



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Assistant Head of Year (Non-Teaching) Recruitment Pack



**FUTURE
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WATFORD**
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Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of Assistant Head of Year at Future Academies Watford. I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient staff member to join our pastoral team to support Principals and schools to ensure that they can provide a safe and nurturing learning environment to all the young people in their care.

Future Academies Watford is a proud member of Future Academies: A flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

Future Academies Watford is a flourishing mixed, non-selective secondary school and sixth form based in Bushey, Hertfordshire, admitting students from the ages of 11 to 18.

Future Academies Watford is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at HR@watford.futureacademies.org

HR Department
Future Academies Watford

JOB DESCRIPTION

Job Title:	Assistant Head of Year (Non-Teaching)
Responsible to:	Head of Year
Hours:	37 hours per week, 41 weeks per year.
Contract:	Permanent
Salary:	Scale 5 point 12 – 17 (actual salary £24,103 - £26,246)
Disclosure Level:	Enhanced

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK: Future Academies Watford, Horseshoe Lane, Watford, WD25 7HW.

RIGHT TO WORK: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

STAFF BENEFITS: Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme

PROBATION PERIOD: The post holder will be required to complete a 6 month probation period

PURPOSE OF THE ROLE

The Assistant Head of Year plays a crucial role in supporting the Head of Year to ensure effective care of the social, emotional, and learning needs of all individual students within their year group. The primary focus is on assisting the Head of Year in removing barriers to learning and promoting an aspirational and supportive academy culture that leads to the success of every student.

KEY RESPONSIBILITIES

The Assistant Head of Year will support the Head of Year in:

- Collaboratively planning an ambitious and appropriate tutoring programme for the year group.

- Assisting in holding form tutors accountable for the quality of the tutoring programme, leading members of the year team, and ensuring high-quality Tutor lessons daily for all tutor groups.
- Contributing to the planning and execution of assemblies for the year group.
- Evaluating the year group's developments and achievements, producing regular summary reports focusing on attendance, behaviour, progress, rewards, and standards.
- Assisting in planning, coordinating, and leading all events relating to the year group, such as parent's evenings, exams, residential trips, option evenings, etc.
- Supporting the embedding of the Academy and classroom culture across the year group, ensuring outstanding behaviour throughout.
- Collaborating with parents and guardians around key behaviour and pastoral issues.
- Participating in aspects of safeguarding to ensure the safety of every student within the year group, including working collaboratively with external agencies and other members of the academy safeguarding team.
- Assisting in planning interventions around behaviour, attendance, and key pastoral issues within the year group.
- Arranging appropriate support for individual students regarding their progress within school.
- Overseeing the enrolment and induction of new students within the year group.

The role involves:

- Being a positive role model to students.
- Where necessary, supervising students removed from lessons to ensure this time is used effectively.
- Undertaking any tasks reasonably requested by the Head of Year.
- Attending year group evening meetings as required.

Collaboration with SLT link on:

- Monitoring the progress of each student in the year group to ensure academic progress.
- Collaborating with teachers and subject leaders to ensure effective teaching strategies for all students.
- Liaising with the Vice Principal Behaviour to monitor behaviour strategies and interventions for all students.
- Working with other staff to ensure students participate in House events.
- Monitoring the attendance of members of the year group and intervening to promote high levels of attendance.

Other Specific Duties:

- Supporting Future Academies Watford's commitment to safeguarding children and promoting their welfare.
- Complying with policies and procedures relating to health and safety, security, confidentiality, and data protection.
- Contributing to the overall ethos and aims of the school.
- Participating in training, other learning activities, and performance development as required.
- Attending and participating in meetings as required.
- Accepting reasonable flexibility in working arrangements and duties.

SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

Person Specification

	Key Requirements	Essential	Desirable
QUALIFICATIONS	English and Maths Grade C or above or equivalent	✓	
	Training/qualifications in Child Protection		✓
KNOWLEDGE, SKILLS AND EXPERIENCE	Ability to support students in an education environment	✓	
	Able to use school data systems e.g. Bromcom		✓
	Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust	✓	
	Tact, diplomacy, discretion and confidentiality at all times	✓	
	Ability to work to and achieve tight and /or changing deadlines	✓	
	Excellent organisational skills, ability to prioritise work for self and others	✓	
	Experience of working with children and supporting in relation to their attendance, behaviour and wellbeing	✓	
	Excellent team skills and the ability to network effectively	✓	
OTHER REQUIREMENTS	The ability to remain discrete when privy to confidential information	✓	
	Commitment to safeguarding and promoting the welfare of children and young people	✓	
	Willingness to undergo appropriate checks, including enhanced DBS checks	✓	
	Willingness to undertake further training, including first aid	✓	
	Have a willingness to demonstrate commitment to the Future Academies values and behaviours	✓	
	Committed to Equality, Diversity & Inclusion	✓	

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/schoolrecruiter)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **08:00, Monday 4th November 2024**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HR@watford.futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

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