



Thornhill  
Academy

# BUILD YOUR DREAM CAREER

Join our Team!

## RECRUITMENT PACK

### Head of Year

Thornhill Academy, Sunderland

EXCELLENCE AND EQUITY WITH INTEGRITY

# WELCOME FROM THE CEO



Dear Candidate,

Thank you for your interest in the position of Head of Year at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity. We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy  
Chief Executive Officer of Consilium Academies.



Dear Candidate,

Thank you for the interest in working at Thornhill Academy. I am immensely proud to be the Headteacher of this academy and work within our trust. All our staff at Thornhill are committed to giving our students high-quality education, that will help them become the best they can be. As well as aiming to prepare our students for success in studying at the Academy, we aim to prepare them for success in their life beyond Thornhill too.

At Thornhill Academy, we aim to work collectively with our local community to provide the highest-quality education in an environment which is welcoming and inclusive. We believe only in this setting can learning and personal development flourish successfully. Our aim is clear, to develop the whole person in a dynamic and progressive learning environment that expects exemplary standards of behaviour and respect and demands a thirst for continuous learning. Every member of our Academy is clear on what we want to deliver to current and future students, through equal opportunities, for every pupil to succeed.

We are committed to:

- Providing students with an exciting, engaging, and rich education;
- Recognising and celebrating the unique nature of every child in our community;
- Celebrating the successes of our Academy and our community to the full

Thornhill Academy is proud to be part of Consilium Academies Trust. As part of Consilium, we are dedicated to working towards the Consilium vision of 'Excellence and Equality with Integrity'

Thank you again for your interest, this is an exciting time to work in our forward-looking academy where we are ambitious for the life chances of our students. Our Ofsted recent inspection in May 2024 which graded the school as 'good' highlights the rapid improvement journey our school is on and we look forward to new staff joining us who share our belief in our young people and want to support our school on this journey of providing our young people with the skills, knowledge and opportunities to be the best they can be.

I look forward to receiving your application.

Kind regards,

Mrs Sue Hamilton  
Headteacher

# ABOUT THE SCHOOL



Thornhill Academy is an 11 to 16 secondary academy, with over six hundred students which occupies a large site in close proximity to Sunderland City Centre. Thornhill Academy is a unique school in its area, this uniqueness comes from the diversity of our student population. Across the school, students come from 14 different ethnicities, with 35 different languages. We are proud to be this vibrant and diverse community and have developed a culture that has moved far beyond tolerance and one in which we celebrate, learn from, and embrace our differences. The diversity of our community offers students and staff rewarding and deeply engaging experiences and supports staff on their journey to become inspirational and reflective practitioners, improving life chances for all in our community.

At Thornhill we take pride in developing each individual pupil to achieve their potential and make a positive contribution to society. We provide a safe, happy and nurturing environment in which we challenge all to strive for personal accomplishment and excellence.

Students, parents, staff and governors are proud of recent achievements here and, as well as helping students achieve the results they need to follow chosen career paths, has a huge and varied programme of activities and extra-curricular opportunities on offer.

Our Aims are to create an environment in which all take responsibility for their actions, behaviour and learning; relishing and learning from challenges. We want to create a safe, supportive and happy working environment in which diversity is celebrated and pupils and staff thrive. We have high expectations of all students in terms of behaviour and commitment to learning and of our parents in working with us as partners to support individual progress.

Thornhill Academy is a fantastic school and I believe it is our job to develop a lifelong passion for learning through high quality teaching which fosters curiosity and promotes independence. We are committed to recognising and developing the whole child: physically, emotionally, socially and intellectually, creating active and responsible citizens who lead a successful and fulfilling life.

Our young people tell us they are very happy here and we work closely with parents and carers to ensure a successful experience for all.

In December 2022, we were delighted to be named on the Department of Education's list of schools as part of the School Rebuilding Programme (SRP), being named in July 2023 as one of the fifty initial schools for development. We are now beginning the exciting journey to bring a state-of-the-art school to our community.

# ABOUT THE TRUST



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equality with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equality, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equality, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development. Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

**WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:**

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- Access to the leading salary sacrifice car and home electronics lease scheme, exclusive to public sector employees
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspiration

# ABOUT THE ROLE



<b>JOB TITLE:</b>	Head of Year
<b>START DATE:</b>	January 2024
<b>HOURS:</b>	36 hours per week, term time plus 5 days
<b>CONTRACT:</b>	Permanent
<b>SALARY:</b>	NJC Grade 7, Scale points 19-23, Actual Salary: £27,840 – £29,901

Join us as a Head of Year at Consilium Academies, where a strong sense of collaboration, honesty, and a commitment to excellence and equity with integrity underpin everything we do.

Are you passionate, driven, and committed to delivering exceptional support? This is your chance to be part of an enthusiastic team at Consilium Academies, where we strive to provide the highest quality education for our students.

We are seeking a dedicated, experienced, and approachable Head of Year to join our team.

Begin your journey with a team dedicated to empowering every student to achieve their full potential. If you share our values and have the vision and ambition to drive excellence, we want to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is Monday 13<sup>th</sup> January at 9am  
Interviews will take place on a date to be confirmed

We look forward to welcoming a new team member who shares our commitment to excellence in education!

*Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.*

*In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.*

*The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

*Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.*

*Please note: If you have not been contacted within one week of the closing date, please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.*

# JOB DESCRIPTION



<b>JOB TITLE:</b>	Head of Year
<b>BASED AT:</b>	Thornhill Academy
<b>GRADE:</b>	Grade 7 (NJC SCP 19 to 23)
<b>MAIN PURPOSE OF THE ROLE</b>	
The main areas of responsibility of the post-holder will include: <ul style="list-style-type: none"><li>• To develop and maintain a positive ethos within the year group that encourages pupils to have high expectations of themselves and others and promotes effective learning</li><li>• To have responsibility for ensuring effective pastoral care and promote academic success for all pupils within the year group, liaising with external agencies where necessary in order to provide the appropriate interventions</li></ul>	
<b>CORE RESPONSIBILITIES &amp; TASKS</b>	
<b>Leading and Managing People</b> <ul style="list-style-type: none"><li>• Lead a team of Form Tutors in encouraging pupil's academic, emotional and social well-being</li><li>• Liaise with SLT link to ensure appropriate materials and activities are available in Form time</li><li>• Oversee the work of Form Tutors, including recognising and celebrating achievement</li><li>• Work with Form Tutors in monitoring and improving pupil's attendance, punctuality and behaviour.</li><li>• Leading Year Team meetings, discussing all matters relating to pupil management and progress, setting agenda items and circulating minutes</li><li>• Support the professional development of Form Tutors</li></ul>	
<b>Pupil Support and Guidance</b> <ul style="list-style-type: none"><li>• To develop and maintain an ethos within the year group that sets high expectations for all pupils in all aspects of their work through assemblies and whole school initiatives, including preparing and holding year assemblies</li><li>• To monitor the academic and personal progress of all pupils within the year group, encouraging high aspirations and achievement including the provision of support and guidance</li><li>• To monitor and promote pupil's attendance and punctuality in accordance with school policies and procedures</li><li>• To ensure the very best standards of behaviour, acting as a role model for Form Tutors and pupils to promote positive relationships</li><li>• To coordinate pupil progress reports to parents</li><li>• To liaise with staff / parents / other agencies to ensure appropriate support for pupils at all stages including behaviour management</li><li>• To assist with the organisation of Parents' Evenings</li><li>• To ensure parental concerns are dealt with promptly and that communication between home / school is maintained to a high standard in order to promote a positive partnership</li><li>• To provide reports for Local Academy Board (LAB) meetings and ensure the SIMS database is maintained with all relevant information pertaining to each pupil within the year group</li></ul>	
<b>Policy and Planning</b> <ul style="list-style-type: none"><li>• To prepare the agenda for and hold weekly year team meetings, including production and distribution of minutes</li><li>• To liaise with Line Manager to ensure consistency of implementation of school policies and procedures</li><li>• Ensure staff are well informed of all matters relating to the year group in order to promote good communication</li><li>• Encourage the practice of working as a team</li><li>• Show commitment to the extra-curricular activities of the school, including providing for opportunities for cooperation and competition within the year group</li></ul>	

- To provide regular reports on the progress / development of the year group

#### **Whole School**

- To ensure that school policies and procedures are communicated to Form Tutors and pupils within the year group and implemented accordingly
- To maintain knowledge and understanding of the school ethos and be instrumental in its realisation
- To attend all relevant meetings and cascade information to Form Tutors
- Liaise with and inform parents on all aspects relating to their child's education / achievement / behaviour / relationships with peers
- To lead on an identified whole school responsibility.

#### **CORPORATE RESPONSIBILITIES**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

#### **ADDITIONAL NOTES**

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.



## Person Specification

Qualification and CPD	Essential
5 GCSEs, or equivalent, at grade C/4 or above (including English and Maths)	<input checked="" type="checkbox"/>
Educated to degree level	
Clean Driving Licence	<input checked="" type="checkbox"/>
Experience, Knowledge and Skills	
Supportive of the ethos and values of the school	<input checked="" type="checkbox"/>
Excellent interpersonal skills	<input checked="" type="checkbox"/>
Self-motivated and organised	<input checked="" type="checkbox"/>
The ability to encourage and motivate students	<input checked="" type="checkbox"/>
Competent use of ICT	<input checked="" type="checkbox"/>
Excellent Literacy and Numeracy skills	<input checked="" type="checkbox"/>
Excellent verbal and written communication skills	<input checked="" type="checkbox"/>
Flexible approach to working	<input checked="" type="checkbox"/>
Willingness to take a full role in the life of the school	<input checked="" type="checkbox"/>
Qualities to be a positive role model to all students	<input checked="" type="checkbox"/>
Experience of event organisation	
Excellent health and attendance records	<input checked="" type="checkbox"/>
Experience of working with young people and families	<input checked="" type="checkbox"/>
Experience of working with outside agencies	<input checked="" type="checkbox"/>
Experience of delivering assemblies / speaking to large groups	
Experience of supporting students in lessons, particularly those vulnerable to underachievement	<input checked="" type="checkbox"/>
Knowledge of Safeguarding Policies and Procedures	<input checked="" type="checkbox"/>
Experience of using SIMS	
Experience of using CPOMS	