



BEVERLEY GRAMMAR SCHOOL

Head of Year Leader Recruitment Information Pack



**Beverley Grammar School
Queensgate
Beverley
East Yorkshire
HU17 8NF**



BEVERLEY GRAMMAR SCHOOL

Head of Year Leader

Recruitment Information Pack

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BEVERLEY GRAMMAR SCHOOL

THE APPLICATION PROCESS

Completed applications should be:-

Posted to Mrs C. Hoyle,
Beverley Grammar School,
Queensgate,
Beverley,
HU17 8NF.

Emailed to apply@beverleygrammar.co.uk

Shortlisted candidates will be contacted by email/telephone week commencing 5 February 2024 with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information, please contact Mrs C. Hoyle in the first instance on 01482 881531.

THE CLOSING DATE FOR APPLICATIONS IS:

5 February 2024- 10.00am
Interview Week commencing – 5 February 2024



Beverley Grammar School
Queensgate
Beverley
East Riding of Yorkshire
HU17 8NF
Tel: 01482 881531

Head of Year Leader

Closing Date: 5 February 2024 (10.00am)
Interview Date Week commencing 5 February 2024
Salary: Grade 11, £25,979pa pro-rata to TTO
Contract type: 37 hours Term time only

Beverley Grammar School is a popular 11–18 boys' comprehensive with a Joint Sixth form with the neighbouring girls' school. We focus on creating a culture of success, a positive climate for learning, increased student attainment and achievement, and social and emotional development for all our students.

We are seeking to recruit a Pastoral/Year Leader to be responsible for the management and pastoral support of a designated cohort of students.

Main duties:

- Support Pastoral Lead in developing and devising learning and behaviour programmes.
- Support identified groups within cohort to achieve academic potential.
- To accept additional area of responsibility to support the wider working of student support.
- Ensure effective delivery and continual improvement of the Student Support function.
- Provide general care and welfare to students.
- Maintain and monitor student records, in accordance with GDPR regulations.

Further details and application forms are available at www.beverleygrammar.co.uk Completed forms should be posted to Mrs Claire Hoyle, Director of Finance and Resources or emailed to apply@beverleygrammar.co.uk

Beverley Grammar School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Clearance from the Disclosure and Barring Service is required prior to appointment.

BEVERLEY GRAMMAR SCHOOL



Job Title: Head of Year Leader

Location: Beverley Grammar School, Queensgate, Beverley

Grade: 11 £25,979 (pro rata to TTO/hours)

Hours: 37 hours per week TTO

PURPOSE AND SCOPE:

Reporting to the Pastoral Lead, principle responsibilities include:

- Support Pastoral Lead in developing and devising learning and behaviour programmes.
- Support Pastoral Lead in developing and devising STS department aims and policies.
- Pastoral support of a designated cohort of students.
- Support identified groups within cohort to achieve academic potential.
- To accept additional area of responsibility to support the wider working of student support.
- Ensure effective delivery and continual improvement of Student Support function.
- Provide general support in classroom management, including students learning and behaviour.
- Provide general care and welfare to students.
- Maintain and monitor student records, in accordance with GDPR regulations.
- Behaviour mentoring for key students on SEMH provision map

MAIN DUTIES AND RESPONSIBILITIES

- Behaviour management: removal of students, taking and recording of statements if necessary, administration of student report cards, delivering sanctions as per school policy.
- Monitor all aspects of pupil performance: attainment, attitude to learning, independent learning, attendance, behaviour and punctuality. Produce reports based on performance and progress, and liaise with parents where necessary.
- Identify key students requiring STS intervention and support, and enhanced classroom support. Liaise with class teachers.
- Liaise with SENDCo, class teachers, parents and any external agencies necessary, on IBP and student

progress. Attend meetings as required.

- Provide welfare support to students: low level counselling, support and action plans and escalate to DSL where appropriate.
- Parental and student engagement: ensure students are equipped to achieve, able to access equipment, uniform and learning resources. Organise and deliver classwork for absent students.
- Deliver anger management, self-esteem and awareness mentoring sessions.
- Provide supervision of students at break-time, lunch and whilst in detention.
- Supervision of students working within STS: organising classwork and resources.
- Liaise with Pastoral Lead and other schools regarding student transfers and placements.
- Organisation of and attendance at parents evening and assemblies.
- Contribute to whole school issues, policies and handbooks

General Duties

- To participate in the appraisal and professional development policy
- To carry out duties with due regard to the school's policies on Equal Opportunities, Health and Safety, Child Protection, Security, Confidentiality and Data Protection.
- To promote positive behaviour to ensure all students operate in a secure and friendly environment
- Take steps to prevent bullying and support victims of bullying
- Minor decision making to ensure a high quality provision
- To perform other duties as reasonably corresponds to the general character of the post and are commensurate with its level of responsibility

The Post holder may be required to work in more than one area of the school. If this involves using unfamiliar equipment, techniques or procedures, appropriate training will be given.

Date approved	January 2024	<i>Employee signature</i>
Headteacher:	Gavin Chappell	

The job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Headteacher to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role.



BEVERLEY GRAMMAR SCHOOL
Head of Year Leader

PERSON SPECIFICATION

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications:</u> <ul style="list-style-type: none"> • Good standard of general education and IT skills to NVQ Level 3 or equivalent. • Safeguarding training/qualifications 	<p>Y</p>	<p>Y</p>
<u>Experience:</u> <ul style="list-style-type: none"> • Previous employment in a school or college with young people • Competent in the use of IT applications including word processing, spreadsheets, databases, email etc. • A willingness to undertake training as required. • Experience of successful liaison with staff at all levels. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
<u>Knowledge:</u> <ul style="list-style-type: none"> • A knowledge and understanding of behavioural systems including Individual Behaviour Plans • A knowledge and understanding of pastoral support for students • A knowledge and understanding of school policies and procedures relating to child protection, confidentiality and data protection 	<p>Y</p> <p>Y</p>	<p>Y</p>
<u>Skills/Attributes:</u> <ul style="list-style-type: none"> • Organisational skills, ability to prioritise workload • Ability to plan effectively • Ability to communicate effectively and competently deal with enquiries from staff, students and parents • Ability to deal with situations in a calm and orderly manner • Ability to analyse and evaluate data on pupil behaviour, attendance and progress • Good standard of numeracy and literacy • Exercise a high degree of integrity • Must be of smart appearance. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p>