



Head of Year Candidate Information Pack



November 2020

Dear Candidate,

Over the last seven years, King Solomon Academy has consistently been one of the highest performing non-selective schools in the country. We are redefining what is possible and we are seeking an exceptional Head of Year, ready to join our high-performing school and to contribute to the achieving of our mission. This is a unique opportunity to be part of showing what education can achieve.

KSA aims to transform the lives of its pupils. Our mission is to provide a rigorous education that prepares our pupils for success at university and beyond, irrespective of their starting point. Our teachers and leaders do whatever it takes to make this a reality.

As a member of the pastoral leadership team, this role requires a leader who is 100% aligned to King Solomon Academy's values, mission and approach. This role will provide the opportunity to be mentored and nurtured as a leader in one of the highest performing and most forward-thinking schools in the country.

We believe in knowing our pupils and knowing our community. Each pupil is visited at home before they join the secondary school and the school, the child and their family all make commitments to forming good habits for learning and conduct which guide them through their time at KSA secondary. At KSA we sweat the details and in the role of Head of Year you would be responsible for maintaining high expectations of academics and behaviour across your year group.

This is a challenging and exciting role which places its holder in a position of influence and accountability over the lives of a cohort of pupils at KSA. You will have the opportunity to shape culture in your year group by leading your year team to ensure superb outcomes for your pupils. The precise year group you would be working with would be based around the needs of the school at the time and we would expect a successful applicant to be capable of and willing to lead any year group in the future.

To apply, write a letter outlining your interest and capacity to be successful in the role to the Principal. The deadline is **11am on Thursday 10th December**. To discuss the role, please feel free to email the Principal's PA, Shaheen Riaz (s.riaz@kingsolomonacademy.org) or phone on 02075636901.

Yours sincerely,



Max Haimendorf
Principal

Job Description: Head of Year (Secondary)

Reports to: Relevant Senior Leader

Start date: September 2021

Salary: MPS/UPS + TLR 2b - £4,656

This role and all TLRs are reviewed annually in line with the needs of the school

The Role

To drive outstanding academic progress and culture in the year group

Key Responsibilities

- Role model exceptional teaching and set the standard for teaching in the year group
- Manage class teachers in their class teacher responsibilities (including attendance tracking, pastoral management, parent communication, registration culture, form/team culture)
- Implement pastoral provisions and behaviour management strategies for specific pupils
- Demonstrate high expectations of behaviour, holding pupils to account for their actions at all times
- Plan character education in the year group in cooperation with the PSHE coordinator
- Maintain excellent relationships with parents
- Be held accountable for the progress of all pupils in all subjects in their year group
- Manage other appropriate staff as required
- Contribute to the overall academy wide leadership through specific leadership duties
- Develop staff through feedback and support

Outcomes and Activities

Leadership of culture

- Address misbehavior by pupils in their year group, with appropriate consequences and parent meetings
- Ensuring there is a consistent approach to managing pupil behavior within the year group which aligns with the academy behavior policy
- Keeping meticulous records of all serious behavior incidents
- Apply the behavior policy of the school consistently and fairly
- Drive excellent culture and organisation to ensure the effective running of the school day for their year group, including all communal times (e.g. lunch)
- Plan and deliver year group assemblies
- Help keep systems (homework, attendance, behaviour) organised, up-to-date and user friendly for all year and academy wide staff, ensuring consistency
- Model precise and consistent use of systems and routines to all teachers in their year group
- Ensure that lunch and breaktimes are calm and positive parts of the school day which are enjoyed by staff and pupils alike

- Lead (or where agreed with line manager, support) whole year group activities and trips, including leading the end of year trip
- Effectively manage transitions at the start and end of the academic year
- Act as a positive role model to staff and pupils
- Through observation and feedback, mentor year group teachers to ensure excellent positive culture in all lessons
- Analyse behaviour and attendance data to identify trends and act to address any issues

Pupil Progress

- Analyse progress and attainment data with subject teachers to ensure all pupils' academic needs are met

Character education

- Plan and support the teaching of high quality character curriculum and guide class teachers in its delivery
- Capitalise on opportunities to build pupils' character, including links with outside organisations

Leadership of staff

- Provide feedback to form teachers and education support staff that is supportive and leads to their rapid and sustained development
- Hold teachers and especially form teachers to account to ensure excellent pupil outcomes
- Act as a role model in terms of professionalism and positivity in the staff body

Relationship management with parents

- Be a figurehead of communication and trust with parents
- Pro-actively share positive news about the year group, the pupil and the school with parents
- Seek out and act on feedback from parents
- Ensure parents are happy about and aware of how their child is doing in school

Teaching and Learning

- Meticulously plan and teach engaging and challenging lessons that pave the way for success in school and life
- Meet the needs of all learners by consistently planning and teaching carefully differentiated lessons
- Set and mark appropriate homework
- Use regular, measurable and significant assessments of their teaching
- Complete all reporting on time
- Closely monitor progress and attainment of their pupils and use it to inform their teaching
- Provide content for and where necessary deliver high quality pupil interventions with direction from SENDCO
- Ensure that all pupils achieve or exceed academy targets
- Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required
- Organize and participate in exciting and motivating trips and events

- Answer “homework help” phone calls from pupils until 8.30pm

Other

- Undertake professional development as agreed with school leaders
- Perform additional duties and tasks required for the effective operation of the school, including: attending home visits, eating lunch with pupils, supervising silent sustained reading (DEAR), break supervision and gate duty
- Undertake other various responsibilities as directed by the Principal

Person Specification: Head of Year (Secondary)

Qualification criteria

- Qualified to degree level and above
- Qualified to teach in the UK
- Right to work in the UK

Experience

- Experience of raising attainment in a leadership role in a challenging school
- Evidence of continually improving the teaching and learning of their subject through schemes coaching of staff
- Evidence of the leading and teaching successfully in relevant year group

Skills and attributes

We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them organised around our four school values:

“Aiming high”

- Prepares for success with excellent organisational skills
- Works hard to achieve goals
- Never gives up on ourselves, our teammates or our mission
- Willingness to play a full part in school life and go above and beyond to ensure success
- High energy and driven by a ‘whatever it takes’ attitude.

“Working together”

- Works effectively as part of a team
- Seeks out opportunities to build on own and others’ strengths and helps others to be better through a culture of clear, kind feedback
- Makes a strong contribution to assessments and child-led planning

“Being kind”

- Able to create a safe, happy and successful environment for everyone in our community
- Shows gratitude
- Takes care of others
- Exhibits pride in achievements of self and others

“Leading the way”

- Has a passion for working with children
- Is a positive role model to others
- Is brave
- Shows initiative
- Feels passionate about creating a better future.

Other

- This post is subject to an enhanced DBS disclosure.

Principal

Max Haimendorf graduated from Oxford and joined the first cohort of the Teach First programme, teaching Science in West London. Following work at Teach First central office he joined the consultants Oliver Wyman where he worked in finance strategy. Whilst there he wrote about the importance of small schools in Teach First's first Policy Paper, Lessons from the Front. In 2008 he was appointed as Secondary Headteacher of King Solomon Academy, starting the Secondary part of the school in September 2009. He has now led KSA through two outstanding Ofsted inspections and to achieve the highest GCSE results in the country for a non-selective school in 2015. He became all-through Principal of KSA and Executive Principal of Ark Paddington Green Primary Academy in September 2016. He was awarded an OBE for services to education in the Queen's Birthday Honours of 2020.



“We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university.”

Vice Principal

Alice Cairns graduated from the University of Cambridge in 2010 with a degree in Theology and Religious Studies. She joined the 2011 cohort of Teach First teaching Maths in Coventry. Following Teach First Alice was one of the founding staff at Oasis Academy South Bank where she was Head of Maths, Music and Farming and then Assistant Principal. From 2017 Alice was the National Curriculum Lead for Oasis Community Learning where she led the standardisation of Mathematics Mastery across all Oasis academies. She joined KSA in September 2020 as Vice Principal, Pastoral. Alice leads the Pastoral Leadership Team.



Being a Head of Year at KSA

KSA's small school model means that the leader of the year group has a unique opportunity to influence the lives of pupils. Our teachers often focus on particular year groups, spending the majority of the time teaching in the year group they are form teacher to. This means that the head of year can build a team of adults who have strong relationships with pupils. This sense of teamwork and collaboration is central to our approach.



The curriculum and structures of the school day, week and year allow this strong sense of team to build positive culture in the year group, led by the head of year. Pupils eat together as a discrete year group, and embark on whole year group productions, trips and enrichment. Every child from year 7 to 9 is part of their year group string orchestra which rehearses weekly as core part of the curriculum.

The role of head of year at KSA therefore represents an opportunity to have life changing impact and build leadership skills.

