



The Brunts Academy

Year Leader

Hay Band A (23-28) - £23,857 - £27,721 actual salary (£27,741 - £32,234 FTE)

Required for January 2021

Job Application Pack



THE BRUNTS ACADEMY

"To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life".

Year Leader

Hay Band A (23-28) - £23,857 - £27,721 actual salary (£27,741 - £32,234 FTE)

Required for January 2021

The Brunts Academy are seeking to appoint a Year Leader. The successful candidate will join our friendly and energetic team.

This post is a superb career opportunity in a school that has:

- Been Ofsted rated Good and has already made strides towards achieving Outstanding.
- Students who are willing and eager to learn.
- A track record of innovation and development.
- A high quality provision for personalised staff CPD and leadership development.
- Been recognised for improving the quality of education in other schools.
- A county recognised NQT programme which has been judged to be a model of good practice for years.
- Teacher contracts that are standard and we have adopted the normal teacher pension scheme.
- A comprehensive wellbeing scheme
- A proven track record for developing staff, securing good outcomes, good behaviour and good leadership. This is why The Local Authority and DfE has asked us to support other local schools to help them make improvements.

As an Evolve Trust member of staff you will have the opportunity to:

- Benefit from accredited professional learning through Trust academies as well as opportunities to work with colleagues from primary and special education backgrounds.
- Access CPD through our membership of 2 Teaching Alliances, benefitting from accredited leadership development programmes as well as extensive training suitable for all career stages.
- Work in an environment where staff can trial new research informed educational innovations and share best practice.

To find out more about why The Brunts Academy and The Evolve Trust could be the place for your career to flourish don't hesitate to read on and visit our website –

www.evolutrust.org



THE
BRUNTS ACADEMY

Introduction to The Evolve Trust



“The Evolve Trust aims to create a family of academies in the Mansfield region and beyond, enabling an increasing number of children and young people to fulfil their potential and providing them with greater access to a diverse range of opportunities when they leave school”.

We are committed to providing exceptional learning opportunities and outstanding educational outcomes for all our pupils in the Mansfield locality and beyond. Our aim is for every child and young person to benefit from a world class education, one which inspires our schools' communities to achieve more than they thought possible. Our commitment to these aims is evident through our working practices, which focus on making the difference to the life chances of all our pupils and students.

Academy staff and students work and learn together as our practice is continuously improved to bring about the changes required to deliver on our ambitious aims. As a Trust, we prioritise achievement and inclusion by valuing individuals. We meet these priorities by excelling in putting in place, for both students and staff, personalised learning pathways and pastoral care that seeks to address barriers to learning experienced by anyone.

Claire Marie Cuthbert
CEO for the Evolve Trust

“To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.



THE BRUNTS ACADEMY

Message from the Principal

Dear Candidate,

Welcome to the Brunts Academy. I am exceptionally proud to be the Principal of The Brunts Academy in what is an exciting stage in the Academy's development. At Evolve, we believe that an outstanding education develops our students academically, socially and morally, giving them the knowledge and skills to be successful during this and the next stage of the education and development.

We also feel it is important for our young people to develop and progress outside of the classroom and we offer a wide range of enrichment and extra-curricular opportunities to harness our pupil's potential.

We are ambitious about all that we do and focus our work on improving the academic attainment of all our students. The Brunts Academy is fortunate to have good facilities, supportive and skilled staff, motivated students and supportive parents and I look forward immensely in developing this partnership with you further this year.

We are proud to be supported by the Evolve Trust and we believe that this partnerships give us the opportunity to continue our improvements and for the school to be recognised both locally and nationally as not only a 'good' school but then an 'outstanding' school over time.

We demand excellence and we are on a journey to this but the foundations of this are fundamentally linked to our Core Values and how we behave in all aspects of school life. Our values and associated behaviours are:

AMBITION: Striving for the highest personal achievement.

INTEGRITY: The moral courage to be sincere, reliable and trustworthy at all times.

INCLUSIVITY: Together we create a stronger community for all.

ENDEAVOUR: The best preparation for tomorrow is doing the best today.

RESILIENCE: Take on challenges, learn and thrive.

We believe that secondary education represents a major stage in the life of each young person and so we aim to work together with parents, carers, agencies and the local community to support our young people; enabling them to develop and grow within this community and in building together a real sense of identity within The Brunts Academy and the Mansfield area.

We recognise the equal value of each individual young person and we aim to provide the best possible opportunities for our students. We look forward to welcoming you to our Academy and joining our team!

Carl Atkin
Principal for the Evolve Trust



Application Details

Thank you for your interest in the Year Leader vacancy at The Brunts Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org. Applications can also be submitted by post, for the attention of the HR Department, to the following address:

The Brunts Academy
Park Avenue
Mansfield
Nottinghamshire
NG18 2AT

Application forms

These can be downloaded from the school website www.evolvetrust.org. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by **12:00pm on Friday 27th November 2020**.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.



Job Description

Post:	Year Leader
Reporting to:	Designated SLT link
Line-manage:	Tutors within specified year group
Liaising with:	Leadership Group, Middle Leaders, Student Welfare Teams, SENCO and relevant staff with cross-school responsibilities, relevant support staff and parents.
Working time:	195 days per year- Full Time (Term time only)

Purpose

- To raise standards of achievement for specified year group through supporting and monitoring academic progress, behaviour and attendance across curriculum areas in line with school policies.
- Foster guidance, discipline, progress and welfare of students in the year group in line with school policies support where necessary colleagues, particularly Subject Leaders, to maintain high standards across the school and with stakeholders.
- Provide leadership and direction to a team of tutors to promote progress, good attendance, positive behaviours and address barriers to learning to secure outcomes in line with expectations or better for the allocated year group.
- To ensure provision of an appropriately balanced, relevant and differentiated tutorial programme for the year group in accordance with school policies.
- To lead on a specific area across whole school in liaison with the Deputy Headteacher for Scholastic Excellence.

Duties – General

- Work in accordance with the school's statement of aims and values and implement strategies within policies adopted by governing body.
- Help to raise achievement and aspirations of the students by providing challenge, opportunity and recognising and celebrating successes.
- Liaise effectively with parents, external agencies and Governors.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Duties – Specific

a) Curriculum:

- To liaise with Faculty/Curriculum Leaders and teachers to identify and overcome barriers to learning in young people.
- In emergency, to provide cover for lessons across the curriculum when teachers are absent.

b) Leadership:

- In conjunction with Form Tutors to ensure tutorial work is undertaken with students.
- To monitor student planners and the Form Tutor role in relation to this.



THE BRUNTS ACADEMY

- To ensure that school standards are adhered to during form time and to challenge any inconsistencies with staff.
- To prepare and hold assemblies with the Year Group as part of the school assembly programme.
- To be a high profile presence around the school, consistently delivering the school behaviour, attendance, punctuality and uniform policies in relation to the Year Group.
- To supervise students at all unstructured times of the day. To be part of the duty rota on a daily basis for both break and lunch times and be part of a rota for detention supervision. To also supervise the orderly exit of the students at the end of the day.

c) Records & Referrals:

- To supervise and direct the daily report system including the holding of thorough end of day surgeries to inspect and record students in daily reports and the interviewing of other referrals.
- To co-ordinate all information received from staff, parents and outside agencies regarding individual students and to ensure that this information is distributed correctly and to check that action is taken where and when necessary.
- To identify students who need extra support (liaise with SENCo), plan and implement intervention strategies with the senior leader.
- To be responsible for the preparation of reports and references including confidential reports for example for social services, the education psychology team, reports for relevant meetings, including core groups and strategy meetings.

d) Liaison:

- To liaise with outside agencies.
- In liaison with SLT to communicate with parents and outside agencies when appropriate.
- To arrange meetings with parents in order to acquaint them with school policy or to discuss the welfare and general problems of any particular student.
- To attend case conferences, and other relevant formal meetings such as Trustees meetings when called upon to do so.
- To attend school policy meetings as set down in the schedule of meetings.
- To lead year team meetings and action any responses from those where appropriate.
- Attend SEND and related meetings as necessary.
- To supervise the reception and placement of new pupils in consultation with the Senior Leader.
- To be part of an "on-call" system.
- To be part of a team of people providing cover in the SDC and isolation unit as appropriate.
- To attend AP providers with students to ensure consistency of behaviour.
- To have responsibility for year group attendance.
- To work with staff and other agencies where appropriate to deliver the school's policy on attendance.
- To assist in the early identification of those at risk of non-attendance and to manage the rewards policy in relation to good attendance.
- To lead weekly meetings with relevant staff in order to identify any significant issues relating to any students in their year group and to track students who are in particular vulnerable groups such as LAC, or for students who are subject to other support or intervention such as CP, CIN, EH.
- To organise and oversee parental contracts in relation to behaviour and attendance as per policy and discuss further action where relevant with parents and CYPS.

Health and Safety:



THE BRUNTS ACADEMY

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development – Personal:

- In conjunction with the Principal, take responsibility for personal professional development, keeping up to date with developments in pedagogy and curriculum development in your area.
- Undertake any professional development necessary as identified in SIP.

Additional points

All staff are required to maintain confidentiality in relation to student's staff and parent information.

All staff are expected to comply with academy and trust policies

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.

The school will endeavor 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.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Principal. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.



Aspect	Essential	Desirable
GCSE Maths and English at Grade C or above	X	
A Level Qualifications	X	
Degree Qualification		X
A committed and highly motivated team player	X	
Excellent written and verbal communication skills	X	
A good organiser who is able to work under pressure	X	
Excellent interpersonal and liaison skills	X	
ICT literate with the ability to work process and accurately record data	X	
Able to work on own initiative, with minimal supervision and guidance	X	
Ability to manage own time effectively and assume responsibility	X	
Ability to remain calm and contribute to the resolution of problems	X	
Flexible and able to respond quickly to new situations	X	
Previous experience with dealing with welfare support for students or young people.	X	
Ability to engage constructively with and relate to a wide range of children/young people and families/carers	X	
Able to set tasks which challenge students and ensure high levels of student interest	X	
Set clear targets for students learning	X	
Confidently deal with subject related questions students raise	X	
Implement behaviour management strategies to tackle challenging behaviour	X	
Motivate and reengage disaffected students	X	
Assess students against targets		X
Experience of working with a wide range of young people and families/carers from different social and ethnic backgrounds	X	
Experience of working in a comprehensive school	X	
Experience of working in a similar role		X
Experience of teaching in a secondary school		X