



# Head of Year

Candidate Information February 2024

# A Message from the Headteacher

Thank you for your interest in Cardinal Newman Catholic High School. We are a vibrant, ambitious and caring community, with students drawn from a variety of backgrounds. Everything that happens within our school is inspired by gospel values and Cardinal Newman's words that we are all 'a link in a chain. A bond of connection between persons.' Our recent denominational inspection (2022) celebrated a 'genuine, loving and happy community in which each person is known and valued,' whilst our most recent Ofsted inspection (November 2022) concluded that we are a Good school where students 'learn and achieve well.'

We are a good, oversubscribed school (Ofsted 2022) located in Latchford, Warrington with a large catchment area extending across the South of Warrington from which we draw our 850 pupils.

Our ambitious and rigorous curriculum leads to strong academic outcomes with our students making good progress. We are proud of the fact that in 2022 100% of our students moved on confidently to post-16 study. We deliver a vibrant and rigorous curriculum, which prepares our students well for their futures with 48% of students completing the EBACC qualification at KS4 in 2022.

The extracurricular life of our school is flourishing, with a wide variety of enrichment activities. Our Chaplaincy is at the heart of this, offering opportunities at every break and lunch time as well as engagement with external visits and retreats, all of which are very well attended by our young people. We have a wide variety of sports clubs. We have particular success in Rugby League and Rowing for both our male and female teams, but our sporting offer is wide ranging and growing. Our Performing Arts are a key component of the enrichment on offer with a variety of musical ensembles, and a highly successful school show. Our programme of school visits, including our Geography trip to Iceland and Languages trip to Berlin ensure our students have a growing understanding of the wider world, and their role within it as active citizens. Our cutting edge provision in mental health and our outstanding pastoral team ensure that our students also have the emotional skills they need to succeed throughout their lives.

Our staff team are also committed to lifelong learning and continuing professional development. Our CPD offer is comprehensive, combining in-house coaching and development programmes alongside excellent provision from our partner TSAs and our Diocese. These programmes ensure that staff can access exciting opportunities and continue to develop as professionals throughout their time with us, to the benefit of their own learning as well as the experience of our students.

If you would like to find out more about our school and our community, please contact Michele Walker, Headteacher's PA on 01925 635556 or at [mwa@cardinal-newman.co.uk](mailto:mwa@cardinal-newman.co.uk)



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# Governors seek the following appointment for **September 2024** Head of Year, with the ability to teach English, Maths or Science (MPS/UPS + TLR 2C)

We require a committed and caring Head of Year to join our outstanding pastoral team. Our Team of Teaching Heads of Year, are supported by an extremely strong pastoral team. The successful candidate will have the ability to teach English, Maths or Science to KS4. All three subject departments are led by inspiring and dynamic leaders and are fully staffed with subject specialists. The candidate will join a thriving and successful subject team in addition to their pastoral role.

Closing date for receipt of applications: Friday 15<sup>th</sup> March  
Interviews to be held: Week Commencing 18<sup>th</sup> March  
Start Date: September 2024

Please note a current CES application form (version 12) and a Model Rehabilitation of Offender act 1974 must be completed for this post. Forms can be emailed to Mrs M Walker : mwa@cardinal-newman.co.uk

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Post is subject to an Enhanced DBS Disclosure.

## About the Department

The pastoral support and personal development at Cardinal Newman is a key strength of our school. The successful candidate will join a team of 5 Heads of Year, all of whom teach, who are supported by a team of pastoral managers, an Inclusion Manager, a Chaplain, a Pupil Premium support officer and a strong SEND team. In 2020, at the height of the pandemic, the team were NAPCE's Pastoral Support Team of the Year, testament to the team ethos, care and commitment that sets this team apart.

As a Catholic School, our values are at the heart of everything we do, and the Heads of Year, play a key role in our work to enable students to have life to the full, overcoming barriers, promoting opportunities and ensuring students have the correct support to enable them to thrive. In partnership with Heads of Subject, they ensure that pupils are supported to progress in all aspect of their school careers, and that each child is known as an individual, so that their needs are met.

In addition, our Heads of Year have a teaching commitment and, whether the successful candidate is an English, Maths or Science teacher they will join a strong team of committed subject specialists led by strong Heads of Department with a clear vision for their curriculum and strong support for their subject team.



# Head of Year (Full Time, UPS/MPS +TLR 2C)

## Job Description

Head of Year

Responsible to: Head of Key Stage

### Overall Responsibility

Heads of Year are responsible for the pastoral and academic overview of their year group. They need to be role models in terms of conduct, dress and professionalism and in the way colleagues and students are treated. This should be with respect and courtesy. Head of Year are expected to support the school's ethos and values at all times and will liaise closely with the Assistant Headteacher responsible for pastoral matters.

### Safeguarding

- Heads of Year are expected to uphold the school's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners

### Line Management

- The post holder reports to the Assistant Headteacher responsible for their year group. The post holder is line manager to form tutors in relation to their pastoral role.

### Key Responsibilities

**This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.**

- Lead on the implementation of the School Behaviour Policy in relation to an assigned year group
- Monitor student attendance across the year group in liaison with the tutors and report any issues to the Attendance Manager
- Ensure attendance is promoted in tutor time and assemblies
- Make appropriate referrals to Pastoral Support staff and Inclusion Co-ordinator and the SEND Department as and when required
- Complete screening tools and referrals to external agencies when provided, ensuring strong external partnership working
- Participate fully in the student referral process, providing evidence based recommendations on appropriate provision
- Monitor the use of data for student tracking and intervention processes
- Liaise with Heads of Department and other relevant staff in the use of assessment data EBA to identify and challenge underachievement, following and analysing trend patterns and considering how well gaps are closing between the academic performance of different groups of students in the school and compared to students nationally; this will include the learning and progress of looked after children and those with special educational needs and/or disabilities
- Facilitate discussions with students about their work
- Monitor homework standards in consultation with Head of Department to evaluate their impact on the acquisition of independent learning skills and progress
- Hold regular meetings to track student progress and devise interventions as required
- Lead a team of tutors at the School and support tutors when necessary
- Organise the composition of tutor groups in conjunction with SLT
- Chair tutor team meetings producing agenda and minutes
- Ensure that updated and effective information for students is available, circulated and used by tutors

- Manage non-routine admissions
- Ensure that tutors are performing tasks such as recording lates, sharing attendance and behaviour data and working with students to solve these issues

### Academic

- Monitor and evaluate achievement standards for a year group at key points and implement and monitor intervention strategies where appropriate
- Focus upon raising and rewarding achievement for all students
- Play a key role in School Evaluation and Improvement Strategies, including academic intervention, mentoring and quality of homework

### Pastoral/Disciplinary

- Assume overall pastoral responsibility for a full year group
- Provide support for and responses to behavioural and friendship issues for students in their year group, including implementing appropriate strategies
- Support the implementation of the School attendance policy and ensure tutors fully implement relevant procedures
- Assume responsibility for the welfare of students; follow up incidents; maintain detailed records and student files; have meetings with parents during or after school as required, sometimes with other senior staff members; attend reinstatement meetings; arrange sanctions where appropriate; monitor report cards; communicate with parents; chair year team meetings and attend Early Intervention meetings as appropriate
- Attend regular meetings with the Pastoral Team
- Manage and lead a team of tutors meetings with them both formally and informally on a regular basis in order to coordinate their work
- Support the tutors by both offering advice and expertise when responding to any concerns

### Other Responsibilities

- Organise and lead year group assemblies
- Liaise with the IAG co-ordinator in relation to external events and student career progression
- Have an ambitious vision for the school and set high standards for quality and performance, demonstrating at all times high expectations and ambition for all students
- Demonstrate clear judgement and effective leadership regarding School Evaluation and Improvement Strategies promoting improvements for all students in the context of the school
- Ensure all students receive effective support through the Pastoral system
- Foster good working relationships with parents and the wider community

This job description will be reviewed annually as part of the Performance Management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main exceptions of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

# Person Specification

## Classroom Teacher

	Essential	Desirable	Evidence
<b>Qualifications</b> 1. Relevant degree or equivalent 2. Teaching qualification 3. Further award bearing training	✓ ✓	✓	Application Form Application Form Application Form
<b>Experience</b> 1. Experience of teaching subject specialism successfully at Key Stages 3 and 4 2. Experience of teaching across the age and ability range 3. Experience of working with a tutor group 4. Experience of working with colleagues to ensure students' individual needs are met 5. Experience of using a range of teaching and learning styles to ensure students learn effectively 6. Experience of innovation and developing practice 7. Experience of working with colleagues to help them develop good practice	✓ ✓  ✓ ✓	✓     ✓ ✓	Application Form/ Letter/Interview Letter/Interview Letter/Interview  Letter/Interview  Letter/Interview  Letter/Interview Letter/Interview/References
<b>Interpersonal</b> 1. Ability to work co-operatively with a wide range of staff and as part of a team 2. Ability to relate positively to students, and show a fundamental commitment to them and their development 3. Ability to work in partnership with Governors, parents and the community 4. Commitment to achieving the highest standards 5. Enthusiasm for subject area and ability to communicate this 6. Sense of humour 7. Commitment to continuing to develop professionally 8. Willingness to contribute to the school's programme of extra-curricular activities 9. Willingness to support and contribute to school's Christian ethos	✓  ✓ ✓ ✓ ✓ ✓  ✓	       ✓	Letter/References/Interview  Letter/References/Interview  Letter/Interview  Letter/Interview Letter/Interview Interview Letter/Interview Letter/Interview
<b>Knowledge/skills</b> 1. Clear expectations on pupil behaviour and discipline 2. Administrative and organisational skills, with good attention to detail 3. Good oral and written skills 4. Good ICT skills 5. Good time keeping skills and an ability to work to deadlines	✓ ✓ ✓ ✓ ✓		Letter/Interview Letter/Interview Letter/Interview Letter/Interview Letter/Interview

The extra curricular  
life of our school is  
**flourishing** with  
a wide **variety**  
of **enrichment**  
opportunities

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