



Information for Applicants

Year Leader

Permanent

L1 - L7

Commencing September 2023

Application form [HERE](#)

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466

Headteacher: Mr A Parkinson

Dear potential applicant,

Thank you for expressing an interest in applying for the post of Year Leader.

At Tadcaster Grammar School [TGS] we put the needs of students at the forefront of our decision making and practice. Our curricular and co-curricular offer responds to the aims and aspirations of individuals and we structure this as a 7-year experience. The school is fortunate to have a highly committed and talented staff and governing body and our students are motivated, articulate and keen to learn. TGS is a larger than average school, but we organise our pastoral systems so everyone is seen, heard and valued.

Several features of the school are likely to be of note to you if you visit. The first is the very open and welcoming nature of the school from both the staff and students. The second, the sheer variety of activities which are offered both within the curriculum and after school hours. TGS is a school with a strong reputation for looking after its students and where high standards of conduct are non-negotiable.

Our ambition for the school focuses on developing a culture where all students achieve highly whatever their background or ability. This relies on providing learning and teaching of the highest possible quality to engage, enthuse and motivate. At TGS we do not limit our definition of achievement simply to traditionally academic pursuits; we believe in developing well rounded individuals and, as such, we make a significant investment in the areas of sport, creative and performing arts.

Our recent Ofsted inspection confirmed what we already knew - that our students enjoy their learning, that they feel safe and well looked after, that the school has an ambitious curriculum which is taught exceptionally well, and that we are firmly committed to providing the very best quality of education for every student both now and in the future.

The role of Year Leader is pivotal to our journey to make TGS the very best place for each individual student to achieve and be happy and healthy. You will be joining an experienced team with the highest commitment to providing the very best education and care. We are looking for a proven and skilled classroom practitioner who can inspire staff and students. Indeed, we wish to recruit someone who will contribute something really special to our team.

The successful candidate will be well supported into this role but there will be an expectation that they will master their brief in a timely manner and quickly start evidencing impact within and beyond their indicative job description. Our staff, parents and governors rightly have the very highest expectations of our staff team and if you join the school you will be expected to model exacting standards in all aspects of your practice. Please also reflect carefully on the school vision and values statement contained in this pack when considering whether you wish to make an application.

If you feel you are ready for the challenge and would like to know more about the school and its activities, please take a look at our website at www.tgs.starmat.uk. If you would like to discuss this role or arrange to visit during a school day, please do not hesitate to contact us on 01937 837629 or r.vernon@tgs.starmat.uk

If you chose to take your interest in the post further, I would encourage you to pay attention to the following whilst assembling your application:

- The School Vision and Values Statement
- Job description and person specification
- School performance data about the school available in the public domain
- The school and STAR MAT websites

I hope the following information shapes your thinking and gives the guidance to help you apply.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to the possibility of meeting you soon.

Yours faithfully,

Mr A Parkinson
Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of Year Leader:

Fully complete the online application form (<https://bit.ly/STARTeachApp>) ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

Your Supporting Statement within the application form should be 2 sides A4 Ariel 12 point, 1.15 spacing maximum, addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Training
- Knowledge and skills

Please use *relevant* examples and impact measures from your practice during the last 3 years.

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Your audience for your written work will be school staff and governors.

Remember when addressing the above, ***less is sometimes more.***

Timeline for the selection process

Post advertised within STAR MAT/external media	Monday 6th March 2023
Closing time/date for applications:	Midday 20th March 2023
Short listing:	Tuesday 21st March 2023
Invitation to interview by telephone/ Confirmation by email:	Thursday 23rd March 2023
Selection day:	w/c 27th March 2023

Please address all return mail to Mrs R Evans (HR Advisor): tgs.recruitment@tgs.starmat.uk

Appendices

1	The School Vision and Values Statement
2	Job description for the role of Year Leader
3	Person Specification

Appendix 1: The School Vision and Values Statement

OUR VISION *(Our cause; our key belief)*

Be your best self	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfilment in their current and future lives.
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OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

Students considered first	All of our decisions should put the needs of students first, whilst also considering our own and others' wellbeing. All students will be known well, included, valued and heard.
High expectations - no limitations	We do not prejudice potential by preconceptions about individuals or groups of students.
The right curriculum experience for each student	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
The best support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition	To show a desire to achieve success.
Resilience	To show a determination to achieve success.
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

Appendix 2: Year Leader Job Description

Main duties and responsibilities

Overall

- To be a highly visible presence at all times around the school and to manage student behaviour in a positive, persistent and relentless manner.
- To be an exceptional role model to young people.
- To be unfailingly positive about all students in the year group, and act as their advocate in relevant situations
- To be available for students and staff to consult about the year group.

Pastoral Support

- To ensure that all students in the year group receive high standards of care at all times and that their emotional and social development is appropriately supported.
- To work with the Subject Leaders and SLT to raise standards of achievement and attainment in the year group by ensuring that all students make outstanding progress across the curriculum.
- To carefully track attendance and punctuality, reward and sanctions and attainment data and ensure interventions and timely and effective.
- To work with the SENDCO, Subject Leaders and Pupil Premium Manager to ensure that students have appropriate personalised provision and intervention to meet their needs.
- To proactively role model interactions ensuring that these are productive and positive.
- To work with the attendance staff to ensure the year group meets its targets for attendance and punctuality.
- To work with external agencies and organisations to ensure that any barriers to learning for individuals are overcome.

Behaviour and attitudes to learning

- To ensure the highest standards of behaviour at all times, through effective use of sanctions and recognitions according to the Behaviour for Learning policy.
- To manage the day-to-day running of all aspects of the Behaviour Policy.
- To pro-actively review behaviour and attitudes to learning across the year group, and implement strategies for improvement as appropriate.
- To always be inquisitive and proactive in following up any issues involving students in the year group and to take ownership of any issues and ensure that all necessary actions are followed up.
- To coach other members of staff at the school to improve practise in relation to behaviour and attitudes including inducting new members of staff.
- To monitor, evaluate and review the consistent application of the behaviour system and routines for learning.
- To lead strategies for supporting students to improve their behaviour where they are not yet meeting the school's expectations, including running reports.
- To positively advocate the behaviour for learning policy at all times and promote and reinforce routines that maximise learning time.
- To ensure that reintegration meetings for students in receipt of internal or external exclusions are successful in bringing about improved behaviour.

Other

- To contribute to the management of a team of tutors and to ensure consistency of practice and high standards across tutor/VT time.
- To contribute to assemblies, with content that reinforces the school vision & values and celebrates success.
- To proactively contribute to ensuring that student progress data, based on each cycle of assessment is analysed and presented to appropriate audiences.
- To maintain consistent and effective systems for tracking and monitoring student behaviour, attendance and progress which are efficient and communicated well to others.
- To establish good and frequent dialogue with other members of staff concerning the behaviour and progress of students in the year group and ensure staff confidence that any concerns are dealt with promptly.
- To oversee preparation for Parents' Evenings and other whole school events.
- Working with your line manager, to ensure duty rotas allow appropriate supervision and support for students at break and lunch, and before and after school.
- To oversee the coordination of relevant activities and school journeys for their year groups as required by your line manager or other SLT members.
- To communicate effectively with parents, staff and students.
- To carry out any additional duties and responsibilities as directed by SLT e.g duty manager, some which may be outside of the STPCD 165 hours/195 days agreement.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of the Trust and School organisation and may change either as your contract changes or as the organisation of the Trust or School is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the Trust and School's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the STAR MAT and school's policies, and supporting documentation in respect of these issues.

The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

Appendix 3: Person Specification- Year Leader

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> ● Degree ● QTS (prior to commencement of employment) 	<ul style="list-style-type: none"> ● Ability to effect change ● Vision for the leadership role ● Evidence of relevant experience outside the classroom ● Sense of proportion and humour ● An aptitude to be creative and original
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● An outstanding teacher. An enthusiasm for teaching and a genuine interest in learning strategies. ● An interest in the development of young people and their needs. ● The ability to form good relationships with colleagues and students. ● Extremely strong interpersonal skills, enjoying good relationships with students, staff and parents. ● Ability to see change as an opportunity. ● The ability to plan, monitor and evaluate effectively, including the capacity for self-criticism. ● Drive and energy. ● A commitment to high standards in personal work ● The ability to work under pressure. ● Good organisational and logistical skills; meeting deadlines and working under pressure. ● A record of good health and attendance. ● Able to provide a positive role model for students. ● Willingness to be involved in extracurricular activities. ● Clear educational vision. ● Team leader and team member aptitude and skills. 	
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> ● Strong knowledge of the demands of a pastoral role ● Understanding of self-evaluation. ● Ability to address and chair meetings/gatherings of students, staff and parents with confidence. ● Must be able to command respect and be able to make decisions with firmness and certainty whilst motivating those around them. ● The ability to express themselves clearly and articulately, both verbally and in writing. ● Evidence of sound skills in ICT and an awareness of how to maximise its use to aid learning. 	

