



Deputy Year Leader



Dear Applicant,

Thank you for your enquiry regarding the position of **Deputy Year Leader** at Oasis Academy Isle of Sheppey. We are part of Oasis Community Learning www.oasiscommunitylearning.org which runs over 53 academies across the UK.

I hope you find the information pack helpful. If you would like to apply, please complete the Application Form and Equal Opportunities monitoring form and return to Ellie Harry, HR Officer, by either of the following ways:

Email: Recruitment.IOS@oasisisleofsheppey.org

Post: HR Officer
Oasis Academy, Isle of Sheppey
Minster Campus
Mister Road
Minster On Sea
ME12 3JQ

If you would like to discuss the post please contact myself Felicity Cleary on 01795 873591 ext. 76249 or recruitment.ios@oasisisleofsheppey.org. The closing deadline for applications is no later than **9am on Thursday 26 May 2022**.

We welcome early applications, and we reserve the right to interview upon receipt of an application.

Prior to interviews all candidates will be required to provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

If you would like to know more about us before you apply please see our website www.oasisacademyisleofsheppey.org and <https://www.linkedin.com/company/oasis-academy-isle-of-sheppey>, if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,

Recruitment Team

About Oasis Academy Isle of Sheppey and the role

About the role

We are seeking a talented Deputy Year Leader who can inspire and motivate students and staff. You will work to secure the highest standards across our academy. In addition, you will be a member of the Academy Leadership Team, which sets the strategic direction for the whole academy. This is a fantastic opportunity for a dedicated and inspirational leader. Strong experience in secondary education is crucial.

Our Academy

Oasis Isle of Sheppey is a mixed, comprehensive academy serving the island community of Sheppey, with 1507 students on roll, 47% of whom are Pupil Premium and 5.6% EAL. Our multi-million-pound buildings boast an unparalleled range of facilities for all students in our secondary and sixth form phases. No matter what the subjects our young people choose we have the right settings and resources to give them support and resources they need to succeed and to achieve their ambitions.

Job purpose

The post holder will support the Year Leader in their responsibility for the pastoral welfare of a designated group of students and help ensure effective communication with the families of these students, to engage them as key stakeholders in their child's educational experience.

Our offer to you:

- A positive environment with colleagues who care
- School holidays – we want you to enjoy your time off!
- The opportunity to continually develop yourself through a variety of training routes
- Access to free counselling services and specialist wellbeing resources
- Energised students ready to be moulded
- Weekly staff fitness classes
- Cycle to work schemes

About Oasis Community Learning

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on www.oasiscommunitylearning.org



Letter from the Executive Principal

Welcome to the Oasis Academy Isle of Sheppey,

I am delighted you are considering this exciting opportunity to transform lives here on the Isle of Sheppey.

You would be joining me and my dedicated staffing team who are committed to making the Academy a success. I am incredibly passionate about offering the very best opportunities we can for the young people on and off the island.

This would be an opportunity for you to greatly impact the strategic direction of the Academy at a very exciting time. The Trust, Oasis Community Learning, are dedicated to offer support, guidance and challenge to make the academy the place it can truly become.

I lead a very dedicated team of happy staff who work tirelessly to provide our young people with the opportunities, guidance and support to excel no matter what their chosen pathways may be. It is our ambition that all students make exceptional progress from their starting point in a safe and happy learning environment and leave confident that they will succeed in their life after school.

We understand and value the community and we are proud to be a part of the Isle of Sheppey. We have a strong set of values and this helps create a culture we are all proud to be part of.

I am dedicated to developing you and will support you to fulfil any of your aspirations. I hope the information pack provided gives you the details and understanding needed to make an application and I look forward to receiving this.



Mr A S Booth
Executive Principal

Job Description

POST:

Deputy Year Leader

ACCOUNTABLE TO:

Year Leader

GRADE:

SP 13- 17 £20,221 - £21,887 pro rata, plus Local Government Pensions Scheme

KEY RELATIONSHIPS:

Principal and Academy Leadership Team; relevant teaching and other associated staff; other associated staff; LA representatives; partner professionals; parents; local community; Oasis Academy Hub; other Oasis Academies and Oasis Community Learning central staff.

LOCATION:

Oasis Academy Isle of Sheppey
Minster Rd, Minster on Sea,
Sheerness ME12 3JQ & Marine
Parade, Sheerness ME12 2BE

WORKING PATTERN:

37 hours per week
Term Time Only, plus 2 weeks
(40 weeks)

JOB PURPOSE:

The post holder will support the Year Leader in their responsibility for the pastoral welfare of a designated group of students and help ensure effective communication with the families of these students, to engage them as key stakeholders in their child's educational experience. This post will support the Year Leader in ensuring all students in their care are learning and developing as effectively as possible.

AREAS OF ACCOUNTABILITY:

Relationships and Personal Development

- To promote positive behaviour throughout the Academy through supporting the development of an outstanding climate for learning.
- To maintain good behaviour at break and lunch times as part of a team of staff on duty and conducting duties according to the staff rota
- To provide individual and group support for pupils for all pastoral purposes including to develop self-confidence, self-esteem and anger management to promote positive attitudes to learning.
- To embed the Academy's behaviour for learning policy to encourage and reward positive behaviour. To support in the coordination of the Academy's extra-curricular provision to ensure children are engaged positively in these activities.
- To support the induction of new student arrivals to the Academy including mid-year admissions
- To ensure that pupils pastoral needs are met by maintaining a high awareness of students as individuals and their needs, including but not limited to Special Educational Needs & Disabilities, Child Protection and Safeguarding information and students' wider personal circumstances.
- To support the Year Leader in the coordination of pastoral care for pupils in the Year group, ensuring that all teaching and support staff have up to date and relevant information to allow them to support students appropriately
- To ensure that students' attendance is as high as possible, maintaining accurate records of attendance and actions taken to ensure high attendance, including liaising with parents, school attendance staff and external agencies including Kent County Council.
 - To analyse data relating to the year group including attendance, academic and wider data identifying patterns of concern and underachievement, and developing strategies for intervention.
 - To report to the Principal and Academy Leadership Team on the progress and patterns for the year group
 - To respond in an appropriate and timely manner to all parental contact and complaints

Academy – General

- Carry out student supervision duties immediately before and after the Academy day, and at break and lunchtimes
- Participate in Pastoral Team meetings and other meetings relevant to the year group
- Contribute to meetings focussed on the year group with the relevant staff
- Participate in annual reviews of performance providing clear evidence of impact
- Participate in training as appropriate
- Ensure all appropriate information and communications are disseminated to appropriate staff
- Be aware and promote Academy policies in the year group such as anti-bullying, PREVENT, inclusion and E-Safety.
- Supporting extracurricular, House and enrichment activities
- Take responsibility for a specified task across the year groups as agreed with the Principal
- After training and if required, become a part of the Academy's first aid team
- To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies.
- Review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.
- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Other:

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

Deputy Year Leader

Deputy Year Leader - Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally, and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message, and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Experience , Skills & Knowledge	<ul style="list-style-type: none"> • Ability to motivate young people to achieve their best academically and pastorally • Experience of responsibility for children of relevant age. • Experience of collaborative and supportive work with colleagues. • Experience of collaborative and supportive work with parents. • Understanding of relevant policies both within OCL and national frameworks and awareness of relevant legislation. 	

	<ul style="list-style-type: none"> • General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy) • General understanding of child development and how children learn. • Ability to relate well to young people and adult. • Excellent oral and written communication & listening skills. • ICT skills appropriate to the role, including audio visual and copying equipment. • Effective time management. • Effective and efficient organisation and administrative skills. • Committed to continual personal and professional development. 	
<p>Qualifications</p>	<ul style="list-style-type: none"> • Numeracy, literacy and ICT skills equivalent to Level 2 or above. • Relevant professional training or development. 	<ul style="list-style-type: none"> • First Aid Training.
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Have a willingness to demonstrate commitment to the 	

	<p>values and behaviours which flow from the Oasis ethos.</p> <ul style="list-style-type: none"> • A commitment to maximising the academic, personal, social and emotional development of all students. • Work constructively as part of a team. • Willing to work within organisational procedures, processes and to meet required standards for the role. • Be resilient and demonstrate ability to work well under pressure. • Able to adopt a flexible working practice. • Excellent record of attendance and punctuality 	
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Those elements marked *will be assessed in your application.

The Oasis Education Charter

Ethos

Our ethos is rooted in what we believe and who we are.

- We have a passion to include everyone.
- We have a desire to treat everyone equally, respecting differences.
- We have a commitment to healthy and open relationships.
- We have a deep sense of hope that things can change and be transformed.
- We persevere and keep going for the long haul.

Learning

The purpose of education is to understand what it means to be human - living intentionally and asking two key questions: Who am I? Who am I becoming?

- The foundation of our students' learning is made up of five integrated objectives.
- We develop competence, striving for excellence in skills, knowledge and qualifications.
- We foster character and self-belief and encourage our students and staff to become the best versions of themselves through the 9 Habits.
- We embrace community, advocating the value of living interdependently with others.
- We equip our students and staff to be engaged local and global citizens who strive for a better society
- We nurture and empower a life-long passion for learning in all the people we serve.

People

As an interdependent family, we enjoy exceptional strength and opportunity.

- We believe that good relationships are at the heart of everything we do.
- We support and encourage each other in championing the Oasis ethos.
- We work, learn and develop together so that students and staff can share and benefit from everyone's best practice.

Purpose

We work in partnership with our communities to transform lives, where everyone is included, can contribute and is able to reach their God-given potential. We deliver this through an Oasis Hub our model of integrated community development.

- We deliver education in the context of our Hubs.
- We create a culture of excellence for all.

Inclusion

Our vision is driven through a passion and commitment to include everyone.

- We believe all our children and young people are precious; we prioritise social inclusion and integration in all we do.
- We model and set high aspirations and expectations for every child and young person and member of staff.
- We provide opportunities and experiences for all our students, as well as their wider families, giving advantage to the disadvantaged.

Curriculum

The curriculum is the heart of Oasis's educational provision.

- We make great learning the foundation of every lesson.
- We design our curriculum to meet the needs of all.
- We strive for personal as well as academic and vocational excellence, achieving outcomes that drive social mobility, and give everyone freedom of choice through their lives

A number of reference documents support the Oasis Education Charter and are available on www.oasiscommunitylearning.

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children,

although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check

- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.