



## Job Application Pack Head of Year

**Salary: POD Pt. 27-30 (£31,895 – £34,373) to be Pro-Rata, Term Time Only (39 weeks)  
Full Time, 37 hours / week Monday – Thursday 8am – 4pm Friday 3.30pm  
Permanent Contract Starting: September 2022  
Closing Date: 3pm on Monday 9<sup>th</sup> May 2022  
Interviews will take place during week commencing 16<sup>th</sup> May 2022**

## Letter from the Headteacher Neal Holder



Dear Colleague,

Thank you for your interest in the role of Head of Year at Farringdon Community Academy.

At Farringdon Community Academy, we pride ourselves in delivering an ambitious, broad and balanced curriculum, enabling all our students, irrespective of background, to acquire the skills for life, take pride in what they do, who they are, and in their community, and become confident, respectable and upstanding citizens. Our high standards and expectations of students and their behaviour ensures that our teachers are able to teach to a high standard and all of our students have access to the very best learning. We work hard as a staff to ensure our students develop a love of learning and are supported in achieving their aspirations.

As well as being committed to academic excellence, we also prioritise pastoral care. Our House system focuses on building our students' character and it provides them with the opportunity to develop attributes such as: leadership, resilience, initiative and respect. Our Houses also give our Academy a 'family feel' where staff and students alike care for each other and forge strong relationships.

It is an incredibly exciting time to be joining our team, ahead of an exciting journey. Farringdon Community Academy has been selected by the DfE to be rebuilt and we are one of only two schools in the North East who will be opening the doors to a new school, in October 2023. The news of our new build marks the beginning of a very important chapter for our Academy's history as well as its future.

We value staff development in the Academy and are as equally committed to the growth of our staff as we are to the growth of our students. Working within the Academy, you will be supported and challenged to develop and will be provided with the opportunities to reflect on your practice so that you continue to perform at a high level. We invest a lot of time in staff training and providing staff with support tailored to suit their needs and aspirations.

We are looking for committed, experienced, ambitious and dynamic individuals to join our dedicated staff team. At Farringdon Community Academy, our vision, values and expectations are clear. If you share our ethos and our mission to provide the highest quality of education for our students and passionately believe in the potential of all young people, we can offer you the support you require to develop and the opportunity to make a difference and make an impact on our community.

I hope you enjoy reading our prospectus and learning more about who we are and what we are about. If we are the right fit for you, I look forward to receiving your application.

Yours faithfully,

**Neal Holder**

**Headteacher**

# Our Vision and Values & Quality of Education Mission Statement



## OUR VISION

All students, irrespective of background, acquire the skills for life, take pride in what they do, who they are, and in their community, and become confident, respectable and upstanding citizens.

## OUR VALUES

- Respect
- Resilience
- Endeavour
- High aspirations
- High standards and expectations

EXCELLENCE  
— THROUGH —  
ENDEAVOUR

## RATIONALE

At Farringdon Community Academy teaching, learning and our curriculum is at the forefront of our thinking and is at the heart of everything we do. We are committed to ensuring a broad and balanced curriculum with high quality teaching and learning experiences so that all students make good progress, have exciting and equal opportunities in their learning journeys and achieve beyond what they imagined is possible; we are as equally committed to our staff and their development, supporting and challenging staff to be the very best practitioners and pioneers of their field.

## Continued Professional Development Our Programme



All staff who join the Academy benefit from a carefully structured programme of training and support. We believe that all staff should be committed to a continuing process of improvement as the Academy is committed to supporting them in their professional aspirations and needs, this is why we dedicate two hours every week to CPD. Through our bespoke '**Learning Loop**' model, we foster a positive ethos of continuous learning and development and the programme of training we provide encourages and motivates staff to investigate pedagogy, take risks and experiment with new and innovative teaching methods whilst working collaboratively across the curriculum. Our CPD programme is underpinned by our school ethos and we endeavour to provide opportunities for staff to grow as pioneers of their field; to develop their knowledge, skills, understanding and attitudes to enhance their professional work and become excellent practitioners.

### Our 'Learning Loop' Model

**Pre- launch** - Curriculum Leader Launch: our teaching and learning focus is introduced and explored with Curriculum Leaders prior to the formal launch to all staff.

**The Launch** - Whole School Training: an introduction to the termly 'Learning Loop' led by Teaching & Learning Team. Research and theory is addressed and some useful starting points for curriculum areas are shared to form the basis of their subject-based CPD.

**The Sell** - Key teaching and learning strategies are promoted and shared with staff. Staff, individually or in curriculum teams, create a personalised action plan focusing on the strategies they want to develop in their curriculum areas.

**The Practise** - Curriculum areas have practical time to create resources and trial educational theories in lessons.

**The Review** - Curriculum areas and individual staff review what they have learned so far and continue to develop resources.

### Personal Development

As well as engaging in our whole school priorities through the learning loops, staff have the opportunity to develop their practice at subject level during 'Personal Development' weeks. Every fortnight staff are given one hour to develop their subject knowledge and conduct educational research of their own choosing. As well as this, Curriculum leaders are given time to direct their team and provide subject specific training. We want our staff to be given as much support as possible to develop and progress as excellent classroom practitioners that is why CPD is rooted in performance management targets.

### CPD Newsletter and Bulletins

Staff are provided with weekly T&L bulletins and a monthly T&L Newsletter to encourage them to keep up with, and trial the latest T&L pedagogy. Newsletters are framed around our school priorities and allow us to share good practice and serve as a constant reminder of the importance of continued professional development.



## Head of Year Advert



### **FARRINGDON COMMUNITY ACADEMY**

**Address: Allendale Road, Farrington, Sunderland SR3 3EL**

**Tel: (0191) 917 1500**

**Email: [enquiries@farringdonca.net](mailto:enquiries@farringdonca.net) Web: [www.farringdonschool.co.uk](http://www.farringdonschool.co.uk)**

**Headteacher: Neal Holder Number of Students on roll: 677**

### **Position: Head of Year**

**Salary: POD Pt. 27-30 (£31,895 – £34,373) to be Pro-Rata, Term Time Only (39 weeks)**

**Hours: Full time, 37 Hours per week - Contract: Permanent starting September 2022**

Governors wish to appoint a suitably qualified person to the post of Head of Year.

You will be joining Farrington Community Academy at an exciting time of our continued development with our £25 million new build, due to open in October 2023. We currently employ five full time Heads of Year to coordinate the pastoral support programme for our students. This post will complete the Head of Year team.

As Head of Year you will lead and manage a team of tutors, in your year group and you will work along side a Progress Leader and your Senior Leadership Team link. You will be responsible for the daily pastoral care of the year group, liaising with parents and Academy staff to ensure that all students within your care are valued and have the opportunity and support required to fulfil their academic and personal potential.

It is essential you understand the values and vision of the Academy and are able to model those values to our students. Our vision is: All students, irrespective of background, acquire the skills for life, take pride in what they do, who they are, and in their community, and become confident, respectable and upstanding citizens.

Our values are:

- Respect
- Resilience
- Endeavour
- High aspirations and attainment
- High standards and expectations.

The post will require skills of leadership and the ability to communicate with professionals at all levels within the Academy and Local Authority. Collaborative working is an essential requirement. Good information technology skills, strong administrative skills and the ability to work sensitively, enthusiastically, calmly and effectively under pressure are the key attributes required.

We welcome visits from applicants and would be delighted to show you around our Academy to fully appreciate our excellent learning environment and facilities. Please e-mail the Headteacher's PA [andrea.parker@farringdonca.net](mailto:andrea.parker@farringdonca.net) to arrange a visit.

Please note that we do not accept CVs. We encourage candidates to take a look at our website therefore all the application documents relating to the post are on [www.farringdonschool.co.uk](http://www.farringdonschool.co.uk) to the right-hand side of our home page you will see a box with our current vacancies on or at the top of the page under 'about us' click on vacancies.

Completed support staff applications (Parts A, B & C) should be returned to [andrea.parker@farringdonca.net](mailto:andrea.parker@farringdonca.net) Applications that arrive after the closing time/date will not go through to the shortlisting process.

Farringdon Community Academy safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures and expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. The post is subject to a DBS check from the Disclosure and Barring Service. Suitability to work with children will be checked with the Disclosing & Barring Service.

**Closing Date: 3pm Monday 9<sup>th</sup> May 2022**

**Interviews will take place during week commencing 16<sup>th</sup> May 2022**



## Head of Year Person Specification

	<b>Minimum Requirements</b>	<b>Desirable</b>	<b>How Identified</b>
<b>1. Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Evidence of study to GCSE level (or equivalent) including level 2 passes at c or above in both English and Maths</li> <li>• Further education professional qualifications</li> <li>• Evidence of professional/administrative qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of study to A Level (or equivalent)</li> <li>• Evidence of study at degree level</li> </ul>	Application Form
<b>2. Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working directly with young people</li> <li>• Evidence of work or interest in the development of human potential</li> <li>• Evidence of recent management experience with young people</li> <li>• Ability to manage systems and procedures</li> <li>• Experience of managing a team</li> <li>• Experience of having prepared reports and written documents</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of working in a busy demanding environment</li> </ul>	Application Form Supporting Statement  Application Form Supporting Statement
<b>3. Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability or potential to use and interpret academic and attendance data</li> <li>• Awareness of issues which create barriers to learning</li> <li>• Ability to manage student behaviour</li> <li>• A commitment to teaching and learning in the school</li> <li>• Understand the work of other related agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of data use in previous employment</li> </ul>	Application Form Presentation Interview  Application Form Interview
<b>4. Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Ability to act within a consistent and clear set of values</li> <li>• Ability to relate to teachers, other professionals, parents and pupils</li> <li>• Ability to work as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of working within a multi-agency environment</li> </ul>	Interview Presentation References

	<ul style="list-style-type: none"> <li>• Ability to use initiative and develop new strategies</li> <li>• Ability to remain calm and consistent under pressure</li> <li>• Ability to successfully manage others</li> <li>• Ability to work under pressure and meet deadlines</li> </ul>		
<b>5. Other</b>	<ul style="list-style-type: none"> <li>• A commitment to the school's declared pastoral philosophy</li> <li>• A commitment to professional development and training</li> <li>• High, professional standards, including excellent attendance and punctuality</li> <li>• Ability to promote the positive ethos of the school.</li> <li>• This role will require satisfactory clearance from the Disclosure and Barring Service (DBS).</li> </ul>		Application Form Supporting Statement Presentation Interview DBS Application

## Head of Year Job Description



<b>Post:</b>	Head of Year
<b>Salary:</b>	POD Pt. 27-30 (£31,895 – £34,373) to be Pro-Rata, Term Time Only (39 weeks)
<b>Hours:</b>	37 hours / week Monday – Thursday 8am – 4pm Friday 3.30pm
<b>Contract:</b>	Permanent
<b>Reporting to:</b>	Ms B McCrudden – Deputy Headteacher and DSL
<b>Start Date:</b>	September 2022

### **KEY AREAS OF RESPONSIBILITY**

To actively promote the aims, objectives and ethos of the Academy. To lead the Year group and to ensure that every child within the group has the opportunity and support necessary to achieve their own personal and academic excellence. To manage and motivate the Year team and to work purposefully and actively with parents, staff, students and other agencies within the pastoral ethos of the Academy. To develop a coherent year group, within which all students are valued equally and to engender pride in self and the Academy.

### **PROFESSIONAL DUTIES**

- To value every student irrespective of ability, behaviour and performance and to evidence that value in every interaction.
- To pursue in all interactions with staff, students, parents and other agencies, the declared philosophy of the Academy.
- To work with Progress Leaders, Curriculum Leaders, SEND and YEAR staff in ensuring that every student is given the opportunity to fulfil their personal and academic potential.
- Working with Progress Leaders use all available data in identifying both personal potential and any degree of underperformance. To work with other staff and agencies to address the issues identified.
- To undertake training to join the wider groups of Deputy Designated Safeguarding Leads.
- To identify and remove any barriers to learning. This includes setting and monitoring use of pastoral reports. It also includes creating pastoral support plans and safety plans where necessary.
- To effectively monitor data in relation to attendance and punctuality. To use all available measures to meet targets set in relation to attendance and punctuality, in liaison with the attendance team.

- To ensure the Pastoral Team meet on a monthly basis and that there is an appropriate agenda and that actionable points from the meeting are supplied to Senior Leadership Team link of your year group and are acted upon.
- To form part of the Academy Patrol Team.
- To liaise with outside agencies and prepare reports of various kinds upon request. To work co-operatively with all external agencies involved in the support of any particular child.
- To seek their own professional development and the continuing professional development of their staff to ensure that staff effectively carry out those tasks allocated to them.
- To ensure that the year team's work is at all times, within the context of the Academy's philosophy.
- To work in such a way that they ensure Early Career Teachers receive the appropriate levels of information and support.
- To establish and maintain effective and positive communication with parents and to pursue the belief that maximum benefit is gained by working in co-operation.
- To present appropriate and stimulating assemblies when calendared.
- To organise and encourage regular charitable and sporting activities in the pursuance of community spirit.
- To actively participate in the creation, establishment or redevelopment of Academy policies.
- To undertake any other reasonable request at the direction of the Head Teacher via the Deputy or Assistant Head Teacher.
- To take part in patrol duties.
- To cover lessons as required.

**Further information and expectations:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- As part of your wider duties and responsibilities you are required to be committed to, promote and actively support the Academy's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and alerting the appropriate colleagues or Designated Safeguarding Lead to welfare and safeguarding concerns. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. We are committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.
- All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the Academy trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the academy and safety policies in respect to their specific duties and responsibilities.

## General Terms and Conditions of Employment



All conditional offers of employment at Farringdon Community Academy are made subject to candidates meeting the following criteria: -

- Completion by candidate of either Support Staff or Teaching Staff Application Form. (CV's are not accepted)
- Verification of ID evidence (note: original documents need to be witnessed)
- Verification of candidates Educational Qualifications (note: original certificates to be provided)
- Two Satisfactory references provided for candidate on the Academy's standard Reference Form 1 & 2 (note: including at least one related to candidates last employment with children). If the role you are applying for involves contact with children you are asked to supply a referee who can provide a reference based on when you have previously worked with children. In relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. References will be requested prior to interview.
- Completion of Health Questionnaire by candidate and subsequently being declared medically fit for the proposed role
- Disclosure & Barring Service Application completed by candidate and successful outcome. Appointments are conditional on the satisfactory completion of DBS and other necessary checks. FCA 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 an enhanced DBS with barred list check.
- As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis by the Headteacher and HR partners.

Please complete an application form available from our website, under vacancies.

[www.farringdonschool.co.uk](http://www.farringdonschool.co.uk)