



Exmouth  
Community  
College  
Academy Trust

Job Pack

# Co-Head of Year 7

Permanent

MPS/UPR + TLR 2B (£5,352 per annum)

**Closing Date:** Wednesday 1 May 2024 at 10.00am

**Interview Date:** Tuesday 7 or Wednesday 8 May 2024

# Letter from the Headteacher

Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for a committed and passionate colleague to join our community of highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. Having only recently arrived at ECC myself (having been a Headteacher at another large Secondary near Bristol for five years) I have been blown away by the warmth of the welcome that I've had here and I can assure you of the same.



You will be joining the College at a really exciting time, just as we come to the end of a major upgrade of our site and facilities. This includes the 'showpiece' £13 million Elizabeth Lee building, a new Maths block, a new student canteen, other significant refurbishment and the creation of a vast green open area for our students. This will allow us to provide an exciting and very broad educational experience for the next generation of ECC students in inspiring, state of the art facilities.

We are also in the process of looking to join a Multi-Academy Trust. Having spent a great deal of time reviewing our position, we believe that joining a Multi Academy Trust will continue to improve the experience that we provide for our students and the professional opportunities that this will bring our staff.

We have a broad view of education. We actively focus on the quality of our curriculum and in ensuring that our students leave ECC with the very best outcomes that they can from a wide range of subjects. But much more than this, we want to prepare our students for all the opportunities and challenges that life will throw at them. Exposing them to a wide range of experiences and opportunities beyond the classroom will prepare them for the world of work and build the character they need to lead happy, successful and fulfilled lives.

We put the development of staff at the centre of our philosophy, including a unique Assistant Headteacher role with responsibility for our staff and their development. We take it really seriously, and very much subscribe to Richard Branson's mantra to develop our staff well enough so they can leave but treat them well enough so they don't want to.

There is a really strong sense of community at ECC. Through us all working together as staff, families and governors, and pulling together as one community, we will continue the work to build a College that caters brilliantly for its community and prepares our young people for their future.

So if you are looking for a school that is focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of what we are all about. Whilst we are in the process of finalising our new 'School Vision, it will, I hope, give you a sense of why we are so proud of our students and community.

I recognise that much time and thought goes into preparing an application, which I thank you for in advance. In turn, we will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

With warm wishes

A handwritten signature in blue ink, appearing to read 'Tom Inman'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Tom Inman  
Headteacher

# Job Description

<b>Title:</b>	Co-Head of Year 7
<b>Contract Type:</b>	Permanent
<b>Start Date:</b>	1 September 2024
<b>Salary:</b>	MPS/UPR + TLR 2B (£5,352 per annum)
<b>FTE:</b>	0.8000 - 1.0000 FTE
<b>Reporting to:</b>	Designated member of the Senior Leadership Team
<b>Responsibility for:</b>	Line management of Assistant Head of House (joint with other postholder) Leadership of the House Tutor team (joint with other postholder)

## Introduction to the Post

Exmouth Community College is seeking two outstanding, inspirational and dynamic qualified teachers to take on the role of Co-Head of Year 7. This offers a unique opportunity for an ambitious, creative and enthusiastic individual to jointly lead the pastoral provision for Year 7 and a team of Tutors within the context of the whole College vision.

## Co-Head of Year 7 Role

As defined in the School Teachers Conditions of Service Document and College policy documents, the post holder will undertake a sustained additional responsibility and will be supported by the designated member of the Senior Leadership Team.

### Purpose of the Post

- To be responsible for the personal and academic development of students in Year 7, so that they develop their personalities, talents and qualities, and stretch their abilities to the full.
- To ensure a smooth transition for students and parents/carers into Year 7.
- To be responsible for the impact of behaviour, effort and attendance on the educational progress of students within Year 7.
- To be accountable for leading, managing and developing the Year 7 Tutor team to ensure tutoring is effective and purposeful.
- To effectively manage and deploy pastoral/support staff (including the Assistant Head of Year 7), financial and physical resources to support the learning and personal development of students.
- To monitor the academic progress of students within Year 7, arranging intervention where necessary.
- To act as the 'lynchpin' for pupils in Year 7, coordinating intervention via the wider Inclusion Team (SEND, Attendance, Safeguarding and other student support services).

## **Key Responsibilities**

### **Operational/Strategic Planning**

- To lead and manage the day to day pastoral provision with the Year 7, including effective deployment of staff and physical resources
- To make decisions on referrals to the Inclusion Team based on teacher referrals to the Head of Year 7.
- To initiate School Team Around The Child (STAC) meetings.
- To implement School Policies and Procedures, eg Safeguarding, Equal Opportunities, Health and Safety, Anti-Bullying, Behaviour, etc.
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the House are in line with national requirements and are updated as necessary, therefore liaising with the School's Health and Safety Manager
- To plan and deliver celebratory events, including those to mark achievements through the academic year

### **Student Achievement**

- To monitor and support the overall progress and development of students within Year 7
- To monitor student attendance together with student's progress and performance in relation to targets set for each individual; ensuring follow up procedures are adhered to and that appropriate action is taken where necessary
- In liaison with the Assistant Headteacher (KS3), to establish links with Primary Schools to ensure the effective transition of pupils from Year 6 into ECC.
- In liaison with the Heads of House, to ensure the effective transition of pupils from Year 7 into Year 8
- To lead on the tracking and monitoring of student progress, effort and achievement within Year 7, in liaison with the Assistant Headteachers i/c KS3
- To work effectively with the Heads of Departments to promote effective learning and achievement for all pupils by helping to identify pupils at risk of underachievement; paying particular attention to Disadvantaged Students / those with SEND
- To enact the school's Behaviour Policy, by coaching and mentoring pupils on Behaviour Stages
- To work effectively with the Inclusion Team to identify barriers to progress – behaviour, attendance, learning need, SEMH; to identify and implement strategies for improvement
- To work closely with the Assistant Head of House on the operational elements above, ensuring the Assistant Head of Year 7 is deployed effectively to support outcomes.

### **Student Welfare and Development**

- To provide a nurturing environment structure for the pupils, in which they can flourish
- To supervise and monitor the normal processes of pastoral care for the Year 7, including the keeping of personal records, the registering of pupils' attendance, the analysis of assessment and reports and the scrutiny of data on behaviour
- To work with the Attendance Team where concerns exist about student attendance, including co-ordination of meetings with parents / carers and referral to Education Welfare Officers (or equivalent) as necessary
- To ensure that high levels of effort, participation and contribution are recognized and praised via the reward system and through formal Celebration Events.
- To lead and manage (with the support of the Assistant Head of Year 7 and the Pastoral Team Administrator) the sanctions system for the House under the School's Behaviour Policy, including engagement with 'end of day' procedures
- To scrutinize attendance, behavior and achievement data regularly, acting upon information that reflects pupils who have significant or developing concerns. To monitor, mentor and coach pupils as appropriate.
- To ensure reasonable adjustments are made for pupils with different and additional needs as appropriate; logging any adjustments on Classcharts and/or other relevant documents – PSPs, SSPs, etc.

- To lead on implementation and delivery of Pastoral Support Plans (PSPs) for all pupils on Stage 3 or above of the Behaviour Policy, or who have been identified as needing a PSP for any other reason, and to ensure parents have been informed.
- To report to the Deputy Head (Pastoral) /Assistant Heads (Behaviour & Safeguarding / Inclusion) termly, on those students on stages; actions, improvements, movement and communication to parents/carers
- To set up mentoring and buddy systems within Year 7 to positively encourage collaboration between different year groups
- To liaise with Head of Sixth Form to ensure the smooth operation of peer mentoring systems
- To monitor the delivery of the Tutor Programme by Tutors
- To work closely with the Assistant Head of Year 7 on the operational elements above, ensuring the Assistant Head of Year 7 is deployed effectively to support outcomes.

### **Ethos and Identity**

- To plan and lead fortnightly morning assemblies for the Year 7 that support the school's vision, to organize and monitor the effectiveness of tutorial time in accordance with the school's pastoral curriculum and to take appropriate action to ensure purposeful, effective tutor periods
- To oversee the provision of inter-House activities including charity events, recreational activities and House teams and to ensure pupils are responsible and carry them out effectively
- To organize and attend relevant trips / residentials during Activities Week
- To promote a culture of celebration amongst Year 7
- To work closely with the Assistant Head of Year 7 on the operational elements above, ensuring the Assistant Head of Year 7 is deployed effectively to support outcomes.

### **Leadership of Staff**

- To lead, organize and monitor the team of tutors, and to collaborate with senior and other staff in the development and implementation of school development priorities.
- To lead to tutors in their role in monitoring and supporting pupils and in their liaison with parents / carers as appropriate.
- To line manage the Assistant Head of Year 7 (including annual appraisal) and ensure their responsibilities are carried out effectively
- To make appropriate arrangements for tutor groups when staff are absent, ensuring appropriate cover within Year 7, liaising with the attached tutors and cover manager, as necessary.
- To contribute to the Annual Performance Review of the tutors
- To participate in the interview process, where appropriate, for pastoral and support staff posts and to ensure effective induction of new staff in line with school procedures
- To promote teamwork, motivate staff with a 'can-do' philosophy to ensure effective working relations act as a role model.
- To participate in the school's ITT programme by offering tutor placements

### **Quality Assurance**

- To ensure the effective operation of quality assurance systems through self-evaluation procedures, to review findings, take measured action and to evaluate the impact of such action
- To establish common and best standards of practice with Year 7
- To contribute to the school procedures for tutor period observation
- To monitor school rules and procedures through observation of pupils in lessons (e.g. attendance, uniform, behaviour, need)
- To attend weekly briefing meetings of Pastoral Leaders, ensuring consistency across all Pastoral Teams in the school

- To ensure effective communication across Year 7 to develop and establish the consistent and effective use of the Assistant Head of Year 7

### **Management Information**

- To ensure the maintenance of accurate and up to date information concerning Year 7 on the management information system (SIMS, CPOMS & Classcharts).
- To quality assure tutor comments on Pastoral Reports
- To make use of analysis and evaluate performance data provided
- To identify and take appropriate action on issues arising from this data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To ensure the Safeguarding Team are aware of any matters of a Safeguarding nature.

### **Communications**

- To establish good and regular contacts with parents through meetings and written communications
- To establish good communications with Primary feeder schools to support effective transition, including the attendance at meetings
- To attend directed meetings of the Pastoral Leads and other appropriate staff meetings
- To attend SLT line management meetings
- To organize and communicate on STAC meetings
- To liaise with partner schools and other relevant external agencies where appropriate
- To ensure good standards of communication in Year 7
- To initiate correspondence with parents and suggest and organize meetings between parents and staff in respect of individual pupils

### **Management of Resources**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including management of the Year 7 budget
- To work with the Deputy Head (Pastoral) in order to ensure that the Year 7 Tutor Groups are staffed and roomed effectively
- To monitor the behaviour and provide support for pupils at lunchtime in the House Areas by being on hand during the lunch hour. To liaise with the lunchtime duty staff and Assistant Head of House

### **Curriculum**

- Through Tutors, to help pupils in Year 7 plan their work effectively
- To suggest and initiate alternative programmes of study/modified curriculum (e.g. amended timetable, class changes, part-time timetables, Alternative Provision) for pupils who are not coping effectively, linking with relevant members of SLT for confirmation arrangements agreed.

### **General**

- To play a full part in the life of the school community, to support its written statement of values and aims, and to encourage and ensure staff and students follow this example.
- Promote equal opportunities so that all learners achieve their potential.
- Ensure high standards of Health and Safety.
- Any other duties commensurate to the post.

## **Classroom Teacher Role**

The post holder will adhere to the professional duties of a teacher as set out in the School Teachers' Pay and Conditions of Service document and College policies.

### **Key Responsibilities**

- Provide a nurturing classroom and school environment that helps students to develop as learners.
- Help to establish / maintain discipline and good order in the classroom and across the Department.
- Contribute to the effective working of the Department.
- Participate in departmental CPD and undertake professional development as identified.

### **Teaching and Learning**

- Plan and teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Use regular assessments to monitor progress and set targets.
- Respond accordingly to the results of such monitoring.
- Ensure that all students make significant and continuing progress.
- Maintain accurate pupil data that can be used to make teaching more effective.
- Identify situations where the Key Stage Co-ordinator or Head of Department needs to be involved.
- Communicate enthusiasm of the subject, and the areas of learning related to it, to students.

### **Department Ethos**

- Have an infectious enthusiasm for the teaching.
- Ability to initiate curriculum innovation and develop resources.
- Willing to participate fully in the College's extracurricular programme.
- Engage with the College's Incremental Coaching programme.
- Interested and involved in the College's aim to service the needs of the whole community.

# Person Specification

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>			
Qualified to degree level	✓		Application, Certificates.
Qualified teacher status	✓		
<b>Teaching Experience</b>			
Successful experience of teaching in a placement or a previous school	✓		Application, Interview, Assessment/ Observation, Reference.
Proven track record of raising attainment in a positive classroom environment	✓		
Ability to provide professional leadership and management	✓		
Experience of providing professional leadership and management		✓	
Experience of leadership in a pastoral role		✓	
<b>Teaching Standards</b>			
Set high expectations which inspire, motivate and challenge students	✓		Application, Interview, Assessment/ Observation, Reference.
Promote good progress and outcomes by students	✓		
Demonstrate good subject and curriculum knowledge	✓		
Plan and teach well structured lessons	✓		
Adapt teaching to respond to the strengths and needs of all students	✓		
Make accurate and productive use of assessment	✓		
Manage behaviour effectively to ensure a good and safe environment	✓		
Fulfil wider professional responsibilities	✓		
<b>Personal Qualities</b>			
Passion for teaching	✓		Application, Interview, Assessment/ Observation, Reference.
Enthusiastic and inspiring	✓		
Capacity to adopt a variety of leadership and management styles	✓		
Ability to command respect	✓		
Capacity to analyse student progress data and identify areas for development	✓		
Awareness and understanding of data protection and confidentiality	✓		
Facility to work with groups of students to raise expectations and achievement	✓		
Creative and dynamic approach to problem solving and turning ideas and opportunities into successful practice	✓		
Ability to work actively, productively and flexibly as part of a team	✓		
Adaptable, flexible and creative	✓		
Excellent written and oral communication skills	✓		
Confident user of ICT	✓		
Ability to take responsibility and show initiative	✓		



## Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

## Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This post involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

## To Apply

Please complete the Teaching application form available from the College website. Your completed application form should be submitted before 10am on the closing date.

Early applications are encouraged. Exmouth Community College reserves the right to interview and appoint prior to the closing date of the advertisement, should the College be able to identify an appropriate candidate.

Email to: [recruitment@exmouthcollege.devon.sch.uk](mailto:recruitment@exmouthcollege.devon.sch.uk)

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

## Questions?

For further information about this post please contact:

Email: [recruitment@exmouthcollege.devon.sch.uk](mailto:recruitment@exmouthcollege.devon.sch.uk)

Phone: 01395 255687