

Haggerston **School**

Information Pack Head of Year



Aspiration | **Creativity** | Character

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Haggerston School

Dear Candidate,

Thank you for expressing an interest in working at Haggerston School. We are a successful inner-city community school, with a very diverse student population. You would be joining us at an exciting stage of our development from a Good to an outstanding school. Our aspiration is to become one of the best schools in the country and you could play a key role in realising that vision and ambition.

We are looking for someone who has drive and energy, optimism and belief in themselves and others. Someone who believes that all children and young people can achieve excellence, given the right educational support and crucially, the highest standards of teaching. You will also bring resilience, determination and a motivation to transform the opportunities of young people in all parts of the community we serve.

Haggerston is a great place to work. There is a warm and supportive culture and staff feel valued because the school invests in their professional development and wellbeing. We focus on developing simple, sustainable systems which staff can execute well and consistently because we feel this is the key to long-term school improvement. We want our staff to be positive and energetic, with a real investment in the school so we believe in fostering a culture of healthy work-life balance and strong professional relationships. You would also be working in a Grade II listed building, designed by Erno Goldfinger, in a vibrant part of London.

If you are interested in finding out more about the opportunity to work at Haggerston School, please visit our website. To apply you will need to complete the application form which can be found at: <https://haggerston.hackney.sch.uk/our-school/recruitment/> by 9:00am on **Friday 28th February 2020**. Alternatively, you can also request and submit your application by email at: recruitment@haggerston.hackney.sch.uk. If you would like any further information or wish to discuss this role, please contact the HR Department on **020 7749 4579** or recruitment@haggerston.hackney.sch.uk.

I look forward to receiving your application.



Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ciara Emmerson'.

Ciara Emmerson - Headteacher

THE HAGGERSTON WAY - OUR MISSION

Aspiration

We strive to be the best versions of ourselves. We work hard every day to master the knowledge and skills we need to lead successful, fulfilled lives.

Creativity

We create beautiful work to inspire others. We are independent-minded, creative thinkers and problem-solvers.

Character

We are articulate, confident and determined individuals. We work to build the qualities of Resilience, Ambition, Curiosity and Community Spirit.



STAFF REWARDS AND BENEFITS

Incentives:

- Generous **annual leave allowance** for support staff
- **Childcare Vouchers**
- **Cycle-to-Work Scheme**
- **Tech Scheme**
- **Pension Scheme** - Auto-Enrolment into the Local Government & Teachers' Pension Schemes
- **Season Ticket Loan scheme** (to support with travel expenses)

Professional Development:

- **Performance Appraisal** process enables tailored, personalised professional development
- Access to high quality in-house and external **professional training, including NPQML/SL & NPQH**
- **Annual programme of Leadership development opportunities**, including Leadership lectures and coaching
- Support to complete further academic study and professional qualifications
- Two INSET days per year devoted to **curriculum planning time** in faculties

Lifestyle & Wellbeing:

- **Health and Wellbeing weeks** - three meeting-free weeks over the course of the year, which include wellbeing events for staff such as yoga, massages and mindfulness classes
- **Healthy Eating Options** - subsidised meals available from the canteen and a designated staff coffee shop selling healthy sandwiches, hot and cold drinks, cakes and pastries
- **Parking** - Onsite car parking facilities and bike sheds
- **Staff counselling service** - Aspace provide a professional service free of charge to staff
- **Occupational Health Service** - Medigold Health provide free health advice and support to staff
- **Access to school 3G pitch** - Staff football after school on Fridays
- **CSSC Sports and Leisure (Civil Service Sports Council)** - Staff are eligible to join for £4.25 per month and gain access to Free Entry to English Heritage sites for the member and family, half price cinema tickets, 2 for 1 Tastecard for use in a range of restaurants, 50% off theme park entry
- **Free annual Flu Vaccination available**

EQUALITY & DIVERSITY - ACTIVELY BUILDING OPPORTUNITIES FOR ALL

Haggerston is a diverse school community; a strength we celebrate and promote. We are committed to equality of opportunity for all members of the School Community and recognise our duty under the law to oppose all forms of discrimination, including on the basis of disability, gender, pregnancy and maternity, religion or belief, sexual orientation and marital or civil partnership status. We oppose all bullying and unlawful discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language. These beliefs are fundamental to how we think and operate as a school, our commitment to principled leadership, and to the values we teach our students.

We ensure that all policies and practices comply with the public sector equality duty set out in section 149 of the Equality Act 2010. However, we want to go further than meeting our statutory duty. In recognition of the lack of diversity in leadership across the education sector and beyond, we seek to provide opportunities for career development for all staff, including those who are often under-represented, such as women, black and ethnic minority leaders. There are some practical steps we can take to support this, such as welcoming applications from staff proposing job shares, looking favourably upon flexible working and part time requests and providing a range of leadership opportunities within school, such as leadership lectures (including from successful female, black and ethnic minority leaders). We are conscious in our recruitment process to mitigate against unconscious bias and seek, wherever possible to have diverse recruitment panels.

SAFEGUARDING

Haggerston School is committed to Safeguarding Children; we have no higher duty than to ensure student safety and wellbeing, educating students so that they can lead successful fulfilling lives. It is a responsibility shared by all staff, governors and those who visit our school.

We also work with parents, carers, local and national agencies to address concerns and keep children safe from harm and exploitation.

In executing these duties, we undertake to:

- Train all staff (including temporary staff) to develop their understanding of how to recognise the signs and indicators of abuse, to know how to respond to a child who discloses abuse and recognise signs of vulnerability to radicalisation or extremism
- Support staff who have dealt with issues around abuse
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Encourage the development of self-esteem and resilience
- Ensure children know that there are adults in the school whom they can approach if they are worried
- Ensure there is a member of staff designated for the support of 'Children in Care'

- Include opportunities in the PSHE curriculum for children to develop the knowledge needed to recognise and stay safe from abuse
- Regularly review and update our procedures, policies and practices
- Work with parents and carers in partnership to create positive relationships that safeguard children and support families
- Work with agencies to share information and support families
- Ensure robust safer recruitment processes are in place at all times, including for temporary staff and visitors to the school site.



POST TITLE:	Head of Year
STATUS:	Permanent, Full Time
SCALE:	Leadership Pay Range, 5 - 9
LINE MANAGER:	Deputy Headteacher or Assistant Headteacher Behaviour & Engagement

Job Description

Responsible for all aspects of student welfare within a Year group including progress and achievement.

Main Duties and Responsibilities

In addition to the duties set out in the “School Teacher Pay and Conditions of Service” document and the job description for classroom teachers, this post carries with it the following responsibilities in the first instance:

- To provide high quality pastoral leadership and management of Year Groups to support high standards of learning and achievement for all students, fostering a culture of Aspiration, Creativity and Character.
- To assist the Headteacher and Senior Leadership Team in the operational management of the school.
- Lead on the implementation of the school’s behaviour management system, tracking and monitoring the conduct of students within the Year Group and taking considered and appropriate action to address and prevent poor behaviour.
- Use data effectively to track and monitor the academic progress of students within the Year Group and work with Subject Leaders and Tutors to address underachievement and drive outstanding learning through clear action plans.
- Support the SENDCO and Inclusion Manager to ensure that support for SEND and EAL students is effective and appropriate, driving pupil progress.
- Lead tutors in the development and delivery of the school’s character programme (‘The Pledge’) and other pastoral support programmes during tutor time.
- Ensure that accurate records of attendance and punctuality are kept by all tutors in the team and clear strategies are implemented to support students to improve attendance and punctuality, where there are concerns.
- Analyse and interpret relevant national, local and academy data, plus research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- Maintain high educational standards, enforcing the agreed school expectations concerning uniform, equipment, attendance, punctuality and discipline within the Year Group.
- Patrol corridors and visit lessons daily to ensure high standards of behaviour and learning around the school.
- Lead assemblies and work closely with students in the Year Group to create a culture of aspiration, creativity and character, in which students are active participants.
- Organise and lead Year Group events, such as Parents’ Evenings ensuring excellent parental engagement and attendance.
- Build partnerships with outside agencies such as social services, police liaison officer, volunteers, companies etc. to ensure exemplary support for students who have specific needs and high quality enrichment opportunities for all.
- Set high expectations around student participation in enrichment activities and track involvement.
- Implement the school’s reward system, celebrating students’ achievements and progress.
- Liaise with, and assist where appropriate, the senior leader in charge of assessment, in the conduct of public and internal examinations.

- Work with the senior leader responsible for staffing to ensure that newly qualified teachers, student teachers and new staff are given appropriate advice and support to become effective tutors.
- Ensure that appropriate tasks are set for staff who cover tutor time.
- Lead Year Team Meetings which ensure tutors are developed professionally, well informed and supported. Ensure minutes and agendas are efficiently maintained.
- Build positive relationships with parents and families to develop a partnership approach to supporting students.
- Support the smooth operational running of the school through a range of duties, including detention supervision, lunch, gate duties and on call.
- Prepare comprehensive exclusion packs in preparation for Pupil Disciplinary Committee meetings.
- Ensure allocated capitation is spent appropriately and keep the SLT line manager informed of financial needs and spending.
- Liaise with lead staff for careers and PSHCE to ensure delivery of a high quality careers and PSHCE programmes for the year group.

Professional Responsibilities

- Adhere at all times to professional standards of dress, courtesy and efficiency, in line with the culture of Haggerston School.
- Attend team and staff meetings, open evenings and student performances.
- Participate in staff training and development.
- Develop links with governors, LEAs and neighbouring schools/academies.
- Follow Health and Safety requirements and Data Protection legislation as directed.
- Promote the welfare and safety of children and young people in line with policy.
- Operate within the school's equalities policies, demonstrating commitment and contribution to improving standards of attainment for all.
- Adopt customer care and quality initiatives and contribute to the maintenance of a caring and inspiring learning environment for young people.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and Learning Trust policies.

Person Specification Head of Year

Qualifications:	
● Degree or equivalent plus teaching qualification	E
● Evidence of continuing professional development	E
Experience:	
● Evidence of excellent teaching and classroom management skills	E
● Successful experience of teaching in inner city comprehensive schools	E
● Successful experience of teaching across the age and ability range	E
● Successful involvement in planning, implementing and evaluating initiatives to raise achievement	E
Management and leadership skills:	
● The ability to motivate and lead people to drive sustainable improvement	E
● The ability to plan collaboratively and strategically for impact	E
● The ability to build good relationships with students, staff and parents	E
Professional knowledge and understanding:	
● High quality classroom practitioner in specialist teaching subject	E
● Understanding of Key Stage 2 to 3 and 3 to 4 transition issues	E
● Understanding of the 14 to 19 curriculum	E
● Knowledge and experience of self-evaluation and improvement planning	D
● The ability to use ICT effectively to support tasks and activities	E
Skills, abilities and personal qualities:	
● The ability to promote and maintain the highest educational standards in all aspects of the work in the school	E
● Team player with energy, enthusiasm and perseverance	E
● Very good organisational skills, encouraging positive collaborative working practices	E
● Good communication skills, showing sensitivity, strength and integrity	E
● Mentoring and coaching skills, showing ability to be both constructive and critical	D
● Experience of successful change management	E
● A commitment to developing a challenging, rigorous and inspiring curriculum	E
● Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools.	E

E: Essential

D: Desirable

HEAD OF YEAR

Leadership Pay Range, inclusive of Teacher's Inner London Weighting

Job Start: September 2020

We wish to appoint a dedicated, outstanding and inspirational Head of Year with a proven record in pastoral care to play a key role in the next phase of our development from a Good to Outstanding School.

Haggerston School was judged 'good' by OFSTED in October 2017. The OFSTED report noted: "Staff have high morale. They are proud to work at the school and feel that leaders support them in a variety of ways. These include providing training to meet their individual needs. Teachers new to the profession value the high-quality mentoring and support that they receive. They also appreciate the career opportunities provided by the school."

We are looking for someone who:

- has high expectations of behaviour and committed to driving high standards across the school
- can demonstrate excellent teaching and classroom management skills
- has the ability to build good relationships with all students and parents
- has a proven track record of pastoral leadership and raising standards within a school

We can offer you:

- children and young people who are eager to learn and progress
- staff who are collegiate, committed to their own professional development and to improving outcomes for the students here
- an excellent physical environment recently refurbished and extended under BSF
- a school committed to your professional development
- work in a team where your skills, enthusiasm and hard work will be appreciated

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you.

Download an application pack from the school's website or you can request one by contacting the HR Department via e-mail: recruitment@haggerston.hackney.sch.uk
Application forms can also be returned to HR via email.

Application closing date: 9am on Friday 28th February 2020
Provisional Interview and Assessment: w/c 2nd March 2020

Haggerston School is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.



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APPLICATION AND RECRUITMENT PROCESS - EXPLANATORY NOTE

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- The successful applicant will be required to complete an enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau).
- We may seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any safeguarding (child protection) allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you are selected, and possible referral to the police and/or the Disclosure and Barring Service.

Invitation to Interview

- If you are invited to interview this will be conducted in person and will explore any safeguarding issues and suitability to work with children as well as your previous employment record.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications
- Barred List Check
- a satisfactory enhanced Disclosure and Barring Service check

- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- verification of medical fitness in accordance with DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of a probationary period

WARNING

Where a candidate is:

- found to be on the Barred List, or the enhanced Disclosure and Barring Service disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and/or the Disclosure and Barring Service.