



Head of Year

Closing Date Wednesday 22nd March 2023, 9am

Recruitment Information Pack

Filey Secondary School
Muston Road, Filey YO14 0HG

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Dear applicant,

Thank you for your interest in joining the staff of Filey School.

At our school we know that it is the people that matter the most. We know that what we need to create is a climate and a culture that enables everyone to feel happy and safe in an exciting place to learn.

Our school has four new core values: Kindness, Respect, Integrity and Teamwork. Every member of our school is expected to try their hardest to live out these values every minute of every day.

We believe passionately in our students, we know that with the right support here, and at home, they can achieve great things. They have to believe in themselves and strive for success. This includes accepting the need for the highest standards of attendance, behaviour and always being ready to learn. We insist that every member of our school community works as hard as he or she can, without exception.

Our aim here is to provide all our learners with an exciting, coherent and inspirational curriculum taught by truly talented, professional and hardworking staff. We wish to create a culture that is inclusive, and where the individual and diverse talents of all our students are nurtured and celebrated.

We want to encourage every member of our school community to develop a love of learning. Our aim will always be to do all we can to enable everyone to reach the highest standards of which they are capable. We are committed to ensuring our students are happy, safe and have clear direction and support.

Self-belief, confidence and being proud of our own achievements are the keys to success. The best academic outcomes always occur where a true partnership has been established between home, school and the young person – all of us working together to strive for the best possible education.

I hope you will take the time to visit and see for yourself the culture and values of our school in action.

Good luck with your application.

Michelle Britton Headteacher

Coast and Vale Learning Trust: Our Schools

Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

To learn more about us please visit -

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)



Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

To learn more about us please visit - [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)



Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.

To learn more about us please visit - [Scalby School - Home \(coastandvale.academy\)](http://coastandvale.academy)



Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](https://www.coastandvale.academy)

Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit - www.scarboroughutc.co.uk

Filey Secondary School

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and our looking forward to a future where our learners and staff can thrive.

To learn more about us please visit - [Filey School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Application Process

The closing date for all applications is **Wednesday 22nd March 2023 at 9am.**

Interviews will be held as soon as possible after the closing date

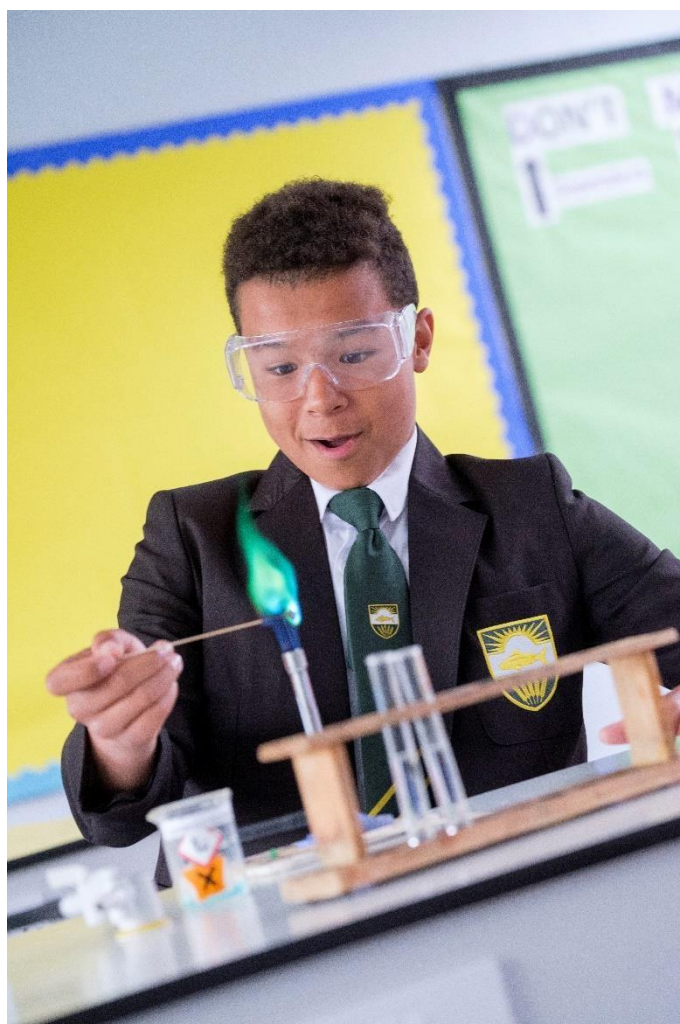
Completed applications must be returned to Danielle Rowley at recruitment@coastandvale.academy

If you think you're the person for the job, please complete the attached application form and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Please contact Danielle Rowley at recruitment@coastandvale.academy



Job Description

POST:	Head of Year
GRADE:	G (SCP13-18)
RESPONSIBLE TO:	Senior Leader for Engagement & Safety
STAFF MANAGED:	None
JOB PURPOSE:	To support learning through the use of data, strategic intervention and monitoring in order to maximise student attainment. To provide pastoral support and guidance to students in order to ensure they attend school regularly, behave appropriately and achieve their academic potential.
JOB CONTEXT:	Works within the school's pastoral team, working with SLT, students, parents and external agencies to promote good attendance and behaviour of students. An ability to fulfil all spoken aspects of the role with confidence through the medium of English Enhanced DBS clearance required
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Liaise with the Senior Leader for Engagement and Safety in all matters pertaining to the attendance, behaviour and welfare of students. • Liaise and meet with parents and agencies in promoting the attendance, good behaviour, welfare, development and attainment of students. On occasions, this will involve acting as 'case manager' for the student in partnership with outside agencies and the writing of reports. • Conduct investigations, take statements and report results to a senior leader for action. • Apply sanctions consistent with the school's behaviour policy. • The data collection system, plan, intervention strategies as directed by the Pastoral Protocol. • Analyse data weekly to improve the engagement and learning of vulnerable students. • Advise, guide and support students with general learning, welfare and behavioural issues. • Contribute to the Culture and Character Programme through assemblies. • Perform daily supervisory duties during mentor periods and lunch times. • Develop individual student learning plans and monitor their effectiveness. This may involve the production of a formal education plan that is disseminated to relevant staff. • Supervise detentions after school. • Contribute to the secure and confidential recording of incidents. • Lead a Year team meeting once per half term. • Cover for an absent Head of Year or the Consequences' Gatekeeper when required. • Contribute to enrichment or intervention sessions as required after school. • Supervise students prior to examinations, during the Pre-Public exams and GCSE exam season.

	<ul style="list-style-type: none"> • Contribute to specified events dictated by curricular needs (e.g. Options process). • Participate in Parents' Evenings giving key guidance to individuals in need of specific support. • Work closely with the Access to Learning Manager, the SENDCo and the Senior Leader for Engagement and Safety on the development intervention strategies. • Track and intervene with serial internal truants or students who are consistently late to lessons. • Liaise with parents and the attendance officers regarding attendance issues. • Ensure strict confidentiality in all areas of work. • Undertake any other duties, relevant to the post, which may from time to time be required as instructed by the Senior Leader for Engagement and Safety, any other member of the Senior Leadership Team and the Headteacher.
Communications	<ul style="list-style-type: none"> • Establish good working relationships and communicate effectively with all staff, students, parents and external partners • Communicate effectively with the Schools SLT • Contribute to weekly Head of Year meetings. • Attend weekly staff briefing.
Resource management	<ul style="list-style-type: none"> • Participate in the schools performance management scheme. • Participate in training and other learning activities and performance development as required • Highlight additional training and supervision needed to build on your skills and knowledge.
Safeguarding	<ul style="list-style-type: none"> • Identify and record any child protection and safeguarding concerns. This could include processing referrals, auctioning initial assessments and organizing meetings with parents. • Prepare and contribute information as required for Early Help or Multi-Agency meetings. • Action relevant aspects of Child Protection plans under the direction of the Designated Senior Leader. • Act at all times in line with the school's Child Protection procedures. • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
Systems and Information	<ul style="list-style-type: none"> • Maintain and update all necessary records using manual and computerised systems and check entries. • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.

Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	December 2022

Person Specification – Head of Year

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of issues that may affect students abilities at school / to attend school. 	<ul style="list-style-type: none"> • Knowledge of school procedures • Knowledge of child protection legislation and procedures
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with Bromcom or a similar data management system • Experience of working with children and young people and their parents / carers • Administrative experience 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of implementing policies
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Excellent communication skills, including advisory and persuasive skills • Ability to establish positive and effective relationships with children and young people • Organisational skills • Excellent ICT skills • Analytical skills • Ability to keep accurate records • Ability to work successfully as a team • Ability to work on own initiative • Confidentiality • Report writing skills 	<ul style="list-style-type: none"> • Experience of Microsoft Office • Bromcom (School's Management System) • Experience of Telephone Systems
<p>Qualifications</p> <ul style="list-style-type: none"> • Good GCSEs including Maths & English or equivalent 	<ul style="list-style-type: none"> • Level 3 qualification in business / administration or equivalent
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Organisational skills • Ability to work successfully in a team • Able to work under pressure • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes. • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. • Confidentiality 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the school's policy and ethos. • Commitment to Continuing Professional Development • Motivation to work with children and young people • Enhanced DBS clearance required • Flexibility 	
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • To assist in ensuring that Trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery. 	