

## Head of Year

### Required as soon as available

**37 Hours per week** - 8.30am to 4.30pm Monday to Thursday (4.00pm on Friday)

Term Time + 3 Week (PD Days + 2 weeks for administration hours)

Scale 6 (£16.35 - £17.47 per hour)

Per Annum (£28,396 - £30,341) dependent on experience and length of service

We are seeking to appoint a highly motivated and enthusiastic person who will be working as part of our pastoral team. Under the guidance of the Assistant Principal for Student Culture and Behaviour, this person will undertake pastoral and administrative processes for their year group.

#### Main responsibilities

- Take responsibility for leading a year group, fostering a positive and inclusive school culture through proactive support and guidance.
- Provide pastoral support, guidance and interventions.
- To engage with key stakeholders including, staff, parents, carers and outside agencies.
- To support students and families to identify barriers to learning and agree a way forward.
- Support students with positive attendance and punctuality to school and lessons.
- Provide general pastoral administrative support as appropriate according to the needs of student and the school.

Burton Borough is a vibrant and inclusive mixed school of 1210 students, situated on the Shropshire / Staffordshire border within the pleasant market town of Newport. Our location provides easy access to and from Shrewsbury, Stafford, Telford and Wolverhampton.

We are proud to be part of the Learning Community Trust, having joined in April 2024. This partnership places us within a forward-thinking, research-informed network of professionals, where collaboration and continuous improvement are at the heart of everything we do.

The school sits at the heart of the Newport community and aims to ensure that the skills, talents and attributes of all our young people are fostered so they flourish within a caring environment that has high aspirations for all. We believe that all students in our community have the right to the highest standard of education and see ourselves as having a privileged role in ensuring the young people of Newport prosper.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for the school.

For further information, please visit our website at [www.burtonborough.org.uk](http://www.burtonborough.org.uk) or telephone 01952 951408 or email [recruitment.bbs@lct.education](mailto:recruitment.bbs@lct.education)

For daily updates and to see what we do, follow us on Facebook or Instagram @BurtonBorough



## Candidate Information Pack

### Head of Year

**Required:** as soon as available

**Closing Date:** 3<sup>rd</sup> November at 9am

**Interview Date:** W/C 3<sup>rd</sup> Nov.



# Welcome to Burton Borough School a proud member of the Learning Community Trust

Dear candidate,

We are committed to providing a high-quality education that prepares our students for a happy, successful life and enables them to make a positive contribution to society. Our school is built on the values of ambitious, proud, and caring. We believe that these values are essential in shaping the character of our students and preparing them for the future.

At BBS, we understand that education is not just about academic excellence, but also about fostering strong relationships with families and the community. We believe that working in partnership with families and the community is crucial in providing a holistic education for our students. We encourage parents and guardians to be actively involved in their child's education and to work with us in creating a supportive and enriching learning environment.

Our dedicated team of teachers and staff are committed to providing the best possible education for our students. We believe that every child has the potential to succeed and we strive to create an environment that nurtures and supports this potential. We offer a wide range of programs and activities that cater to the diverse interests and needs of our students.

At BBS, we place a strong emphasis on learning and getting a good education. We believe that education is the key to unlocking a world of opportunities and possibilities for our students. Our curriculum is designed to challenge and inspire our students, and our teachers are dedicated to helping each student reach their full potential.

Thank you for considering BBS for your child's education. We look forward to working with you and your family in providing the best possible education for your child.

Yours sincerely,

Mrs C Bedford

Principal  
Burton Borough School

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# About the School

It is an exciting time to be joining BBS. In April Ofsted noted in its inspection that “leaders are driven and determined” and that the school is “taking effective action to improve the quality of education”.

This year we have converted to a horizontal pastoral structure to ensure we can give bespoke support at each year group level. We have also embedded a whole team devoted to our Year 7 cohort as we recognise the need to nurture following lost learning at such a young age. We take pastoral care incredibly seriously at BBS and have a superb team of staff who always put the interests of the community first.

The school is implementing a new and innovative Teaching and Learning strategy which has been created by the staff team, matching the needs of our school and its community. Staff who have a passion within this area will find that there are numerous opportunities to share good practice and get involved in developing pedagogy throughout the school and across our Primary Cluster.

As an inclusive school, our aim is to provide an excellent education for all students, no matter what their background, needs or abilities. This is an exciting time to join the school if you are someone who embraces change and enjoys trying out new things.



# Your Professional Learning

We are very proud of our professional development opportunities in the school. All teachers, whether you are an NQT or Senior Leader, are expected to improve their craft in the classroom and to share their expertise with their colleagues. This will include the successful applicant to this post.

Our CPD provides personalised learning opportunities to support staff to meet their appraisal objectives and to help them move on to the next stage in their teaching career, whether that is securing the foundations during their ECT or working with staff who aspire to leadership.

We extend this CPD throughout our staffing structure. Both the SEND and Pastoral teams have weekly CPD enabling them to develop professionally and ensure that we have highly trained and knowledgeable staff who can understand the needs and requirements of all of our students.



# Job Description



## Head of Year



**Job Title:** Head of Year  
**Location:** Burton Borough School  
**Contract type:** Term time +2 weeks  
**Start date:** dependant on applicant  
**Scale:** 6

### Job Purpose

Under the guidance of the Senior Vice Principal undertake academic and pastoral administrative / organisational processes within the school as required.

Lead the year group on a daily basis and manage the Year Group office.

Assist with the planning and development of academic and welfare services within the school and to carry out detentions and duties.

To be a Designated Safeguarding Officer, working alongside the Assistant Head for Safeguarding.

### Major Tasks

- To act as first point of contact for the year group, dealing with queries, complaints and incidents relating to students from all stakeholders including students, parents, professionals and other external bodies.
- Attend multi-agency meetings as required.
- Act as lead for the year group within the school inclusion panel if required.
- Analyse data to monitor progress, including behaviour and attainment data.
- Manage admin tasks associated with academic development.
- Organise School trips, events, celebration evenings etc and where required, liaising with the Finance team in the collection/accountancy of monies.
- Undertake typing, word-processing and complex IT based tasks.
- Attend and take minutes at meetings, as required.
- Undertake administration of complex procedures including preparation of paperwork for Permanent exclusions of students within the year group.
- Preparing and managing modified timetables, liaising with partner schools and sending through to the LA.
- Supporting meetings for children in care.
- Complete and submit forms, returns etc., including those to outside agencies as required
- Oversee the accurate recording and updating of pupil information using both manual and computerised records.
- Reply promptly to parent queries via email and other methods of communication.
- Provide general administrative support as appropriate according to the needs of the school, including recording of data on MIS/BromCom.
- Creating portfolios on students and present to members of the inclusion panel including implementing and monitoring actions. Liaising with the police and/or Family Connect on individual student incidents.
- Assist with the management of pupils excluded from the classroom during the timetabled lesson.
- Discuss and identify issues for the student to identify a way forward.
- Monitor behaviour and effort of selected students including lesson visits if necessary.

- Attend weekly meetings with the attendance team to establish any truancy/attendance issues across school.
- Support students who may have attendance/ truancy issues within the year group.
- Liaise with parents and external agencies /providers as necessary.
- Oversee a student's return to lessons or organise alternative arrangements.
- Manage the reflection room.
- Complete referral to ensure that staff and students are supported.
- Administer and supervise detentions for regular late attendance.
- Undertake duties around school at student social times.
- Carry out duties as directed by the Senior Leadership Team.
- Attend daily meeting to review behaviour data, agree actions and take agreed next steps.
- Lead assemblies, including reward assemblies.
- Contribute to a positive school culture through reward and recognition systems.

### **Contacts & Relationships**

- With students – daily. This will include talking to them about progress/attendance/behaviour etc.
- With students' parents/carers – as required linked to incidents, complaints etc.
- With professionals linked to students – as required dependant on need/care plans etc. This will include bodies such as Family Connect, Police, Social Workers
- With visitors, or other external bodies – as required
- With staff within school - daily
- With alternative provision if required.
- Establish constructive relationships and communicate with other agencies / professionals

### **Creativity**

- Identify, set up and manage manual and computerised records / management information systems
- Analyse and evaluate data / information and produce reports / information / data as required (behaviour etc)
- Create bespoke packages of support for individuals with high needs and be the central lead on these packages
- Put in place safeguarding risk assessments for students where necessary
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Work with families to create support plans for students as required.

### **Decisions**

- Making decisions on matters such as safeguarding, behaviour, and academic support in conjunction with senior staff
- Offer advice and support to tutor teams and other school staff to ensure a consistent and proactive approach to cultural support
- Make decisions on student welfare and support within the school inclusion panel
- Liaising with senior staff and parents and completing incident report forms – following up incidents with students as directed.
- Promoting healthy lifestyle choices for students through individual identification referrals to practitioners created via formulating partnerships
- Under the guidance of the Senior Leadership Team and in accordance with the schools Behaviour policy, make decisions on sanctions, detentions and internal isolations.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person

### **Supervision Received**

- Regular meetings with the Assistant Principal
- Performance management will be with the Assistant Principal

- The post holder is expected to organise their own workload

### Resources

- Operate relevant equipment / complex ICT packages (e.g. Word, Excel, graphics, database, Internet)
- Provide general advice to staff, pupils and others
- The postholder may have access to sensitive and detailed information concerning a student and their family. It is essential that the confidentiality of the information is understood. Any breach of this confidentiality could result in the breakdown of essential good relationships between the school and the family.

### Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	ESSENTIAL (E)
<b>QUALIFICATIONS</b>	
GCSE (or equivalent) grade C or above in English and Mathematics	E
Educated to A Level/Level 3	D
Evidence of continuing professional development	D
Training as a (Deputy) Designated Safeguarding Lead or willingness to undertake relevant training	E
<b>EXPERIENCE</b>	
Strong track record in pastoral support.	E
Experience of the systems and platforms in place to support student welfare, behaviour and safeguarding	E
Experience of working in a school or education setting	E
Experience of managing a demanding workload with competing priorities	E
Understand behaviour management strategies	E
A good understanding of the importance of student welfare and safeguarding	E
<b>KNOWLEDGE AND SKILLS</b>	
Excellent communication skills, both written and verbal, and the ability to build rapport, trust and confidence with pupils and their parents/carers and other internal and external stakeholders.	E
Excellent interpersonal skills	E

Excellent organisational skills	E
Computer literate and familiar with applications such as MS Office	E
Ability to work unsupervised and take initiative	E
Good written communication skills	E
<b>PERSONAL ATTRIBUTES</b>	
A commitment to ensure data is stored/disposed of appropriately	E
Ability to establish positive relationships with students, staff and visitors	E
Flexibility and adaptability	E
Confidentiality and discretion	E
A commitment to safeguarding to learners within the academy	E
Enthusiasm, optimism and energy	E
Ability to organise, plan and prioritise	E

Type of criminal records checks required for this post	Ticked required	as
None		
Basic Disclosure		
Standard Disclosure		
Enhanced Disclosure	x	
Working with Adults - Regulated Activity		
Working with Children - Regulated Activity		

Information on types of criminal records checks is available at:  
<https://www.gov.uk/disclosure-barring-service-check>

# Safeguarding

BBS fully recognises its responsibility to safeguard and promote the welfare of students and young people. We are committed to ensuring that students have opportunity to thrive within a safe learning and working environment. Our school expect all staff and volunteers to share this commitment. Our Safeguarding Policy, which applies to all staff, Governors and volunteers working in the school, has five main elements:

1. Ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with our students.
2. Raising awareness of child protection issues and equipping students with the skills they need to keep them safe.
3. Implementing procedures for identifying and reporting cases, suspected cases, of abuse.
4. Supporting students who have been abused in accordance with their agreed protection plan.
5. Establishing a safe environment in which students can learn and develop.



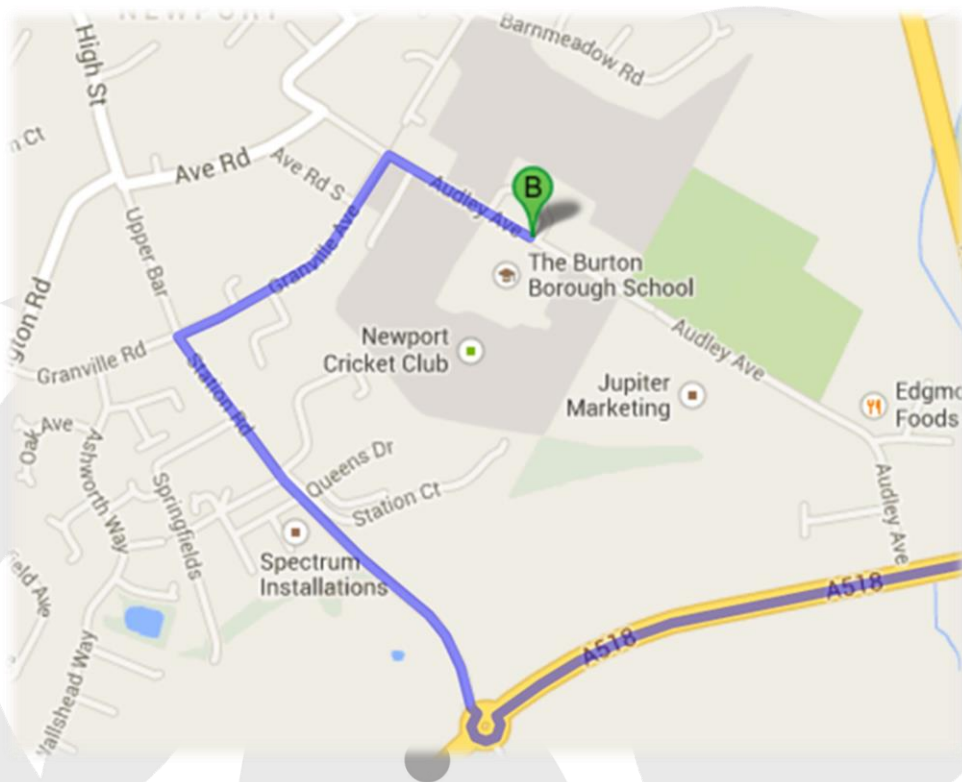
The staff at BBS are aware of how they share in the school's responsibility to safeguard and promote the welfare of students and young people. Our 'Professional Code of Conduct' establishes expectation in relation to conduct towards students and all staff are issued with the strict guidelines on what are considered to be safer working practices which must be observed at all times. If any member of staff has a concern that the school's code of conduct or expected safer working practices were not being followed, and a student or students were as a result as risk, then they would be expected and supported to raise the concern under the school's adopted 'whistleblowing policy and procedure'.

Our school also operates within other policies relating to safeguarding, child protection and the welfare of students.

To ensure that safer practice in recruitment is reflected at every stage of the recruitment process, our school operates within a Safer Recruitment Policy. Members of the school staff and Governing Body have attended and passed training on Safer Recruitment. All successful applicants will be subject to an enhanced DBS disclosure and references will be checked. All employees of the school will receive compulsory child protection training.

# Local Information

Newport, Shropshire, is a beautiful market town in the borough of Telford and Wrekin. It is located on the Shropshire/Staffordshire border, equidistant from Shrewsbury, Stafford and Wolverhampton. We are the only comprehensive school in Newport with two single sex, selective grammar schools nearby.



## How to find us

**From the North:** At Junction 14 (M6), take the B5026 to Eccleshall, then take the A519 following the signs for Newport.

**From the South:** At Junction 12 (M6), take the A5 exit to Telford/M54, exit at Junction 3 (A41) following the signs for Newport.

**Audley Avenue  
Newport**

**Shropshire  
TF10 7DS**

**Telephone:** 01952 951408

**Email:** burtonborough@lct.education


**Website:** www.burtonborough.org.uk

**Facebook/Instagram:**

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 www.learningcommunitytrust.co.uk