professional development for all and we invest heavily in developing our staff at all levels.

You are very welcome to visit The Spires College to help you decide if this is the role for you; I'd be delighted to meet you. Please contact my PA for an appointment. I look forward to hearing from you.

With best wishes

A handwritten signature in black ink, appearing to read 'Alex Newton', written in a cursive style.

Alex Newton
Principal





The College

The Spires College is a co-educational, 11-18 college with a bilateral stream situated in the Plainmoor district of Torquay, within the Local Authority of Torbay. There are currently just under 900 students on roll, 38% of whom are in receipt of Pupil Premium funding. We are a friendly, caring college which puts the needs of our children at the heart of all we do. Academic progress is obviously vital but we also place a high value on the provision of enrichment opportunities that help our students to grow into responsible, confident and considerate young adults. Underpinning all of this are excellent standards of pastoral support and care that allow children to feel safe and valued.

Torbay is an area with a Selective Grammar School system, where parents can choose for their child to take the '11+' test if they wish for them to apply for a place at one of the Selective Schools in the area. The Spires College is one of very few schools in the country with bilateral streams. This allows us to take up to 60 students each year into a selective stream (out of a 220 PAN). Students who have reached a designated mark in the '11+' test can apply to our selective stream to access a challenging academic curriculum.

We have a modern, purpose-built building offering fantastic facilities for both students and staff alike. All full time teachers have their own fully equipped classroom, workshop or laboratory. We are committed to the professional learning of our teachers to ensure classroom practice is as good as it can possibly be. Every teacher receives a personalised CPD programme based on individual needs and interests, and every teacher is involved in research and professional reading through Teacher Enquiry Networks.

The Role

Opportunities to join the College as a Head of Year come up very rarely and so this is an exciting opportunity.

Although subject to change, it is our intention that the successful applicant will become Head of Year 7 in September 2018. Heads of Year are responsible for both the academic progress and the pastoral care of the students and therefore it is vital that they know their students well. It is for this reason that we try to ensure that Heads of Year move up with their year group each year, building trust and relationships.

Each Year Group also has a Pastoral Support Manager: a non-teaching member of staff who works closely with the Head of Year to ensure that attendance and behaviour are good and that students' welfare is prioritised. We also have a safeguarding lead and a college counsellor and this whole team is led and supported by our Vice Principal for Quality Partnerships.

Heads of Year are also members of the Extended Leadership Team. The successful applicant will receive a lot of support and commitment from the Pastoral Team, from other members of the Extended Leadership Team and from the Senior Team.





Job Description

Head of Year: full-time

Accountable to:	Vice Principal
Salary:	MPS/UPS & TLR 1a (currently £7699)
Contract Type:	Permanent
Dates:	to start 1 September 2018

Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and also support and enhance individual professional development. It is the practice of the college to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder.

Terms and conditions for staff employed on teaching contracts are detailed in the current College Teachers' Pay and Conditions document.

Overall Purpose and Accountability

- ▲ To meet the requirements of the Teachers' Pay and Conditions document and to support students in attaining at the highest levels;
- ▲ To support and uphold the ethos, principles, policies and rules of the college in all respects and at all times;
- ▲ To provide high quality learning experiences that support students in achieving at the highest level possible and in developing their own capacity as independent and reflective learners;
- ▲ To be able to teach across all key stages;
- ▲ The purpose of your additional responsibility beyond that of a classroom teacher is to lead the continued delivery of the highest possible quality of teaching and learning in your Year Group. The Head of Year is responsible for the academic progress, welfare and pastoral support of each student in the Year Group. S/he will lead a team of tutors, ensuring that tutor time is managed effectively by all and that tutors are actively involved in tracking and monitoring the progress of their tutees.

Responsibilities common to the Extended Leadership Team (ELT)

In particular you will:

- ▲ Be a member of the Extended Leadership Team in which everyone is committed to securing outstanding outcomes for our students and our community;
- ▲ Assist the Principal in leading The Spires College in such a way that the highest standards are secured amongst staff and students in all areas of the College's performance and practice;
- ▲ Act as a role model for staff, providing active support and advice to them whilst holding them accountable;
- ▲ Lead on improvement strategies, coach and support staff, ensure quality, monitor and evaluate performance;
- ▲ Ensure that all students across the full ability range enjoy maximum support and opportunities to reach their full potential, achieving a position where they can become effective and valued stakeholders in the College and in the wider community;
- ▲ Contribute to all Self-evaluation measures and Quality Assurance processes.

Post-Specific Responsibilities

As a Head of Year you will:

- ▲ Be accountable for leading, managing and developing student achievement and welfare;
- ▲ Lead, support and organise the team in fulfilling their responsibilities as tutors;
- ▲ Line-manage the Pastoral Support Manager to ensure their work contributes significantly to the success of the Year Group;
- ▲ Ensure that your team follows and makes an active contribution to the policies, aspirations and plans of the college;
- ▲ Maintain accurate student records;
- ▲ Be responsible for self-evaluation and analysis of achievements and standards in your Year Team;
- ▲ Ensure the delivery of a high quality tutorial programme that supports the personal development of all students;
- ▲ Implement appropriate plans to impact on the educational progress of students in your Year Team;
- ▲ Ensure high levels of attendance across the year group;
- ▲ Assess the performance and professional development needs of the members of your team, providing them with feedback, guidance and support;
- ▲ Contribute to overall college evaluation, planning, monitoring and policy making;
- ▲ Ensure the effective management of the budget, resources, equipment and rooms of your Year Team;
- ▲ Ensure the successes of students in your year team are celebrated and rewarded.

As a Teacher you will:

- ▲ Meticulously plan and teach engaging and challenging lessons;
- ▲ Meet the needs of all learners by consistently planning and teaching carefully differentiated lessons;
- ▲ Set and mark appropriate homework;
- ▲ Use regular, measurable and significant assessments of teaching;
- ▲ Complete all reporting on time;
- ▲ Closely monitor progress and attainment of their students and use it to inform planning and teaching;
- ▲ Provide content for and where necessary deliver high quality student interventions;
- ▲ Ensure that all students achieve college targets;
- ▲ Maintain regular and productive communication with parents about students' progress;
- ▲ Organise and participate in exciting and motivating trips and events.

Key Tasks

- ▲ To provide professional leadership for all aspects of student performance;
- ▲ To ensure that the college meets statutory and non-statutory requirements and that staff are supported to promote student performance across the college.

Key Tasks - Staff Leadership

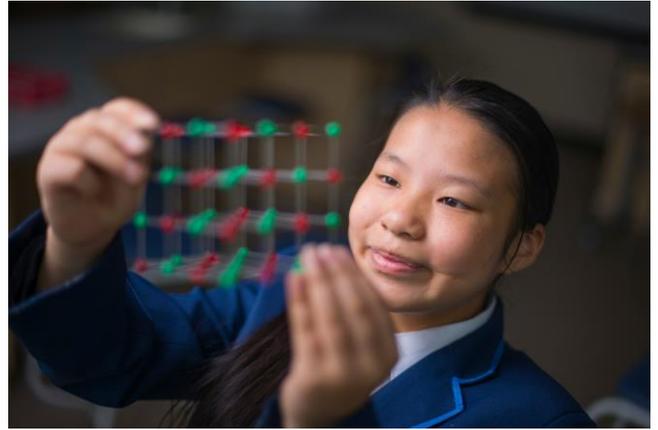
- ▲ Lead a team of Form Tutors;
- ▲ Lead and work closely with the Pastoral Support Manager to offer direction, guidance, support and review performance and development;
- ▲ Monitor, assess and develop the roles of the Form Tutors;
- ▲ Update Form Tutors of changes to College Policy;
- ▲ Ensure that Form Tutors run their Tutor Group sessions effectively;
- ▲ Support tutors in interpreting and making effective use of student data;
- ▲ Be involved in decision making and policy development across the college;
- ▲ Support the professional development of Form Tutors and other colleagues.

Key Tasks - Student Progress

- ▲ Monitoring, tracking, evaluating the progress of your Year Group;
- ▲ Manage student review processes and procedures in your Year Group;
- ▲ Monitor the progress of individual students;
- ▲ Coordinate students' reports;
- ▲ Work closely with parents to inspire high achievers;
- ▲ Take a proactive role in leading and organising Parents' Evening;
- ▲ Organise Year presentations during Assembly time;
- ▲ Liaise with other colleges to arrange student transfers and placements;
- ▲ Arrange and promote activities within the Year Group;
- ▲ Prepare and deliver inspirational Year Assemblies;
- ▲ Liaise regularly with the EWO and relevant external agencies.

Key Tasks - Student Behaviour

- ▲ Monitoring and evaluating attendance, persistent absence and punctuality and thus to promote a consistent thirst for knowledge and a love of learning;
- ▲ Monitoring and evaluation of unacceptable behaviour trends and developing strategies to combat them;
- ▲ Establish and monitor systems for rewarding positive behaviour;
- ▲ Maintain accurate records of student behaviour;
- ▲ Work closely with parents to manage student behaviour;
- ▲ Take a lead in enforcing the College's uniform policy;
- ▲ Take active steps to prevent bullying and support victims of bullying;
- ▲ Liaise with outside agencies;
- ▲ Meet regularly with the Senior Leadership Team regarding your Year Group.



Key Tasks - Student Guidance and Support

- ▲ Get to know all students in the Year Group as well as possible;
- ▲ Keep in contact with parents of students in the Year Group;
- ▲ Ensure all points of transition are managed effectively so that students and parents are well informed and supported throughout the process. This may include Primary Liaison and preparation for sixth form study.

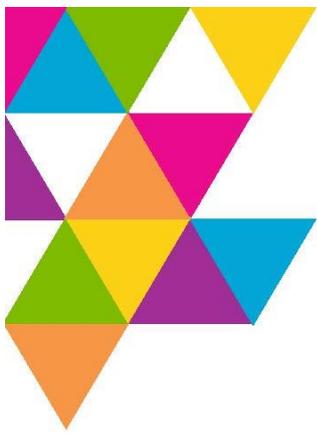
Key Tasks - College Culture

- ▲ Help create a strong college community, characterised by consistent, orderly, caring and respectful relationships;
- ▲ Help develop a college culture and ethos that is utterly committed to achievement;
- ▲ To become an effective Form Tutor (teachers will usually be required to perform the role of form tutor);
- ▲ Create and sustain a positive learning culture.

Person Specification

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

Beliefs	You hold a belief that the students of The Spires College must have access to the best educational experience possible
	You are committed to raising standards in the school and believe in the potential of all young people to achieve highly
	You are passionate about your subject and want to share this enthusiasm with others
Qualifications	A good honours degree in an appropriate subject
	A teaching qualification in a subject that sits with in The Spires College's curriculum
	QTS
	A qualification in school leadership E.g. NPQML, Leadership Pathways etc., or an interest in gaining this
	An emerging knowledge of the current issues in education and record of appropriate CPD
Skills and Attributes	You are an excellent practitioner in the classroom
	You have proven leadership skills and the ability to motivate and inspire
	You have the ability to inspire high levels of student performance
	You can work under pressure and prioritise according to need
	You have excellent communication skills
	You have excellent numeracy skills
	You have excellent behaviour management skills
	You have the ability to think creatively to solve problems, pioneering new approaches as well as understanding which prior methods have been effective
	You have a sense of humour and good interpersonal skills
	You have high levels of energy and enthusiasm
	You are ambitious and keen to prove yourself
	You are a committed, highly-competent, reflective and resilient individual
Experience	You are an experienced teacher in the secondary sector
	You have experience of using data to inform actions
	You have experience of using self-evaluation to drive improvement
	You have experience of supporting colleagues at various professional stages
	You have an emerging understanding of leadership at some level and are now ready for department leadership



How to apply



Please complete an application form, which includes space for a supporting statement (please use font size 11 or 12 and double spacing for this). Your supporting statement should include your vision for this role and how your experience and skills will equip you to realise this.

The application form can be downloaded from our website and should be returned to Nadine Osborne, the Principal's PA, **by 12pm on Friday 26 January 2018.**

If you would like to submit your application by email, please send to:
nosborne@thespirescollege.com

If you do not receive an acknowledgement of your application by the deadline, please contact the college.

Interviews will be held on 30 January 2018.

If you would like to arrange a visit or have an informal, confidential discussion, please contact the Principal's PA via the email above or telephone number below.

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