



An exciting opportunity has arisen for a Head of Year to join our pastoral team at Weston Secondary School, part of Hamwic Education Trust (HET).

HET is a large, fast-paced Trust with currently 37 academies across the South Coast. Linked to 6 community-based partnerships, there are 34 primary academies, 2 secondary and 1 hospital school.

Our vision is to cultivate a diverse student community characterised by high aspirations and a commitment to personal development. Upholding our values, we aim to provide an enriching curriculum and exceptional teaching that empowers our students to believe in themselves and embrace the courage to pursue their dreams fearlessly.

We are seeking to recruit a highly motivated and experienced leader, who possess drive, energy and a commitment to achieving the very best for our students. If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then please apply.

'All about the Child'

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

‘What about Sam’

Sam is the name we have given to the notional Hamwic child. By asking ourselves ‘What about Sam?’ we ensure that we put our students at the heart of our decision making.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Has evidence of raising student attainment
- Has previous pastoral experience
- Can model high standards and expectations to staff and students

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers’ Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the linked documents on our website, www.westonsecondary.co.uk:

- Headteacher’s welcome
- Job description
- Person specification
- Application form

These can also be found at www.hamwic.org. Please return the completed Application form to Mrs Katrina Jones, hr@westonsecondary.co.uk.

Where applicable, potential candidates may benefit from a tour of the school. Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

Applications will be reviewed as they are received. An early application is advised with interviews possibly being arranged in advance of the closing date. Weston Secondary School reserves the right to make an appointment before the closing date.

SAFEGUARDING:

All schools within HET are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE EDWIN JONES PARTNERSHIP

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ outstanding people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

Your role

- Take specific responsibility and accountability for the day-to-day management and organisation of your year group
- Always assist in the smooth running of the school

Key Responsibilities

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- To lead year group assemblies and contribute to the tutor time programme to support the students personal and social development.
- Make a positive contribution to the wider life and ethos of the school.
- To monitor the academic progress of the year group and work in conjunction with Heads of Department and SLT, to secure and sustain effective learning, with particular reference to the proportion of students and groups of students making 3 and 4 levels of progress.
- To use assessment data such as CATs, SATs, KS2+KS3, to inform an analysis of individual student progress and collective progress across each tutor group and the year group as a whole.
- To analyse behaviour data to aid the effective implementation of interventions to support improved engagement with school and personal development.
- To create and deliver interventions for students with a view to supporting improved school engagement
- To work promote a positive attendance culture within the year group.
- To monitor the effectiveness interventions, making adjustments as needed.
- To liaise with SLT link to support effective monitoring and implementations of strategies to improve pastoral and academic outcomes.
- To liaise with key staff, including the SENCO and DSL regarding all groups of students in the year group to ensure students needs are met and key information is shared with all necessary staff.
- To foster meaningful home school links with students families.
- To develop strong links with wider professionals to support appropriate interventions.
- To write and review student support plans, IBP behaviour response plans and risk assessments for students if a need is identified.
- To lead by example, promoting and supporting inclusion for all students.
- Role model good levels of literacy, numeracy and oracy, and encourage improvement in these areas among students who are struggling.
- Develop action plans for students facing particular difficulties, and work with staff/parents/carers and external agencies to put them in place.
- Demonstrate enthusiasm for learning and improving skills, and model this to all students.
- Making full use of the capability of Bromcom (behaviour, attendance, mentoring, and assessment data) as well as maintaining accurate records of support and intervention organised and delivered as part of the role.

Leadership and Management

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence
- To lead and manage a team of tutors, maintain regular formal and informal contact.
- To ensure all tutors understand and are actively implementing the key aspects of the school's policies including those for behaviour and expectations, attendance and safeguarding.
- To ensure the Weston Way tutor time expectations are upheld
- To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff INSET.
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
- To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events.
- To monitor student attendance and punctuality on a weekly basis and work with the attendance team to ensure that attendance and punctuality of students in the year group are at the highest levels

- To oversee students on report and make contact with parents when necessary.

Responsibilities of all school staff

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- support the attitudes, beliefs and values alongside the vision of WSS.
- contribute as a member of the WSS team to aspects of school life which enhance our community.
- attend and contribute to staff meetings and INSET days as required.
- take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk.
- be aware of health and safety issues and act in accordance with the school's Health and Safety policy.
- maintain positive discipline and always uphold school policies and practices, ensuring a safe, stimulating and positive learning environment for all students.
- maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with students, staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively always contribute to the safeguarding of learners.
- keep their Line Manager/ SLT apprised of any concerns whilst undertaking this role.

Professional development

As part of your performance development, ensure that you:

- fully engage in the Professional Development and CPD programme as required.
- contribute to the setting of your own performance development targets which ensure WSS improvement outcomes are met.
- regularly review your own practice and set personal targets in consultation with your line manager.
- take responsibility for, seek out and engage fully with CPD in order to support your development as a practitioner (all WSS staff have access to the full suite of training available from The National College);
- maintain accurate and up-to-date professional development records on your Bromcom file.
- develop effective working relationships and network with local, national and digital agencies to ensure that you are at the forefront of developments within your field of expertise.
- disseminate best practice further to CPD opportunities made available to you.

NB.

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post.
- This job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- To carry out any other duties that are commensurate with the role as requested by the Headteacher

Headteacher/line manager's signature	
Date	
Postholder's signature	
Date	

Person Specification

Qualifications and training	Essential	Desirable
<ul style="list-style-type: none"> GCSE or equivalent in English and Maths at minimum C/4 and above 	✓	
<ul style="list-style-type: none"> Recent and relevant professional development Further professional qualification 		✓
Experience/employment record	Essential	Desirable
<ul style="list-style-type: none"> Pastoral care experience in secondary schools Experience of working with secondary aged children Clear understanding of how effective strategies for managing behaviour within the classroom and beyond impact on wider student performance An understanding of issues related to inclusivity and social mobility within education Experience in raising attainment Experience of working with professionals from other agencies and in multi-agency context 	✓	
<ul style="list-style-type: none"> Use of assessment and attainment data and information Experience working in a school set in an area of deprivation 		✓
Personal qualities, skills and attributes	Essential	Desirable
<ul style="list-style-type: none"> High expectations of all students Excellent communication skills A positive role model who creates a good first impression Ability to motivate, inspire and challenge students Confident ICT user Ability to plan, prioritise and organise self and others Commitment to raising standards Calm, adaptable, dependable, resilient and reliable Collaborative and a good team player Commitment to further own professional development A commitment to promoting and safeguarding the welfare of young people Has 'presence' around the school Able to follow direction and accept challenge and feedback in a positive and productive way An understanding that getting better never stops Ability to be flexible and cope with interruptions in workload Experience of cash handling 	✓	