



Ambitious Proud Caring



Learning
Community Trust

Candidate Information Pack

Head of Year

Required: As soon as available

Closing Date: 5th October at 3pm

Interview Date: W/C 5th October



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 Title: Head of Year
Location: Burton Borough School
Contract type: Term time +2 weeks
Start date: dependant on applicant
Scale: 6
Responsible to: Assistant Principal for Behaviour and Culture

The Head of Year is responsible for leading and supporting a designated year group, promoting high standards of behaviour, attendance, engagement and wellbeing.

Working closely with students, families, staff and external agencies, the postholder will provide effective pastoral support, identify and address barriers to learning and help ensure that every student is able to flourish.

The Head of Year will be a highly visible presence within school, contributing positively to our ambitious, proud and caring culture.

Key Responsibilities

Pastoral Leadership

- Lead and champion a designated year group, developing a strong sense of identity, belonging and high expectations.
- Build positive relationships with students and provide appropriate pastoral support, guidance and intervention.
- Lead year group assemblies and contribute to the celebration and recognition of student achievement.

Behaviour and Culture

- Promote consistently high standards of behaviour and engagement.
- Respond to behaviour incidents and implement appropriate actions in line with the school's Behaviour Policy.
- Support students to reflect, restore relationships and successfully return to learning.
- Contribute to duties, detentions and other whole-school behaviour systems as required.

Attendance

- Monitor attendance and punctuality within the year group and identify students requiring additional support.
- Work with students, families and the Attendance Team to improve attendance and remove barriers to attending school.

Safeguarding and Wellbeing

- Act as a Designated Safeguarding Officer and respond appropriately to safeguarding and welfare concerns.
- Work with the Designated Safeguarding Lead and other colleagues to support vulnerable students.
- Liaise with external professionals and agencies where appropriate.

Families and Partnerships

- Develop positive and constructive relationships with parents and carers.
- Work collaboratively with families to identify barriers and agree appropriate support.
- Attend relevant meetings and work with external agencies and alternative provision where necessary.

Monitoring and Administration

- Use behaviour, attendance and other relevant information to identify concerns, monitor students and evaluate the impact of interventions.
- Maintain accurate student records and complete necessary referrals, reports and administrative processes.
- Contribute to meetings and wider pastoral systems as required.

General Responsibilities

The postholder will:

- Work collaboratively with the pastoral team, teaching staff and Senior Leadership Team.
- Maintain appropriate confidentiality and handle sensitive information professionally.
- Comply with school and Trust policies, particularly those relating to safeguarding, health and safety, equality and data protection.
- Undertake appropriate professional development.
- Carry out other reasonable duties appropriate to the level and nature of the role.

Person Specification

Essential

The successful candidate will:

- Have appropriate qualifications and/or relevant experience for the role.
- Have experience of working successfully with young people.
- Be able to establish positive, professional relationships with students and families.
- Have high expectations of behaviour, attendance and achievement.
- Be confident in managing challenging situations calmly and professionally.
- Demonstrate an understanding of safeguarding and the pastoral needs of young people.
- Communicate effectively with students, families, colleagues and external professionals.
- Be organised, proactive and able to manage competing priorities.
- Be confident using IT and management information systems.
- Demonstrate discretion and maintain confidentiality.
- Work effectively both independently and as part of a team.
- Be committed to the values and ethos of Burton Borough School.

Desirable

- Experience of working in a secondary school or similar educational setting.
- Experience of pastoral, behaviour or attendance work.
- Experience of working with external agencies to support young people and families.
- Relevant pastoral, safeguarding or youth-work training.

Safeguarding

Burton Borough School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to the appropriate pre-employment safeguarding checks, including an enhanced DBS check.

Person Specification

Qualifications

- Good standard of education, including English and Maths.
- Relevant Level 4 qualification or equivalent relevant experience.

Experience

- Experience of working successfully with young people, preferably within an educational or pastoral setting.
- Experience of supporting young people with behaviour, attendance, wellbeing or other barriers to learning.

Knowledge

- A good understanding of safeguarding, inclusion and the pastoral needs of young people.
- Confident in the use of IT and information systems relevant to the role.

Skills and Personal Qualities

- Excellent communication and relationship-building skills with students, families, colleagues and professionals.
- Able to manage challenging and sensitive situations calmly, professionally and with appropriate confidentiality.
- Organised, resilient and proactive, with the ability to prioritise and use initiative.
- Able to work collaboratively while taking responsibility and making sound decisions.
- Positive, solution-focused and committed to high expectations for all young people.
- Committed to the school's values of being ambitious, proud and caring.

Other Requirements

- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to undertake relevant training and continuing professional development.

Type of criminal records checks required for this post	Ticked as required
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.



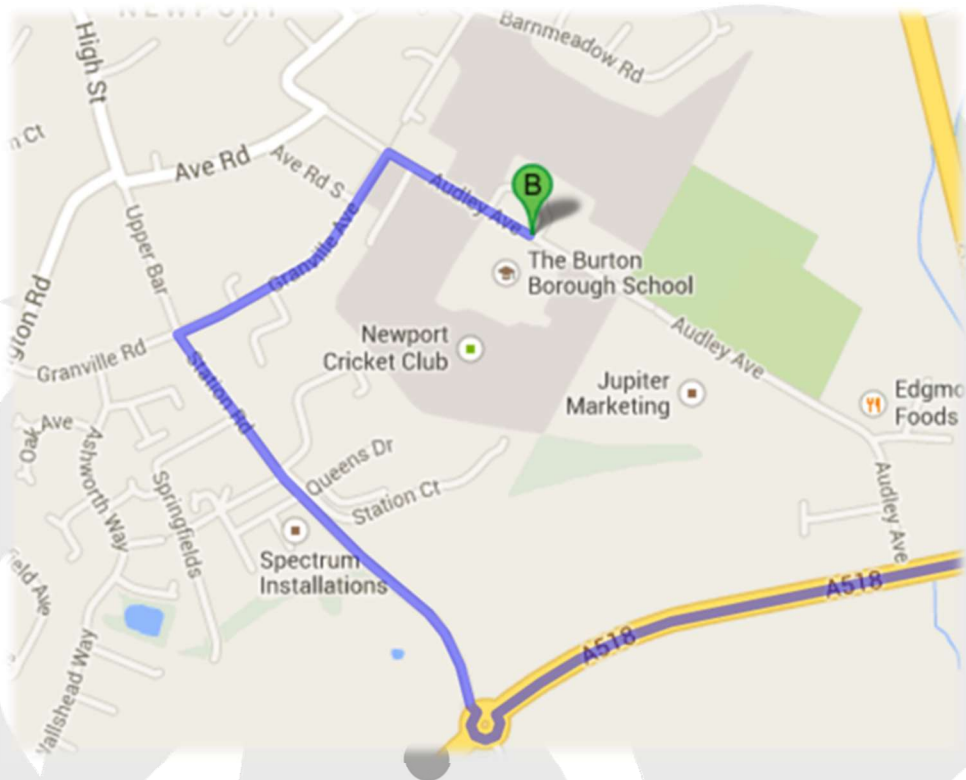
The staff at BBS are aware of how they share in the school's responsibility to safeguard and promote the welfare of students and young people. Our 'Professional Code of Conduct' establishes expectation in relation to conduct towards students and all staff are issued with the strict guidelines on what 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 at 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.

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Shropshire
TF10 7DS**

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