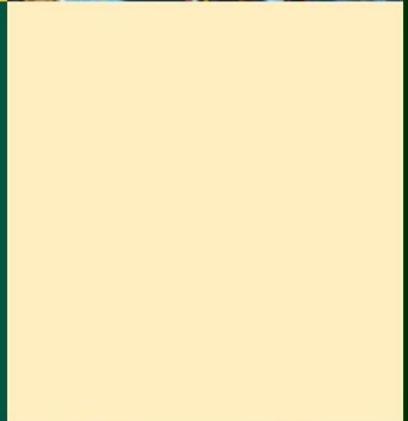


# Recruitment Pack



## Head of Year



St. Crispin's School is part of The Circle Trust, company number 11031096  
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144



## Head of Year

### St. Crispin's School

Headteacher:

Ginny Rhodes

NOR 1281, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

[www.crispins.co.uk](http://www.crispins.co.uk)

### Full-time for September 2022, Main Pay scale + TLR 1.1 Permanent

#### A rare opportunity for career development in a popular, growing school

As an experienced, outstanding teacher you are keen to further develop your career in a key pastoral role as Head of Year. You will apply your excellent interpersonal skills, sound judgement and empathy to effectively influence and build positive, supportive relationships with students, parents and staff.

At St. Crispin's you will be part of a happy, friendly team. We are a high-attaining school with student behaviour that is described as exemplary.

Our ethos of "Excellence for All" encapsulates our commitment to do the very best for both students and staff. If you are looking for a vibrant learning environment with many opportunities to maximise your potential, be motivated and inspired, we would love to hear from you.

Visits to the school highly recommended!

**Apply now:** **TES QUICK APPLY** or **via our school website** [www.crispins.co.uk/vacancies](http://www.crispins.co.uk/vacancies).  
Application form also below.

To find out more contact Mel Knight, PA to Headteacher - 0118 978 1144  
[knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

**Closing date:** 9 am, Monday 9<sup>th</sup> May

**Interviews:** Thursday 12<sup>th</sup> May

**For more information:** Mel Knight on 0118 978 1144 or email: [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.





## Job Description

### Salary

MPS + TLR 1.1 St. Crispin's main point scale (please refer to Pay Policy for detailed scale; this policy can be accessed via The Circle Trust website.)

### Aim and main purpose of the job:

To support, hold accountable and develop a team of tutors focusing on high standards of social, personal and academic progress of students.

### Accountabilities

1. To academically monitor and evaluate student progress, to identify and lead strategies to optimise achievement and make a measurable contribution to whole school targets.
2. To contribute to PSHCE curriculum development to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme.
3. To create a Year Team improvement plan which contributes positively to the achievement of the school development plan and actively involves all tutors in the design and execution.
4. To engage all tutors in the creation, consistent implementation and improvement of tutor work which encapsulates key school learning strategies.
5. To assist the designated SLT line manager in the annual review of standards of leadership, pastoral care and academic monitoring consistent with the procedures in the school self-evaluation policy.
6. To promote the ethos of the school through leading high-quality assemblies and tutor programme.
7. To ensure all tutors understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.
8. To build partnerships with parents/carers and external agencies to support student academic progress and social development.
9. To oversee and evaluate the Year Team budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles.
10. To act as a role model in leading tutors in own high-quality pastoral care and academic monitoring of pupils, continuous professional development and professional presence in the Year Team.
11. The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.

12. To act as a role model in leading tutors in own high-quality pastoral care and academic monitoring of pupils, continuous professional development and professional presence in the Year Team.

13. The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.

14. To contribute to the development of whole school strategic planning and policies.

15. To carry out tasks as reasonably required by the Headteacher.

### Details of Line Management

Heads of Year are line managed by a member of the Senior Leadership Team

Heads of Year line manage teachers in respect of their tutor role and direct the day to day work of support staff who support the year team.

### Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.





## Person Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Higher qualifications e.g. MA or PHD</li> <li>• Pastoral leadership experience</li> </ul>
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• To be judged as a good or outstanding teacher</li> <li>• The ability to present to staff and local advisors</li> <li>• The experience and ability to build positive working relationships with staff and students</li> <li>• The ability to represent the school in a professional manner</li> <li>• Proven leadership of a team</li> <li>• Ability to maintain confidentiality and loyalty to a corporate decision</li> <li>• High levels of communication skills (including ICT)</li> <li>• Willingness to accept significant delegated responsibility</li> <li>• Possession of a clear sense of direction and purpose, with the ability to implement and sustain decisions made.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading or significantly contributing to pastoral initiatives</li> </ul>
Work related personal requirements	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills when dealing with pupils and parents</li> <li>• Sound judgment</li> <li>• Ability to be sensitive to other colleagues' opinions with ability to express own opinion in a professional manner</li> <li>• The capacity and commitment to contribute to whole school life</li> </ul>	

	<ul style="list-style-type: none"> <li>• Committed to equality of opportunity</li> <li>• Able to respond flexibly and adapt to changing and challenging situations</li> <li>• Able to persuade, negotiate and influence others</li> <li>• Ability to maintain strict confidentiality of information received and processed as part of the job role.</li> </ul>	
Other work requirements	<ul style="list-style-type: none"> <li>• To devise and deliver assemblies as well as lead other special events speeches such as certificate evening.</li> </ul>	





## About us

St. Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St. Crispin's converted to an academy and became part of [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk).

Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



### Policy Statement

To view our Recruitment Privacy Policy please see link below:

[St. Crispin's School Recruitment Privacy Policy](#)

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk)

