

# Consilium Academies Recruitment Pack

Head of Year

Thornhill Academy



## Welcome from the CEO

Dear Candidate,

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

Thornhill Academy is part of Consilium Academies' Multi-Academy Trust (MAT). Consilium is built on the values of partnership, opportunity, and integrity. We work collaboratively with our stakeholders and external organisations to foster relationships that will enhance educational experiences across the Trust.

Each member of our talented Trust believes every student, no matter of their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is currently going through a huge period of change with rapid growth and opportunities; I can't think of a better time to join us.

David Clayton  
CEO of Consilium Academies.



## Welcome from the Headteacher

Dear Candidate,

Thank you for the interest in working at Thornhill Academy. I am immensely proud to be the Headteacher of this academy where all staff are committed to giving our pupils the education that will help them become the very best they can be.

Our vision of Learn to Live, Live to Learn, aims to prepare pupils not just for today but tomorrow and life beyond school as we see learning to last a lifetime.

Thornhill provides excellent opportunities for children to develop as learners and grow as individuals. We offer a vibrant, exciting and inclusive all-round education and preparation for life and we are justly proud of the great progress our pupils make.

We expect exemplary standards of behaviour and respect for all within our inclusive school community and strive to encourage a thirst for learning.

Thank you again for your interest, this is an exciting opportunity to work for an aspiration Academy.

I look forward to receiving your application.

Kind regards,

Mr I Redford  
Headteacher



**Thornhill  
Academy**  
*learn to live*

## About the Academy

Thornhill offers students and staff rewarding and deeply engaging experiences and supports them on their journey to become inspirational and reflective practitioners, improving life for all in our community.

At Thornhill we take pride in developing each individual pupil to achieve their potential and make a positive contribution to society. We provide a safe, happy and nurturing environment in which we challenge all to strive for personal accomplishment.

Our Aims are to create an environment in which all take responsibility for their actions, behaviour and learning; relishing challenges and learning from failures. We want to create a safe, supportive and happy working environment in which diversity is celebrated and pupils and staff thrive.

Thornhill Academy is a fantastic school and I believe it is our job to develop a lifelong passion for learning through high quality teaching which fosters curiosity and promotes independence. We are committed to recognising and developing the whole child: physically, emotionally, socially and intellectually, creating active and responsible citizens who lead a successful and fulfilling life.

## About the Trust

### The Consilium Mission

**'Consilium Academies will provide an inclusive partnership within our Trust and with our communities, where lives are enriched by providing care, experience and opportunity, and where every student benefits from the same opportunities to succeed'**

Consilium Academies Trust is a Multi Academy Trust of 9 schools based across 3 hubs in Salford, South Yorkshire and the North East of England.

Consilium Academies believes in inclusivity, both in the schools and communities we serve. We are committed to working with our academies to ensure that our ethos is realised on a daily basis. The lives of our young people should be enriched by care, experience and opportunity. This is achieved by;

- helping children and young people to succeed to their potential academically, socially and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff and students can grasp their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired and empowered to succeed;
- ensuring that all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a small central team which is led by the recently appointed CEO, David Clayton. The team provide direct services to our schools as well as Trust level accountability, leadership and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of the trust. The Trust works with its schools and academies in a supportive way that does not detract from the individual identity of a school.

### **WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS TO OUR EMPLOYEES:**

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day 7 days a week
- Access to an Occupational Health Provider
- Fleet Solutions Car Leasing Scheme
- Free membership to Perkbox with hundreds of exclusive perks and discounts available online and in store at many shops, gyms and restaurants
- Providing excellent CPD working alongside external experts such as "Ambition"
- Providing free parking on site for all staff
- We have many new build state of the art campuses
- We are a family of academies that are inclusive and embrace diversity

## Head of Year | Thornhill Academy

**Start date: September 2021**

**Permanent | Term-time only | 36 hours per week**

**Grade 7 (NJC Scp 19 to 23) | Salary £25,481 – £27,741 (to be pro-rated)**

We are looking to appoint a Head of Year to monitor, track and support all students in their year group in order to contribute to raising achievement, attendance and behaviour for students at Thornhill Academy.

You will provide pastoral care for students and be the first port of call for parents/carers. As a Head of Year, you will work closely with Attendance and Behaviour Leads to coordinate interventions for students and tracking progress. You will lead a team of Form Tutors in encouraging pupil's academic, emotional and social well-being.

The successful candidate should be supportive of the ethos and values of the school and have the ability to encourage and motivate our students. We are looking for a number of enthusiastic and motivated Head of Year to form our new non-teaching Pastoral Team.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

To apply please complete the online application form through TES or download the attached application form.

We ask that all completed application forms are sent to [thr-enquiries@consilium-at.com](mailto:thr-enquiries@consilium-at.com)

For further questions about the role please contact [thr-enquiries@consilium-at.com](mailto:thr-enquiries@consilium-at.com) or 01915007981.

**The closing date for applications is 9am on Monday 17<sup>th</sup> May 2021.**

**Interview dates to be confirmed.**

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer.

*Consilium Academies and Thornhill Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check.*

*The trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

## Job Description

Job Title:	Head of Year
Reports to:	SLT Link / Headteacher
Based at:	Thornhill Academy
Grade:	Grade 7 (NJC SCP 19 to 23)

### Main purpose of the Role

The main areas of responsibility of the post-holder will include:

- To develop and maintain a positive ethos within the year group that encourages pupils to have high expectations of themselves and others and promotes effective learning
- To have responsibility for ensuring effective pastoral care and promote academic success for all pupils within the year group.

### Core Responsibilities & Tasks

#### Leading and Managing People

- Lead a team of Form Tutors in encouraging pupil's academic, emotional and social well-being
- Liaise with SLT link to ensure appropriate materials and activities are available in Form time
- Oversee the work of Form Tutors, including recognising and celebrating achievement
- Work with Form Tutors in monitoring and improving pupil's attendance, punctuality and behaviour.
- Leading Year Team meetings, discussing all matters relating to pupil management and progress, setting agenda items and circulating minutes
- Support the professional development of Form Tutors

#### Pupil Support and Guidance

- To develop and maintain an ethos within the year group that sets high expectations for all pupils in all aspects of their work through assemblies and whole school initiatives, including preparing and holding year assemblies
- To monitor the academic and personal progress of all pupils within the year group, encouraging high aspirations and achievement including the provision of support and guidance
- To monitor and promote pupil'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 Form Tutors and pupils to promote positive relationships
- To coordinate pupil progress reports to parents
- To liaise with staff / parents / other agencies to ensure appropriate support for pupils at all stages including behaviour management
- To assist with the organisation of Parents Evenings
- 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 database is maintained with all relevant information pertaining to each pupil within the year group

### Policy and Planning

- To prepare the agenda for and hold weekly year team meetings, including production and distribution of minutes
- 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 to the extra-curricular activities of the school, including providing for opportunities for cooperation and competition within the year group
- To provide regular reports on the progress / development of the year group

### Whole School

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

### Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

### Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.
- The Trust operate a no smoking policy.

## Person Specification

	Essential	Desirable
<b>Qualification and CPD</b>		
5 GCSEs, or equivalent, at grade C/4 or above (including English and Maths)	✓	
Educated to degree level		✓
Clean Driving Licence	✓	
<b>Experience, Knowledge and Skills</b>		
Supportive of the ethos and values of the school	✓	
Excellent interpersonal skills	✓	
Self-motivated and organised	✓	
The ability to encourage and motivate students	✓	
Competent use of ICT	✓	
Excellent Literacy and Numeracy skills	✓	
Excellent verbal and written communication skills	✓	
Flexible approach to working	✓	
Willingness to take a full role in the life of the school	✓	
Qualities to be a positive role model to all students	✓	
Experience of event organisation		✓
Excellent health and attendance records	✓	
Experience of working with young people and families	✓	
Experience of working with outside agencies	✓	
Experience of delivering assemblies / speaking to large groups		✓
Experience of supporting students in lessons, particularly those vulnerable to underachievement	✓	
Knowledge of Safeguarding Policies and Procedures	✓	
Experience of using SIMS		✓
Experience of using CPOMS		✓