



Biddick

Academy

Application Pack

Assistant Head of Year

Scale 6 (£25,842 - £27,219 actual salary) TTO 39 weeks
Full time (37 hours)

Start Date: As soon as possible

Closing date: 19th April 2024

Biddick Lane, Washington, Tyne & Wear, NE38 8AL

11-16 Comprehensive
1144 on roll
Headteacher: Miss K Morris

Required for: as soon as possible
Closing date: 28th September 2023

Assistant Head of Year
Scale 6 (£25,842 - £27,219 actual salary) to TTO 39 weeks
Full time (37 hours)
Working hours require an 8am start time

Inspiring learning, unlocking potential, achieving success

We currently have an exciting opportunity for an enthusiastic, energetic and dedicated Assistant Head of Year to join our pastoral team. The successful candidate will work alongside the Head of Year at Biddick Academy, supporting our students to overcome barriers to learning and encourage good attendance and behaviour.

Located within a short drive from the vibrant cities of Newcastle and Durham, Biddick Academy is an Ofsted-rated 'good' school for 2021, known for its strong community ties and consistent record of being oversubscribed. We invite you to join us in our mission to transform education and make a real difference in the lives of our students. Our educational approach is built upon the pillars of resilience, curiosity, aspiration, and readiness

Are you someone who is student centred and able to form excellent relationships with students, staff and parents? The successful candidate will also be highly professional, dedicated and well organised and able to balance their role in the school.

We are looking for a candidate who has:

- a passion for working with young people and helping them to attain to the highest standard
- excellent interpersonal and communication skills
- excellent organisational and time management skills
- the ability to develop and maintain good working relationships with various stakeholders

You would be joining a committed and dedicated Pastoral and Student Support Team who make a significant contribution to maintaining a positive environment for learning.

Our extensive range of extra-curricular opportunities motivate students to aim high. The Academy has a strong and distinctive ethos of being a safe place where we continually strive to inspire learning, unlock potential and achieve success for every student.

At Biddick Academy we work collaboratively to ensure our students are safe, happy, inspired and cared for. We provide an extremely supportive induction programme for new staff and high quality, bespoke leadership professional development opportunities.

Please contact Ashleigh Bulbeck, HR Manager at – bulbeck.a@biddickacademy.com or 0191 5111600, ext 5013 to arrange an informal discussion regarding the role or a visit.



To apply, please return completed applications forms to recruitment@biddickacademy.com

Biddick Academy is staunchly committed to safeguarding and promoting the welfare of children. All staff and volunteers are expected to endorse this commitment. The appointed individual will undergo an enhanced DBS check and pre-employment safeguarding verification prior to commencing their role. Biddick Academy reserve the right to close the position early subject to adequate applications.

Dear Applicant

Thank you for your interest in the post of Assistant Head of Year at Biddick Academy.

Our aim is to inspire children to learn, unlock their potential and achieve success. We are passionate and determined that every student feels a sense of achievement, enjoys their learning, is happy and cared for, and develops as a well-rounded individual.

At Biddick Academy, we are preparing students not just to excel in examinations but also to have the skills and attributes to be successful in life. Our curriculum is designed with the intention of developing curious, resilient, aspirational young people who leave us, truly ready for their next steps. We recognise the importance of the informal and formal curriculum and actively encourage a wealth of extra-curricular activities.

I am proud to lead a team of exceptional staff who develop positive relationships with students and are committed to providing opportunities so that students fulfil their potential. You will be joining a team that works together, supporting and motivating each other to ensure our students thrive and flourish.

Biddick Academy is at the heart of the local community and for this reason; the Academy is a warm, energetic, and supportive environment. We provide a comprehensive induction programme for new colleagues and offer a range of high-quality professional development opportunities.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Academy.



Miss K. Morris
Headteacher

Academy Information

As an oversubscribed school, Biddick Academy has an excellent reputation in the local community. With 1144 students on roll and a specialist ASD provision comprising of 35 places, Biddick Academy is a dynamic place to work. We have 6 feeder primary schools and our catchment area is comprehensive, encompassing a wide variety of backgrounds.

The Academy has benefited from significant investment over a number of years and has excellent facilities, including a purpose-built Engineering workshop and Hair and Beauty salon. After school hours, the Academy is busy with many community groups using the 3G pitches and leisure facilities.

As an organisation, we want everyone, students and staff alike, to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

Curriculum

Key Stage Three

In Years 7 to 9 students study a broad range of subjects that, at the end of Key Stage Three, enable them to make informed choices for their GCSEs. For example, at present students study the following subjects: English, Mathematics, Science, Geography, History, Religious Education, Physical Education, Music, Art, Design Technology, ICT, IAG (Information, Advice and Guidance), Accelerated Reader, Spanish/French.

Key Stage Four

At the end of Year 9, students make choices regarding the courses they would like to study in Years 10 and 11. All students study GCSEs in the following subjects: English Language, English Literature, Mathematics, Science, History and /or Geography. In addition, all students must also continue to study Physical Education, Ethics, and IAG (Information, Advice, Guidance) as part of the non-examined curriculum.

Students may then choose from a wide variety of further subjects to make up their option choices. At present GCSEs and vocational courses are available in: French, Spanish, Philosophy and Ethics, Computer Science, Creative iMedia, Business and Enterprise, Food and Nutrition, Fine Art, Art and Design, Textiles, Digital Art, Hair and Beauty, Physical Education, Dance, Drama, Music, Chemistry, Biology and Physics.

Job Description

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| Job title: | Assistant Head of Year |
| Contract type: | Permanent |
| Accountable to: | The post holder is directly accountable to the Senior Deputy Headteacher, Head of Year (HoY) or delegated member of SLT for the quality and effectiveness of support for learning in the assigned year team area. |
| Grade: | Scale 6 (pro-rata) |
| Principle responsibilities: | <p>The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties as follows:</p> <ul style="list-style-type: none"> • Uphold and promote Academy aims and policies; • Be an active member of the Pastoral, Student Support Team and Academy learning community; • Make a significant contribution to maintaining an appropriate environment for learning. |
| Main Duties: | <p>The post holder will be required to make an impact on students by:</p> <ul style="list-style-type: none"> • Actively researching new ideas and developments; • Tracking student progress, behaviour, reward, attendance and punctuality data and supporting follow up and intervention; • Mentoring identified students where appropriate across year teams; • Supporting staff in the management of student behaviour; • Communicating and meeting with staff, parents/carers and outside agencies; • Supporting form tutors during tutorial time; • Monitoring, planning and delivering tutorial activities during designated times; • Undertaking duties and supporting 'on-call' team routines; • Supporting HoY in the consistency of student rewards and awards; • Supporting the monitoring of attendance and strategies to reduce absence and improve overall attendance; • Carrying out home visits to identified students and families; • Supporting the management of extra-curricular year team activities; • Supporting assembly and other year team event planning; • Supporting the HoY in year team meeting preparation and management and deputising for HoY when necessary; • Involvement in personal learning plan preparation and monitoring; • Involvement in ensuring safeguarding procedures operate effectively in the year team; • Liaising with, attending and communicating information from multi-agency meetings to relevant staff; • Supporting the supervision of lessons, withdrawal and supervising of students in detention. |
| Personal Responsibilities: | <p>The post holder will:</p> <ul style="list-style-type: none"> • Support the HoY in ensuring that communication within the team is effective; • Support staff when required; • Provide a shared vision of excellence and inclusion within the Pastoral Team, Student Support Team and the Academy; • Participate in performance management, coaching and CPD. |

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| Resource Responsibilities: | <ul style="list-style-type: none"> To build partnerships with parents/carers and external agencies to support student academic progress and social development; Respond to parent/carer enquiries by telephone, letter or email as appropriate; To keep accurate records of all communication with parents, all behaviour and reward issues, and any other pertinent information relating to students within the year group in student files; Ensure that all necessary risk assessments for activities and external provision are in place. |
| Stakeholder Responsibilities: | <ul style="list-style-type: none"> To act as a role model for tutors by demonstrating own high quality pastoral care and monitoring of students, continuous professional development and professional presence in the year team; Ensure the effective use of data to inform practice and high expectations; To engage all tutors in the creation, consistent implementation and improvement of tutor work which encapsulate key academy learning strategies; To contribute to tutorial development during form tutor time to ensure the delivery of an appropriate, comprehensive, high quality programme; Contribute to the Student Support SEF in partnership with the HoY and other colleagues in the Pastoral and Student Support Team; Provide accountability to parents/carers for any identified targeted student issues. |
| Accountability: | <ul style="list-style-type: none"> To regularly review own practice, set personal targets and take responsibility for own personal development. |
| Strengthening communities: | <ul style="list-style-type: none"> Possess a 'can do' approach to departmental/school improvement and excellence. Be an excellent communicator. Work positively and in partnership with parents, governors and the community. Support Biddick Academy's climate for learning. Co-ordinate strategies to achieve relevant departmental and whole school improvement priorities. |
| General Responsibilities: | <p>The post holder will:</p> <ul style="list-style-type: none"> Have a high presence across the Academy during the change of lessons, during lessons, pre-academy, break-times, lunchtimes and post-academy hours; Promote the ethos and values of the Academy through leading high quality assemblies; Be an excellent role model for students and staff; Contribute to the wider life of the Academy including lunchtime and after school clubs/activities and residential activities; Attend Academy events and activities; Carry out First Aid duties; While 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 students and to provide a welcoming environment to visitors and telephone callers. |

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| Notes | <p>This document is an overview of the role. The responsibilities will include but are not limited to those listed above and it is anticipated that the role will evolve over time and the duties may change.</p> <p>This document does not form part of your contract of employment.</p> <p>This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring service (DBS) is a required condition of employment.</p> |
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Person Specification

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| Job title: Assistant Head of Year | |
| Qualifications and Training | E/D |
| GCSE (or equivalent) in English and Maths | E |
| Relevant qualification and/or training | E |
| Evidence of recent and relevant CPD | E |
| Knowledge and Understanding | |
| Knowledge of different groups of pupils (eg. Disadvantaged, SEND, code of practice, most able) | D |
| Knowledge of child protection issues | D |
| Knowledge of strategies for promoting positive behaviour | E |
| Skills and Experience | |
| Experience of working with young people | E |
| Excellent interpersonal and communication skills | E |
| Experience of using and analysing data | E |
| Ability to use ICT packages such as Microsoft Excel, Word, Outlook | E |
| Able to initiate, develop and maintain good working relationships with various stakeholders such as parents, external agencies, students | E |
| Experience of dealing with difficult and challenging situations | E |
| Able to work under pressure and use own initiative where appropriate | E |
| Excellent organisational skills, able to prioritise tasks and manage time effectively | E |
| Experience of contributing to (and leading when required) training for staff development | D |
| Personal Attributes | |
| A passion and commitment for working with young people and a willingness to contribute to extra-curricular work of the academy | E |
| A strong commitment to improving the outcomes for students | E |
| Act as a role model for students and staff by setting high professional standards | E |
| Team player | E |
| Personable, approachable and able to gain the respect of others | E |
| Commitment to the safeguarding and promoting the welfare of children | E |

Assessment against the criteria outlined above will be through the application form, work related assessments, interview process and references.