



Head of Year (Non-Teaching) Candidate Pack



Central Region
Schools Trust

Founded by the RSA

Principal's Welcome

We are seeking to appoint a Head of Year at Gospel Oak School who is aligned with our mission to support social justice through exceptional schools, our values and our distinctiveness culture. You must have a passion for working in challenging circumstances, in an area of high deprivation and be keen to improve the life chances of all the students.

As a Head of Year, you will organise and manage a year group of approximately 240 students, liaising with parents/carers as well as external agencies on all aspects of pastoral care and be fully supportive of the inclusive ethos of the school.

Further information about the school can be found on our website.

We would be delighted to meet with interested candidates for informal discussions. Candidates can contact us via GOSHR@gospeloakschool.co.uk to arrange a meeting with a member of the Senior Leadership Team.

A handwritten signature in black ink, appearing to read 'S Brownlow', with a long horizontal stroke extending to the right.

Stephen Brownlow
Executive Principal



ADVERT

Advert

Salary: NJC Scale 6 Point 18-22 (£25,820.80 - £27,668.99)

Hours: Full Time. Term time plus 5 staff training days plus 5 days as agreed with your line manager

Start Date: September 2024

Gospel Oak School are seeking to appoint a strong and experienced Head of Year to join our excellent Student Support team. You will organise and manage a year group of approximately 240 students, liaising with parents/carers as well as external agencies on all aspects of pastoral care and be fully supportive of the inclusive ethos of the school.

The successful candidate will:

- highly motivated and enthusiastic
- have high expectations of students and what they can achieve
- have clear pastoral experience
- have a strong understanding of strategies which address barriers to learning
- a committed team player
- able to develop and drive new initiatives and innovate practice

You will be joining a group of 13 successful schools serving approximately 7000 children from nursery through to 18 years of age as part of the Central Regions Schools Trust, founded by the RSA. The school is highly aspirational, boasting fantastic facilities for both students and staff.

Job Description

As a Head of Year, you will encourage, guide & support pupils wellbeing and academic achievement at school, ensuring that students achieve the best possible outcomes. To liaise with families and other stakeholders to facilitate this.

The Head of Year must be able to

- To assist the Year Team Leader in ensuring student progress and achievement in accordance with the aims of the school and policies determined by the Principal, Local Governing Board and Central Region Schools Trust.
- To embody the values, vision and ethos of Gospel Oak School and assist in delivering policy which will ensure high quality provision and successful outcomes.
- To help monitor students' behaviour ensuring that follow-up procedures are adhered to, and that appropriate action is taken as and where necessary.
- To assist the Year Team Leader in supporting student welfare and development.
- To assist in the implementation of school policies and procedures to promote successful student engagement and progress.
- To serve as a member of Gospel Oak School and to act as a role model of professional conduct and presence with colleagues, students, school representatives, parents, and the wider

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community.

- To participate in duties before, during and after school, together with colleagues, according to the agreed rotas.

General duties will include:

- To ensure that all students uphold the Gospel Oak School Code of Conduct.
- To be the first port of call for parents, in liaison with the Form Tutor, in relation to student attendance and behaviour encompassing any issues surrounding poor attendance, behaviour or timekeeping.
- To ensure that parents and students understand and subscribe to the values and ethos of the school in relation to attendance and the Gospel Oak School Code of Conduct, stressing the importance of high standards at all times.
- To encourage parents to have high aspirations for their children and of themselves and to have high expectations of them through excellent pastoral care and guidance.

Specific duties will include:

- To assist the Year Team Leader in promoting positive behaviour and conflict resolution.
- To assist in the implementation of the schools Behaviour for Learning Policy so that effective learning can take place.
- To actively promote and support the schools rewards system.
- To manage attendance, behaviour and welfare efficiently to ensure that systems are followed to inform target setting for students and to prioritise work in the area.
- In conjunction with the Year Team Leader, ensure whole school attendance matches or exceeds the national average with improving student punctuality year on year.
- To monitor attendance patterns on a daily/weekly/termly basis and report them to the Year Team Leader.
- To support necessary measures to improve student attendance including holding attendance reviews and rewarding good attendance through assemblies and other measures.
- Communicate with staff, students and parents on the issues surrounding behaviour, punctuality, and attendance.
- Encourage both students and parents to strive for 100% attendance with excellent timekeeping both in school and at any external placements.
- To make home visits regarding attendance issues.

Liaison will be required as follows:

- To assist the Year Team Leader in ensuring effective communication, as appropriate, with parents/carers of students in their Year Group and that all such communication is recorded via the Pastoral Admin Support.
- To participate in regular meetings with colleagues to collaboratively plan priorities. Agreeing targets for raising standards, improving achievement and sharing good practice.
- To attend meetings with parents and external agencies when required, to report incidents of absence/lateness, in collaboration with the Year Team Leader.
- Ensure that appropriate, frequent and consistent contact with parents is maintained on all aspects of progress in attendance punctuality and learning.

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- To instigate first day absence phone calls to parents.
- To attend and contribute to team meetings.
- To liaise with Year Team Leaders, Senior Leaders, SENDCo and other agencies to identify students at risk of disaffection and to devise, implement and evaluate individual Student Support Plans (SSPs).
- To support students with behavioural difficulties and to liaise with learning support staff to support staff to support the entry, exit and re-integration of students who require specialist provision (where applicable).
- To promote the speedy and effective transfer of information between previous schools and the school at each key stage/phase of education.
- Liaising with LACES re LAC and organising PEP for LAC.
- To liaise with school nurse and medical needs team re vaccinations and individual needs.
- Ensuring all care plans are in place and up-to-date.
- To network with colleagues in other schools and the Central Region Schools Trust to share best practice.
- To assist partner organisations to share information where appropriate.

Interventions responsibilities will include:

- To liaise with the Year Team Leader in analysing and evaluating pastoral data so that appropriate interventions can be made with identified students.
- To implement agreed strategies to improve attitude, behaviour and engagement in learning.
- To implement initiatives to promote and support good health and wellbeing with the student body.
- To enable students to overcome individual barriers to learning.
- To develop a 1:1 mentoring relationship with students identified as needing support and to devise, implement and evaluate individual Student Support Plans (SSPs).
- To build up detailed knowledge of the support services available, serving as the initial point of contact for students and accessing specialist support as appropriate.
- With school staff and external agencies as appropriate, to participate in the comprehensive assessment of students to identify those in need of extra help overcome barriers to learning.
- To inspire and support, often vulnerable and/or excluded individuals, to access learning opportunities.
- Organising Pupil Premium (LAC) based on agreed Personal Education Plans.

Safeguarding responsibilities will include:

- To play a full part in safeguarding students and contributing to their personal development and well-being through being a trained member of the safeguarding team at the school.
- Organising whole school intervention as appropriate and acting as Designated Safeguarding Lead (DSL).
- To liaise with Senior Leaders and Inclusion re referrals to Children's Services – attending Child Protection Conference and Core Group meetings as appropriate.
- To ensure that all students have a safe environment in which they can learn, following up any concerns highlighted.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy.

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- To identify children who may benefit from early help as soon as possible.
- To always consider what is in the best interests of the child.
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- To take action to enable all children to have the best outcomes.
- Ensure full compliance with statutory guidance related to the Single Central Record.

You will be required to manage referrals as follows:

- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Other duties and responsibilities include:

- To carry out any other reasonable duties as directed by the or Year Team Leader, member of the Leadership Team or Principal.
- To participate in relevant Continuous Professional Development and Learning (CPDL) which results in high quality pastoral and welfare support.
- To play a full part in the life of the school community, to support its distinctive ethos and to encourage other staff and students to follow this example.
- To undertake a specific whole school pastoral role (see additional duties).
- To engage actively in the appraisal process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees are expected to adhere to the Central Region Schools Trust agreed Code of Conduct.
- 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.
- Be alert to the specific needs of children in need including those children with special educational needs and young carers and ensure the relevant staff members are made aware of this.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and the procedures which are in place to protect them.
- Make sure staff are aware of training opportunities and the latest local issues on safeguarding.
- Keep informed of the process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the child protection policy and procedures, especially new and part time staff.
- Ensure our related policies are known and used appropriately.


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- Ensure our child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the child protection policy is available publicly and parents know referrals about suspected abuse or neglect may be made and the role of Gospel Oak School in this.

We may require individuals to act as specialist in certain areas

- Attendance
- Deputy DSL/ Safeguarding
- Family Support/ Liaison
- LAC
- Student Intervention/ Isolation Room



Person Specification

Criteria	Essential	Desirable	Method of Assessment
 <p>Education and Qualifications</p>	<ul style="list-style-type: none"> English & Maths GCSE (Grade C or 4 or above) Relevant training in specialist areas (mentoring) and strong evidence of continued professional development ICT literate First Aid trained or willing to undertake Medication Training or willing to undertake Prevent Training and British Values agenda or willing to undertake Safeguarding Training or willing to undertake MARF training (multi-agency referral) or willing to undertake 	<ul style="list-style-type: none"> NVQ or similar in Mentoring Level 3 Counselling Qualification 	<p>Application form and interview</p>
 <p>Experience</p>	<ul style="list-style-type: none"> Working with or caring for children (of secondary school age) within previous and/or current post Planning & preparation of work that is suitable for the learner Advising teaching and pastoral staff on social and emotional needs of particular learners Building of positive relationships through parental liaison and other agencies intervention - experience of implementing and agreed strategy for learners to improve their attitude and engagement 	<ul style="list-style-type: none"> Safeguarding Level 3 training 	<p>Application form and interview</p>

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	<ul style="list-style-type: none"> • Writing of SSP (Student Support Plans) with the purpose of removing barriers to learning • Using ICT to support learners to achieve • Collaborating with all stakeholders, parents, family, carers, staff, other students, agencies • Supporting staff in their pastoral capacity to guide and help others make decisions • Effectively working in a multi-agency setting and working with colleagues across the school and trust and within other organisations • Effectively dealing with the needs of vulnerable and at risk learners 		
 <p>Knowledge</p>	<ul style="list-style-type: none"> • Understanding of children emotional and social needs • An understanding of parental engagement strategies • Understanding the school curriculum and other learning programmes and learning strategies • Policy and regulatory knowledge for safeguarding and pastoral areas and experience of implementing those policies • Educational databases (SIMs) and safeguarding systems (MyConcern) 		<p>Interview</p>

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 <p>Organisational fit</p>	<p>Able to demonstrate:</p> <ul style="list-style-type: none">• working towards the Support Staff Standards• working towards the School aims and objectives• working towards the Trust aims and objectives		<p>Application form</p>
 <p>Personal Attributes</p>	<ul style="list-style-type: none">• Excellent communicator (orally and written)• Reflector (ability to identify own learning opportunities)• Organised and ability to plan, prepare and prioritise• Passionate about the role of Head of Year (as reflected in the Support Staff standards)• Empathetic• Reliability and punctuality• Resilient		<p>Interview</p>

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Next steps

If you are excited by this role and believe you have the vision and values to fulfil this challenge, then please contact the HR department on GOSHR@gspeloakschool.co.uk or by calling us on 0121 556 1351.

A visit to the School and an informal chat with the Principal is welcomed and encouraged prior to making your application.

Closing Date: Tuesday 9th July 2024 @ 10am

Want to know more about Gospel Oak School?

Please visit our website www.gspeloakschool.co.uk, the Central Region Schools Trust website www.centralregionschoolstrust.co.uk and don't forget to take a look at [our promotional video](#).

The Central Region Schools Trust are committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, 2 work references and other employment checks.



Please take a look at:

Our Distinctive Culture

Our termly publication to recognise the successes across the Trust, DesignEd





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Tipton
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