

# Application Pack

## Head of Year

with experience of teaching any of the following:

- ICT and Business Studies
- Creative Technologies (RM specialism)
- PE (Boys)



# Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We have welcomed an additional year group every year until reaching capacity in September 2024 including a sixth form provision which opened in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

*Jenny Brown*  
*Headteacher*

# School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

# Job Description

## Job Details

**Job title:** Head of Year and Teacher of (from the following list):

- ICT and Business Studies
- Creative Technologies (RM specialism)
- PE (Boys)

**Reports to:** Deputy Headteacher and Head of relevant Department

**Type of Position:** Pastoral/Teaching

**Hours of work:** The duties in this job description are in addition to normal teaching commitments

**Salary:** MPS/UPS plus TLR 2c £7908 pa

**Aim and main purpose of the job:**

### Head of Year

- To support, hold accountable and develop a team of tutors focusing on high standards of social, personal and academic development of students so that pupils achieve their full potential.

### Teacher

- Under the direction of the Head of Department, provide vision, leadership and day-to-day operational management of the delivery of the relevant subject within the school.
- Secure high-quality teaching and effective use of resources to achieve the highest standards of achievement for all pupils.
- Contribute to the development and realisation of the whole school core values, the aims, vision and ethos of the school.
- Ensure effective quality assurance outcomes for the subject which meet the high standards expected by the school.

# Job Description

## Main duties/responsibilities: Head of Year

### General responsibilities

- To lead both the team of tutors and cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
- To manage both the people and resources associated with each year group.
- To monitor the quality of learning experienced by the year group, liaising with heads of departments and offering support and guidance where necessary.
- To promote the ethos of the school through leading high quality Collective Worship.

### Academic progress

- To monitor the academic progress of the year group in order to secure and sustain effective learning.
- To use assessment data such as CATs, SATs, KS2+KS3, to inform an analysis of individual student progress and collective progress across each tutor group and the year group as a whole.
- To have an overview of the range of barriers to learning that impacting on student progress, with reference to behaviour for learning, in and out of the classroom.
- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department.
- To monitor the effectiveness of these interventions and report to SLT termly on the progress being made by students in the year group.
- To liaise with key staff, including the SENCO, regarding all groups of students' achievement in the year group.
- To report to the line manager on the progress of the year group and individuals.

## Main duties/responsibilities: Head of Year – continued

### Leadership and Management

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors.
- To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding.
- To set the agenda for tutor meetings which should include a development item.
- To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff CPD.
- To have an overview of all the different care and guidance for students' e.g. learning mentor, SENCO, teaching assistants, external agencies etc.
- To provide a link for parents, tutors, SENCO, teachers, Heads of Department, SLT and external agencies.
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
- To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events.
- To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels. To liaise with the Attendance Officer in this respect.
- To monitor student behaviour, attendance and achievement using the school's MIS and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.
- To oversee students on report and make contact with parents when necessary.
- To play the leading role in the disciplining of students referring situations to the appropriate member of SLT when appropriate.
- To contribute to the management of key school events; for example induction, transfer arrangements, outings, extra curricular and social events.
- To line lead the pastoral year lead (non-teaching staff) attached to the relevant year group.
- To lead or contribute to meetings and reviews with external agencies, local authority protocols (e.g. fair access) and alternative providers

## Main duties/responsibilities: Head of Year – continued

### Administration

- To liaise with SIAMS lead to oversee and organise, through a team of tutors, a framework for daily tutorial activities. This includes both day to day administrative tasks (signing of planners, checking absences etc) and Collective Worship activities.
- To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities.
- To maintain individual student records as necessary and ensure that they are kept up to date.
- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting.
- To monitor the settling in of new students.
- To oversee the completion of progress checks as appropriate.
- To oversee the completion of school reports for the year group including writing a summary comment.
- To work with form tutors to ensure appropriate follow-up to reporting procedures and to play an important part in the evaluation of reporting procedures.
- To have an involvement in policy development and decision making across the school.



# Job Description

## Main duties/responsibilities: Teacher

### Teaching

- Teach an agreed timetable ensuring lessons are planned that engage pupils, provide challenge and are accessible to all.
- Lead by setting an example, achieving your own high standards of classroom practice and behaviour management.
- Partake in effective quality assurance in line with the school policy which leads to standards and progress which are above the national level.
- Monitor the academic progress of all pupils and implement appropriate strategies to address any underachievement.
- Be prepared to teach outside subject specialism, if directed.
- Provide effective and timely feedback to pupils in line with school policy
- Set homework in line with department and school policy
- Register the attendance of pupils in every lesson

### Curriculum

- Develop and implement policies and practices for the faculty which reflect the school's aims and ethos.
- Ensure that schemes of work and planning for all lessons are properly prepared.
- Review and refine schemes of work and all curriculum planning to ensure that they meet the needs of pupils of all ages and abilities.
- Ensure the requirements of the national curriculum, national strategies and examination boards are met.
- Ensure the planned and delivered curriculum includes wider aspects such as: literacy, numeracy, SMSC, FBV, careers and relevant aspects of the SIAMs framework.

### Pupils

- Ensure high standards of teaching and learning and assure preparation for examination across the department.
- Manage assessment, monitoring and reporting within the department, in line with school policy and procedures.
- Ensure that special educational needs are met within the subject areas through effective liaison with the SENDCO and other staff.
- Maintain, develop and apply effective rewards, sanctions, policies and procedures within the department, in line with those of the school.



## Main duties/responsibilities: Teacher – continued

<b>Parents</b>	<ul style="list-style-type: none"><li>● Work with parents through home/school correspondence, phone calls and meetings to ensure pupil wellbeing and academic success.</li></ul>
<b>Process management</b>	<ul style="list-style-type: none"><li>● If assigned as a budget holder, work with the SBM in order to manage your budget and any additional finance, keeping proper financial controls and records.</li><li>● If assigned as a budget holder, manage the processes for ordering, purchasing, and maintaining resources and equipment.</li><li>● If applicable, ensure appropriate risk assessments are completed and health and safety procedures are followed within the department.</li></ul>
<b>Performance management and personal development</b>	<ul style="list-style-type: none"><li>● Co-operate with the appropriate member of the SLT to lead and/or partake in performance management arrangements, in line with school procedures.</li><li>● Create a team atmosphere and build effective working relationships with staff.</li><li>● Participate fully, in the school CPD programme.</li></ul>
<b>Other professional requirements</b>	<ul style="list-style-type: none"><li>● Be a role model for the school's vision and values including our FAITH character values of fellowship, aspiration, integrity, tenacity and humility.</li><li>● Operate at all times within the policies and practices of the Trust and the school.</li><li>● Set a good example through personal presentation and personal and professional conduct.</li><li>● Contribute to the school's extra-curricular programme.</li><li>● Participate in open evenings, parents' meetings, liaison events with community partners, and other marketing and liaison opportunities.</li></ul>

# Job Description

## Person specification

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>● Good quality Honours degree in an appropriate discipline</li> <li>● PGCE or equivalent in secondary education with relevant subject specialism.</li> <li>● Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>● Current first aid certificate</li> <li>● Experience of pastoral role /additional responsibilities</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Successful experience teaching the relevant subject at Key Stage 3, 4 and 5.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience developing policies and practices</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>● An understanding of what constitutes outstanding teaching and learning and the ability to put this into practice</li> <li>● The ability to use data to monitor student progress and inform curriculum planning</li> <li>● The ability to put in place effective intervention for under achieving students</li> <li>● Good organisational skills</li> <li>● An understanding of the qualities of a successful scheme of work and the key principles of assessment</li> <li>● The ability to coach and mentor other teachers (in due course).</li> <li>● Understanding of current developments in teaching pedagogy (general and subject specific) and wider educational issues</li> <li>● Good behaviour management skills</li> <li>● The ability to motivate young people</li> <li>● Capacity to use ICT as an integral part of teaching</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of particular needs of pupils with SEND</li> </ul>

## Person specification – continued

	Essential	Desirable
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● The ability to form good working relationships with colleagues and pupils</li> <li>● The ability to prioritise and meet deadlines</li> <li>● Confidence in leadership roles</li> <li>● A commitment to continued professional development</li> <li>● A desire and commitment to contribute to the wider school and its community</li> <li>● A clear philosophy on teaching your subject</li> <li>● A commitment to safeguarding and protecting and promoting the welfare of young people</li> <li>● An open mind to change and the unique circumstances found in a new and expanding school</li> </ul>	<ul style="list-style-type: none"> <li>● A willingness to support the extra-curricular activities and events of the school.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Good attendance/punctuality record</li> <li>● Enhanced DBS certificate and barred list check</li> <li>● Flexibility</li> </ul>	

**As per the updated guidance in Keeping Children Safe in Education 2023, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.**

### Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.