



# HEAD OF YEAR

TARLETON ACADEMY



Dear Applicant,

Thank you for your interest in the position of Head of Year position at Tarleton Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', written in a cursive style.

David Clayton  
Chief Executive

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

# ENDEAVOUR LEARNING TRUST

## OUR SCHOOLS





## About Tarleton

Dear Applicant,

Tarleton Academy is a thriving rural secondary school, part of the Endeavour Learning Trust family of schools and located at the heart of the village of Tarleton. We continually strive to be a 'Great school at the heart of the Tarleton community' and have ambition to be the number one secondary school choice for all students in the locality.

At our school you will find a caring, supportive and inclusive community; one that is dedicated to celebrating the potential and uniqueness of everyone. To support this commitment, there is a strong curriculum, inspirational and challenging teaching and learning and dedicated pastoral care. In July 2023, this was recognised by Ofsted and we maintained our rating as a 'Good' school.

We pride ourselves on the strength of our relationships with our students, staff and wider community. Our overriding priority is to get to know each of our students as individuals in order for them to excel in all aspects of school life. We have a distinct 'family' feel, with the wellbeing of our staff and students at the forefront of our decision making - our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We have recently moved into a brand-new state-of-the-art carbon neutral school building which offers staff and students an unrivalled school experience with modern design and state of the art technology in all classrooms. This development will continue with the landscaping of our outdoor spaces, the completion of a new MUGA and the proposed 3G AstroTurf pitch. We would highly recommend you come and visit us prior to application in order to appreciate our fantastic new facility.

We hope the enclosed information will give you good insight into the role and will encourage you to apply.

Yours faithfully,

S. Parker  
Headteacher



## Head of Year

**Full time, Maternity Cover, Term time only (plus 2 weeks)**

**Grade 6 SCP 11-19**

**£25,979 - £29,777 pro rata**

**£23,122.67 - £26,503.09 per annum**

Are you the right person to work with our fantastic students and staff? Can you demonstrate our values by modelling kindness, respect and ambition to the school community? Have you got first class interpersonal skills? At Tarleton Academy, we are committed to the academic and personal development, social and emotional well-being of every one of our students and as a result, we are expanding our team and are looking for an enthusiastic, dynamic team player who will join us in the position of Head of Year

The main purpose of this role is to monitor, track and support all students which will in turn contribute to raising levels of achievement for students at our school. As a Year Leader, you will work closely with the Attendance, Behaviour and Progress Leads to track progress and coordinate interventions for our students.

We are looking for someone who is able to:

- Work with and support children of a relevant age
- Form positive, effective and appropriate working relationships/boundaries with young people
- Work effectively as a member of the team, prioritising conflicting demands and managing own workload effectively

They will be expected to:

- Take a lead role on the implementation of the school's Celebration, Award & Behaviour Procedures
- Work directly with students to provide mentoring and pastoral support to overcome obstacles to learning
- Lead on administrative support to the year group(s) you are working with

The School can offer you:

- Brand new school build completed in 2023 with State-of-the-Art facilities
- A caring and supportive school environment with delightful students who are keen to learn
- A fantastic Local Government Pension Scheme
- On-site parking
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

This position is full time, fixed term and term time plus two weeks (inclusive of 5 inset days) 37 hours per week. Working Monday to Thursday 8:30am to 4:30pm & Friday 8:30am to 4:00pm

### HOW TO APPLY

To apply, please complete an application form in full and send to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org) along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am Monday 2<sup>nd</sup> September 2024

Interviews are to be confirmed

### SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates

## JOB DESCRIPTION



HEAD OF YEAR

TARLETON ACADEMY

### Job Purpose

- To be the lead and champion for a year group in school
- To develop and sustain a positive ethos within the year group
- Work to develop students who to have high expectations of themselves (and others) and be kind, respectful and ambitious young people
- To work to the academic, personal, social and emotional well-being and development of our students
- To have responsibility for ensuring effective pastoral care and promote academic success for all students within the year group, liaising with external agencies where necessary in order to intervene

### Main Activities

- With the Attendance Lead, support the school's attendance policy and procedure by completing first day response calls and working closely with students and their families to improve their attendance, especially disadvantaged and vulnerable students
- Provide support and advice to students to promote their social care and personal development
- Liaise with teaching staff to provide particular support to targeted students to overcome specific barriers to learning and engagement- for example, attendance at school and lesson
- Provide input to the identification of needs, assessing those students needing extra support and the development of individual action plans for targeted students
- Work with targeted students to implement an action plan
- Be responsible for monitoring of individual action plans / analysing data and implementing support plans
- Manage students on report at the appropriate stage
- Assist in maintaining contact with students' families/carers to inform them of progress and issues
- Support student access to out of school activities and study support
- Collate information and maintain records of student behaviour and attendance
- Prepare written reports, case studies and evaluations where appropriate
- Assist in resolving relationship issues between students
- Manage support packages for students to reintegrate them into school following periods of suspension/absence
- Lead and attend parental or external agency meetings as appropriate
- Maintain good working relationships with students, staff and parents to ensure positive outcomes for students
- To undertake any additional identified training as appropriate to better support you in your job role
- Make referrals or provide relevant information to external bodies to best support students
- Participate in the admissions process for the year group
- Implement the school's Celebration, Award & Behaviour Policy
- Seek opportunities to celebrate success individually and collectively
- Review data on a daily, weekly, termly and annual basis to evaluate impact and direct action
- Support the 'In Year Admission' application process, meetings for students who are Managed Transfer and those in alternative provision placements.

### **Student Support and Guidance**

- To monitor and promote student's attendance and punctuality in accordance with school policies and procedures
- To ensure the very best standards of behaviour, acting as a role model for staff and students and promote positive working relationships
- To develop and maintain an ethos within the year group that sets high expectations for all students in all aspects of their work through assemblies and whole school initiatives
- Contribute to, as required, assemblies for the year group
- To work with colleagues to monitor the progress of all students within the year group, encouraging high aspirations and achievement including the provision of support and guidance
- Liaise with
- To be aware of and support the coordination of student progress reports to parents
- To liaise with staff / parents / other agencies to ensure appropriate support for students at all stages including behaviour management
- To attend Parents' Evenings to maximise relationships with students and their parents
- To develop positive relationships with all parents and support the hardest to reach to attend school events
- To support colleagues, students and processes with specific regard to year group activities: transition, options and examination preparation for example
- 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
- To provide reports for Governor's Disciplinary Panel meetings and ensure the SIMS/ClassCharts and CPOMS database is maintained with all relevant information pertaining to each student within the year group

### **Policy and Planning**

- To liaise with Line Manager to ensure consistency of implementation of school policies and procedures
- Ensure staff are well informed of all matters relating to the year group in order to promote good communication
- Encourage the practice of working as a team
- Show commitment and encouragement for students to attend the extra-curricular activities of the school
- As required, provide reports on the progress / development of the year group

### **Whole School**

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

### **Support for the School**

- To undertake supervision and detention duties as required
- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage the Trust's ethos and its objectives, policies and procedures
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the Headteacher



## PERSON SPECIFICATION

|                                 | <b>KEY CRITERIA</b>  | <b>Essential (E)/<br/>Desirable (D)</b> |
|---------------------------------|--|---|
| <b>QUALIFICATIONS</b>           | NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5                        | E                                       |
| <b>EXPERIENCE AND KNOWLEDGE</b> | Experience of working with or caring for children of relevant age  | E                                       |
|                                 | Experience of working in a relevant classroom/service environment  | D                                       |
|                                 | Experience of working with students with medical needs   | D                                       |
|                                 | Experience of administrative work  | D                                       |
|                                 | Experience of working within a school environment  | D                                       |
|                                 | Experience of supporting pupils with challenging behaviour   | D                                       |
| <b>SKILLS AND ATTRIBUTES</b>    | Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard                     | E                                       |
|                                 | Ability to relate well to young people   | E                                       |
|                                 | Ability to form effective and appropriate working relationships/boundaries with young people                         | E                                       |
|                                 | Capable of working effectively as a member of a team   | E                                       |
|                                 | Excellent oral and written communication skills  | E                                       |
|                                 | Time management skills   | E                                       |
|                                 | Ability to prioritise conflicting demands and manage own workload effectively  | E                                       |
|                                 | Ability to work accurately under pressure and to tight deadlines   | E                                       |
|                                 | Efficient, meticulous and well organised   | E                                       |
|                                 | Knowledge of concept of confidentiality  | E                                       |
|                                 | Standard office practices and procedures   | E                                       |
|                                 | Accuracy and attention to detail incorporating good numeracy and literacy and IT skills                              | E                                       |
|                                 | Adaptable with a flexible approach to work   | E                                       |
|                                 | Operate a computer and other standard office equipment   | E                                       |
|                                 | Maintain effective working relationships with school, staff and students and those encountered in the course of work | E                                       |
|                                 | Communicate with the public in a courteous and professional manner in writing, by telephone and in person            | E                                       |
|                                 | Respond rapidly and accurately to situations   | E                                       |
|                                 | Able to use own initiative and work independently with general supervision   | E                                       |
|                                 | Understand and carry out written and oral instructions   | E                                       |
|                                 | Be honest and trustworthy  | E                                       |
| Be respectful and polite        | E  |   |

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| <b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b> | Possess cultural awareness and sensitivity  | E |
|   | Ability to deal with confidential matters in a professional manner and to maintain confidentiality  | E |
|   | Show initiative   | E |
|   | Good communication skills   | E |
|   | Demonstrate sound work ethics   | E |
|   | A commitment to contributing to the wider school, Trust and its community   | E |
|   | Ability and willingness to travel between sites, as required  | E |
| <b>OTHER</b>                                | Clearance through the Disclosure and Barring Service  | E |
|   | Compliance and adherence to the documents 'Keeping Children Safe in Education' 'Guidance for Safer Working Practice' & 'Guidance for Conduct' | E |