



Job Pack

Head of Year

September 2019

Full Time, Permanent Contract

MPS/UPS, plus TLR1b



Weald of Kent
Grammar School

About Us
The Team
The Post
About You
The Package
The Application Process



About Us

Weald of Kent is a selective Grammar School for 11-18 year olds with a roll of approximately 1550 students. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in a brand new Annexe in Sevenoaks which opened for the first time in September 2017. In addition to the exciting new facilities in Sevenoaks we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style Sixth Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 100% of Year 11 achieved the new standard pass in both English and Mathematics (Grade 9-4) and 56% of all English and Mathematics results were Grades 9-7. 99.4% of students achieved 5 standard GCSE passes including English and Maths. We also enjoyed strong A Level results in the first year of the reformed linear subjects with 34% of all A level grades at A*-A and 68% at A*- B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

Thinking School

Weald of Kent is committed to developing fully the independent thinking skills possessed by our students. We were officially accredited as a Thinking School by Exeter University in March 2014. Our whole staff has been trained in the use of Thinking Maps, Thinkers' Keys, Habits of Mind and De Bono's 'Thinking Hats' which are used throughout the school to stimulate our students' thinking. We aim to develop our students' ability to move from sharing *what* they know, to *how* they know something

Staff Development Opportunities

As an accredited 'Investors in People' school we are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme	Mentoring-Coaching programme
CPD days and a range of workshops	Investment in Excellence (IiE)
Performance development programme	Embedding Good Teaching
Relevant external courses and training	Embedding Outstanding Teaching
Thinking School's training	Embedding Outstanding Leadership

The Team

We are seeking to invite a colleague to join our existing outstanding, dynamic team. From September 2019 the team will consist of five specialist Heads of Year with overall responsibility for the following areas:

- Head of Years 6 and 7
- Head of Year 8
- Head of Year 9
- Head of Year 10
- Head of Year 11

There are also two Assistant to the Heads of Year, based in Key Stage 3 and Key Stage 4.

The Heads of Years play a crucial role in our school and therefore all have excellent communication skills, which allow for the smooth transition of students into the next phase of their education at Weald. At this stage, a decision has not been made about which year group the successful candidate will lead, although it is very likely to be in the lower school. The Head of Year will be line managed by an Assistant Headteacher or Senior Assistant Headteacher. All Heads of Year meet regularly as a group with an Assistant Headteacher and have regular meeting slots with their form teams.

We are therefore, looking to appoint an ambitious and forward thinking person who will have the ability to manage a team of tutors and support the academic and pastoral needs of students. You will have outstanding interpersonal skills, an affinity with the year groups you will be leading and a real passion to inspire our students to happiness and success in all its forms. You will relish the opportunity to inspire our highly motivated and able students, raising their expectations and helping them to achieve academic excellence and personal success.

The Post

Job Title: Head of Year **Reports to:** Senior Assistant Headteacher or Assistant Headteacher

Team: Development **Start date:** September 2019

Grade: MPS / UPS, plus TLR1b

Purpose

The Head of Year is committed to delivering the school's vision and the high ambitions for the school's future. This role is essential in ensuring that our vision translates into practice for students they are responsible for. Their clear strategic and operational activity leads to sustained improvements and raised standards across the organisation. The Head of Year communicates to others clearly and regularly. They reinforce messages about the short, medium and long-term plans that will ensure the team meets its targets. In addition, they reinforce the importance of implementing "development" policy and the operational functions for which they are accountable. They ensure that the systems they introduce are understood and embedded in the every-day work of the organisation. The Head of Year seeks to challenge underperformance and working closely with SLG, Heads of Subjects, SENCO, Student Services and other external agencies, strives to remove barriers to inclusion and achievement. The Head of Year is an outstanding teacher who consistently models Professional Standards. Working with the Head of PSHCE and the Careers and Guidance Co-ordinator they actively seek out best practice and inspire others also to continue to improve. The Head of Year actively supports the activities of the school community and the wider community it serves.

Areas of Responsibility and Key Tasks

General

The Head of Year's areas of responsibility will include a range of strategic and operational activities.

The Head of Year will report to the identified member of the Senior Leadership Group and will:

- take on any specific task or additional responsibility which might from time to time be determined.
- create and maintain positive and supportive relationships with students, staff, parents, the PTA, Governors and all other stakeholders.
- engage with appropriate professional development opportunities to promote professional effectiveness in their role.

Strategic Responsibilities

The Head of Year will:

- secure the commitment of others to the vision, ethos, ambitions for the school's future and policies of the school in order to accrue high levels of performance from the personnel and teams for which they have both direct and indirect accountability.
- carry out routine, rigorous and robust self-evaluation in order to contribute to the creation, implementation and monitoring of the school strategic plan.
- facilitate opportunities for all staff to contribute to achieving the school's priorities and targets.

Teaching, Tutoring and Learning

The Head of Year will:

- determine, organise and implement "developmental" policy in line with ECM principles.
- establish a learning environment that extends students' personal learning and thinking skills in order to increase their independence and prepare them to take their place as responsible adults.
- ensure classroom practice is always engaging and challenging and that student behaviour is well managed and safe.
- monitor the quality of learning, tutoring and teaching.
- analyse performance data to inform improvement strategies.
- promote opportunities to share and develop best practice.

Leading and Managing Staff

The Head of Year will:

- foster positive working relationships across the school community.
- lead a group of tutors/PSHCE teachers in development and self-evaluating activities.
- actively promoting rigorous and developmental performance development processes.
- inform the Headteacher and Governors of future development needs that will help to realise the school's vision.

Effective Deployment of Staff and Resources

The Head of Year will:

- effectively and efficiently deploy tutors/ PSHCE teachers and support those staff in carrying out their duties.
- advise on priorities for expenditure and monitor the effectiveness of spending and usage of resources to ensure value for money.

Specific Strategic & Operational Responsibilities (including related policies)

Strategic Responsibilities:

- In conjunction with the identified member of SLG and other key personnel contribute to the marketing and transition policies and documents related to student admissions.
- In conjunction with the identified member of SLG and the other Heads of Year help to shape the strategic direction to be taken by tutor teams across all the school.
- Provide clear strategic direction for the tutor teams that you are directly responsible for ensuring consistency across teams and across the school.
- Establish short, medium and long term plans to deliver the above and meet priorities and targets.
- Maintain an overview of students' progress towards targets and identify appropriate intervention strategies.

Operational Responsibilities:

1. Day to day management and development of allocated year, tutor and PSHCE team.
2. Line management of identified tutors.
3. Provide feedback to other line managers to inform Performance Development Reviews.
4. In consultation with the relevant SLG member responsible for day-to-day take a proactive role in the organisation and delivery of key events and moments planned for the relevant year group.
5. In consultation with the relevant SLG member responsible for Reporting and Assessment take a proactive role in the organisation and delivery of the reporting and assessment process including consultation and information evenings for the relevant year group.
6. In consultation with the relevant SLG member responsible for Curriculum, taking a proactive role in the decisions and delivery of curricula and 'beyond the classroom' based activities and house events.
7. Oversight and the organisation of allocated year group and their transition across key stages.
8. Support in the creation and delivery of the "development" policy in line with ECM principles.
9. Monitoring of progress of all students in allocated year towards achieving their academic, attendance and personal targets.
10. Develop links with all parents and carers of students in the school and ensuring parents are well informed about the curriculum, targets for their children.

Direct Line Management Responsibilities for the strategic direction, work and policies of:

1. Direct Line Management - TBC
2. Overview of relevant Tutor Teams

ABOUT YOU (PERSON SPECIFICATION)

	Essential
Qualifications	
Qualified teacher status	✓
Degree or equivalent	✓
Evidence of further professional development relevant to post	✓
Experience	
Outstanding classroom teacher and tutor	✓
Development work with colleagues	✓
Sustained performance securing very good student outcomes	✓
Evidence of successful leadership of an aspect of Standards or Developmental related strategy and work	✓
Skills & Knowledge	
Confident user of new technology as a management tool	✓
Able to communicate effectively, orally and in writing	✓
Able to demonstrate outstanding planning and teaching skills	✓
Able to present confidently to a large group of students or staff	✓
Able to use / analyse assessment data systems to raise standards	✓
Able to provide clear direction and to inspire, motivate and enthuse others	✓
Confident in own ability to be effective and to take on challenges	✓
Ability to relate well to students, colleagues, parents and Governors	✓
Builder of teams, networks and collaborations to secure the best outcome	✓
Effective behaviour management	✓
Able to support staff and students in maintaining high standards	✓
Up to date awareness of the National Curriculum and specifically within individual specialism	✓
Efficient and effective administrative, organisational and personal management skills	✓
Personal Attributes	
Able to inspire, challenge and motivate students	✓
Has a positive approach to education with a desire to succeed	✓
Demonstrates energy, enthusiasm and perseverance	✓
Is reliable and demonstrates integrity	✓
Possess good interpersonal skills	✓
Has a professional appearance and manner	✓
Has a clear vision and educational philosophy	✓
Has a positive commitment to individual personal development	✓
Has the capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓
Is adaptable and amenable with respect to working practices	✓
Able to work independently and in a team, take a collaborative approach	✓
Able to build supportive working relationships with colleagues	✓
Has a commitment to supporting the full life of the school	✓
Is suitable to work with children	✓
Equal Opportunities – has a commitment to inclusive education	✓

The Package

Salary: MPS/UPS

Benefits:

Generous Pension Scheme (TP / LGPS)	Priority Admission for Staff Children*
Health Care Cash Plan**	Free On-Site Parking
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

* See Admission Policy on the School Website

** Available upon successful completion of probation

Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application.

References may be taken up before being short-listed please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Please note Teachers of any subject may apply, and this may be taken in to consideration during the selection process.

Dates:

Closing date for applications: Wednesday 24 April 2019, 9am

Interview date: Wednesday 1 May 2019

** Appointments may be made where a suitable candidate is found prior to the closing date.*

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

