



# Lord Grey Academy

## Lord Grey Can



## ASSISTANT HEAD OF YEAR

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





# Lord Grey Academy

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### Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an “I can achieve anything” attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our pupils and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all pupils are valued and included. Pupils at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan  
Associate Principal

Jim Parker  
Executive Principal





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### Advertisement

## ASSISTANT HEAD OF YEAR

PERMANENT

Support Staff Role

37 hours per week, 39 weeks per annum

(38 term time weeks and 5 training days)

8.30am – 4.30pm Monday to Thursday

8.30am – 4pm on Fridays

**Tove Pay Scale Band H (£23,080 - £26,511)**

**Pro rata actual annual salary £19,739**

We require an enthusiastic, energetic and dedicated Assistant Head of Year for Easter 2022. The successful candidate will support, complement and work alongside the Head of Year at Lord Grey Academy. Together with the Head of Year you will work with our students to overcome barriers to learning and support good attendance and behaviour.

The successful candidate will be child centred and able to form excellent relationships with students, staff and parents. You will be highly professional, dedicated and well organised. You will be able to balance your role in the school. You will have good organisational, ICT and administrative skills. The successful candidate will be highly supportive of their Head of Year and will be focused on motivating students to believe in the School ethos.

The Assistant Head of Year will also take on a secondary role in school as a Cover Supervisor supervising students in lessons when the teacher is absent. Assistant Heads of Year can cover up to 12 lessons per week. A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Wednesday 26<sup>th</sup> January 2022.

Only successfully short listed candidates will be contacted.

### **Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT.**

Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

### **Tove Learning Trust**

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

*The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*





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## JOB DESCRIPTION

Our motto is: Lord Grey Can. Our Core Values are: Ambitious, Determined, Independent, Respectful and Successful. Our expectations are high and we believe that Lord Grey Can! It is expected that the post holder will carry out his/her responsibilities within this philosophy.

Role: Assistant Head of Year  
Responsible to: Head of Year  
Based at: Lord Grey Academy, Bletchley, Milton Keynes  
Hours: 37 hours per week, 39 weeks per year  
Grade: Grade H, points 14 to 21

### Job Context

Lord Grey Academy is a secondary Academy with approximately 1450 students and 190 staff. The Assistant Head of Year will be responsible for providing support to the Heads of Year in ensuring the progress, achievement and involvement of students in all aspects of school life and in ensuring that students display Lord Grey Academy values, understand our ethos and follow the Lord Grey Way. The post holder will be required to take on a second role as a Cover Supervisor.

### Key Responsibilities

- **Support for Head of Year and Form Tutors** - working closely with the Head of Year and form tutors to ensure that any issues that may lead to academic under achievement of students are identified quickly and early, and appropriate interventions are put in place.
- **Student Progress, Guidance and Care** - ensuring the progress, achievement and involvement of students in all aspects of school life, setting high expectations and seeing that they are met. Support student learning by bringing the school, the parents, and, on occasions, outside agencies together in the best interests of the students.

### Job Description

#### Support for Head of Year and Form Tutors

1. Support the Head of Year in establishing a highly effective team of tutors to support students' learning.
2. With the Head of Year, create a positive culture of praise and recognition of achievement.
3. Assist in preparing and holding Year assemblies and organise presentation events during assembly time.
4. Arrange and promote activities within the Year including charitable and fundraising activities.
5. Contribute to the planning of a programme of inter-Year activities.
6. Contribute to an excellent programme of tutor time activities, so that a clear five day programme and annual programme is in place for Form Tutors.
7. Support the tutor team to ensure that tutors fulfil their role in supporting excellent student achievement, attendance and behaviour.
8. Ensure that safeguarding and child protection is the top priority in all decisions and actions.
9. Promote and maintain high standards of behaviour within the year group so that learning is undisturbed, effective and leads to excellent progress being made.

#### Student Progress, Guidance and Care

1. Support the Head of Year in monitoring the progress of individual students.
2. Use data and other assessment information to review the performance and expectations of students, maintaining a productive dialogue with the students about their progress.
3. Support the Head of Year in planning intervention strategies with appropriate liaison with internal colleagues and external agencies.





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4. Working with the Progress and Achievement Leader (PAL) to: promote high levels of academic achievement, monitor the progress of students, celebrate their successes and work with relevant stakeholders and agencies to overcome barriers to learning.
5. The Assistant Head of Year will work collaboratively with the Head of Year and wider Pastoral Team to safeguard students' wellbeing.
6. Monitor attendance and punctuality, school uniform and equipment.
7. Attend regular meetings with the Attendance Officer regarding attendance.
8. Keep reports of student behaviour and manage individual student behaviour plans.
9. Make contact with parents regularly to discuss student progress and issues including behaviour.
10. Develop close partnerships with parents to ensure that the home/school partnership is strong and supports excellent student achievement, attendance and behaviour.
11. Support the weekly assembly programme by setting high expectations of behaviour and routine, supporting visiting speakers, encouraging tutor group presentations and promoting Lord Grey values.
12. Have a high presence around the Academy at social time to support managing behaviour.
13. Carry out duties, refocus and on call as per the rota.

### Other duties or responsibilities

1. Be involved with the Transition process.
2. Represent the school at Open Evenings.
3. Help to organise parent information events.
4. Undertake such duties as may from time to time be reasonably assigned by the Principal.
5. Be flexible in your role in emergency situations.
6. To ensure the effective implementation of the school's policies, including the Equalities Policy, Safeguarding and Child Protection Policy.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment





### PERSON SPECIFICATION

Experience	Essential	Desirable	How evidenced
Experience working with children of relevant age in a learning environment	✓		A I R
Experience in a large secondary school		✓	A I R
Knowledge	Essential	Desirable	How evidenced
Can use ICT effectively to support learning	✓		A
Full working knowledge of relevant policies/codes of practice/legislation		✓	A I
Good understanding of child development and learning processes	✓		A I
Understanding of statutory frameworks relating to school based work	✓		A I
Ability to organise, lead and motivate a team		✓	A I
Ability to relate well to challenging and vulnerable children	✓		A I
Work constructively as part of a team, understanding roles and responsibilities and your own position within these	✓		A I
Ability to communicate effectively both verbally and in writing	✓		A I
Knowledge of how to support your Head of Year including taking on generic and specific duties	✓		A I
Knowledge of how to form excellent relationships with parents	✓		A I
Education, Training and Qualifications	Essential	Desirable	How evidenced
Excellent numeracy/literacy skills – equivalent to GCSE C grade in English and Mathematics	✓		A
A willingness to constantly improve own practice/knowledge through self-evaluation and learning from others	✓		A I
Personal related skills	Essential	Desirable	How evidenced
Participate in development and training opportunities	✓		A
Commitment to uphold the school's Equalities Policy, Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference





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### Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

### How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.





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### How to apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/> Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 1 side of A4.

