



Job Application Pack

Head of Year

MPS and UPS pay scales, TLR2B

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Letter from the Principal

Dear Applicant

Thank you for your interest in our recently advertised post of **Head of Year** at the Nottingham University Academy of Science and Technology (NUAST).

NUAST is a centre of Excellence in Science, Engineering and Computing/IT. We are a specialist academy teaching students aged 14-19 years old. Our aim is to ensure that young people who are passionate about Science, Computing or Engineering have opportunities to realise their maximum potential with us. We currently have 296 students and we will grow to our capacity of 750 students during the next few years.

NUAST has recently undertaken consultation to change to an 11-18 year old entry profile following requests from parents and the local authority. This means that it is an exciting time to join NUAST. As the Academy expands and develops, there will be opportunities for teaching staff to develop their professional practice and access middle management and senior leadership roles.

The NUAST staff team is dedicated to ensuring that our strong and caring pastoral system encourages and supports our students to access the excellent specialised facilities and the unique opportunities available at NUAST. NUAST has achieved excellent results and has firmly established a reputation for academic success.

Working at NUAST will be an exciting and challenging chapter in the career of any teacher. Along with the responsibilities associated with the position the successful candidate will be responsible for helping to form the culture, ethos and working practices of the academy at every level.

Securing outstanding teaching and learning is critical to our success and every member of staff will be required to contribute to the development of teaching materials and wider curriculum planning.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robert White', is positioned above the printed name.

Robert White

Application Process

If you feel that you could contribute to the students and team at NUASt, we would welcome your application.

All applications need to be submitted online via Vacancy Filler

<https://www.vacancy-filler.co.uk/>

Wherever possible, please provide email addresses for your referees.

Closing date: please ensure your application arrives by 9am on the closing date of Wednesday 28th February.

Interviews for the role will take place on Thursday 15th March 2018.

About NUAST

The Academy

NUAST is a 14-19 academy based in Nottingham offering the very best educational opportunities for our students.

With specialist teachers, specialist facilities and the unique opportunity to work with The University of Nottingham and industry partners at KS3, KS4 and KS5. NUAST offers our students specialist STEM teaching and a broad range of subjects that will support their future progress to further study or employment.

Curriculum

Our curriculum balances specialist teaching in Science, Engineering and IT along with all the other core subjects.

At KS4, science is taught as discreet subjects and Engineering and IT is delivered through industry approved and recognised Cambridge National qualifications, our specialist curriculum is designed to give students the very best start in their careers.

NUAST offers Post 16 students a complex and diverse range of curriculum options based around Science, Engineering and IT/Computing. From a full suite of A Levels, through a mix of qualifications, to dedicated BTEC Level 3 Extended Diplomas, NUAST can offer our students a pathway modelled to their needs.

The Academy Day

To ensure that NUAST can offer the broadest set of experiences for each of its learners, the academy operates an extended working day.

Starting at 8.30am, the academy works until 3.00pm with additional after-school study provision available until 4.00pm. The day finishes at 2.15pm on Fridays.

This extended day allows us to deliver our unique curriculum and provides students with the opportunities to access a wide range of enrichment activities.

Pastoral Care

At NUAST student's well-being is of primary importance to us. As a small academy we can offer a high level of care and guidance. All students will have a learning mentor.

Mentors will guide and support students throughout their time at NUAST. In addition all students are offered specialist career advice with the support of our University and Industry partners.

In terms of behaviour, we have a very simple approach. Work hard and be kind.

Industry Partners

From the very start, NUASt has had the support and guidance of some of the biggest industry names in engineering, science and information technology. Their knowledge and understanding of the skills and attributes required to become a future employee in their fields has guided the curriculum and helped shape the facilities.

As students learn and train at NUASt, they will have the opportunity to work with these companies alongside NUASt teaching staff. Students will leave NUASt fully equipped to enter the world of work or higher education with an enviable set of experiences and contacts.

NUASt has many partners, some of which are listed below:

Rolls-Royce Siemens Toshiba Esendex Experian Natgraph Bulwell Precision

Education Partners

In addition, NUASt is sponsored by the University of Nottingham, which provides students with access to world-class research facilities and staff.

The University will provide opportunities to develop academic experiences and knowledge.

Students wishing to pursue degree level courses will be given help and support when applying to university.

Finally, the education provision is delivered by the Nova Academy Trust.

Facilities

Housed in a purpose-built, iconic building, NUASt offers the most advanced GCSE and Post 16 facility for the teaching of science, engineering and computer science in the local area.

Industry standard science, IT and engineering facilities are complemented by a full suite of teaching rooms covering all key English Baccalaureate subjects.

Opened in Autumn 2014, the building is designed to provide our students with all the experiences they will need to enter higher education or industry. The building has been designed as a modern workplace: open, light and attractive with excellent catering, study and outdoor spaces.

NUASt is a remarkable investment in the young people of the East Midlands.

For more information about the academy visit: www.nuast.org



NUAST Job Description
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JOB TITLE	Head of Year
HOURS OF WORK:	Full time
SALARY SCALE:	MPS and UPS pay scales, TLR2B
CONTRACT TYPE:	Permanent

Job Purpose:

As a Head of Year, you will demonstrate outstanding pastoral care ensuring that each student in your year group is well cared for and makes outstanding academic progress. You will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery and is fully committed to raising attainment across all key stages. You will be able to deliver teaching in one of the following areas;

- Mathematics
- PE
- Art
- Design Technology/Engineering

Duties and Responsibilities:

The Head of Year will be responsible for the delivery of the following key priorities:

Strategic Leadership & Development:

- Support the development and implementation of the vision and strategic direction of the academy
- Contribute to academy-wide planning activities
- Monitor the quality of tutorial work, provide guidance on/ programmes of activities for tutors and ensure that time is effectively used, in order to promote a strong learning ethos in the year group
- Reward and encourage a positive ethos which reflects a caring atmosphere with the year groups
- Monitor attendance, uniform, homework and other broad aspects of provision
- Meet fortnightly with Assistant Principal Pastoral to formally feedback on progress and key issues in the year group.

Student Support:

- Identify and celebrate student attainment and achievement in all aspects of school life, particularly ensuring student involvement in enrichment and leadership roles
- Have responsibility for student attainment and progress
- Identify under achieving students so that a suitable intervention plan is implemented
- Meet with students over whom there are concerns and contact home where necessary in conjunction with the appropriate staff
- Monitor and support of students in the FSM and PP groups regularly on their progress and effectiveness of support
- Work with the DSLs and with outside agencies supporting students (such as CAMHS) and Assistant Principal Pastoral regularly on their progress and effectiveness of support
- Monitor the quality of tutorial work, provide guidance on/ programmes of activities for tutors and ensure that time is effectively used, in order to promote a strong learning ethos in the year group
- Reward and encourage a positive ethos which reflects a caring atmosphere with the year groups
- Meet with students over whom there are concerns and contact home where necessary in conjunction with the appropriate staff
- Monitor attendance, uniform, homework and other broad aspects of provision
- Act as the main point of contact for tutors with student concerns
- Attend parent/carer evenings, information evenings and other events
- Support all students in transition.

Behaviour for Learning:

- Promote a positive attitude to learning and celebrate student success, ensuring high achievement, regular attendance, excellent behaviour, good punctuality and good personal organisation
- Identify and celebrate student attainment and achievement in all aspects of school life, particularly ensuring student involvement in enrichment and leadership roles.

Safeguarding:

- Comply with the schools Safeguarding Policy in order to ensure the welfare of children and young persons
- Liaise with outside agencies as appropriate, including playing a role in external meetings including Child in Need and Looked After Children.

Community:

- Develop and identity an ethos in line with the academy vision and culture
- Contribute to students' wider development and to encourage participation in clubs and extra-curricular activities

- Organise year group activities such as competitions to develop a sense of community
- Maintain the Year Committee/Student Leaders and other initiatives to promote dialogue with pupils, including student representation on School Council
- Work with external agencies in hosting assemblies and supporting student's personal development
- Ensure that students makes a positive, proactive and regular contribution to the internal and external community of the school.

Staffing & Communications, Marketing and Liaison:

- Promote NUASt as a quality education provider to prospective year students at internal and external events
- Lead aspects of tutor meetings and provide an agenda of points to be considered
- Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools and colleges, etc.
- Contribute to the development of effective subject links with external agencies
- Act as a point of reference for parental communication
- Regularly gain student and parent feedback.

Personal Responsibilities:

- Play a full part in the life of the school community
- Actively promote school policies and procedures
- Be responsible for own continued professional development
- Comply with the school's Health & Safety policy and undertake risk assessments as appropriate
- Undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
- Attend meetings scheduled in the school calendar punctually
- Set cover work during any leave of absence
- Adhere to the NUASt Safeguarding Policy
- Ensure that all students reach their potential, behave well and have a good attitude towards learning whilst taking responsibility of support, wider development and discipline of students.

You will inspire our students, stakeholders and employer partners by:

- Working with university sponsors effectively to enhance the students learning through the development and delivery of focus projects
- Understanding national standards within the subject area and ensure that these are followed
- Using effective target setting systems for all students to ensure the highest possible levels of achievement
- Identifying effective intervention and mentoring strategies for students

- Ensuring that all the work for NUASt follows our vision and values
- Being an outstanding practitioner who inspires students to pursue their career goals
- Contributing to the NUASt Enrichment programme
- Undertaking such other duties as are commensurate with the post and which may reasonably be required by the Principal.

You will enhance young people's futures by:

- Teaching students according to their educational needs, including the appropriate setting and marking of work to be carried out by the students
- Assessing, recording and reporting on the attendance, progress, development and attainment of students whilst keeping electronic records as required
- Contributing to reports and references relating to individual students
- Ensuring that ICT, Literacy and Numeracy are part of the teaching and learning experience of students
- Ensuring a high quality learning experience for students, which meet internal and external quality standards
- Preparing and regularly updating subject materials
- Using a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus
- Maintaining discipline in accordance with the NUASt procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent learning
- Undertaking assessment of students as requested by external examination bodies, departmental and NUASt procedures
- Marking and grading students work which enables you to give written/verbal and diagnostic feedback
- Supporting and motivating students to allow them to grow and enhance their own skills in both achieving qualifications and work readiness
- Ensuring the maximum opportunity for young people to prepare for pathways into further learning, training or employment
- Supporting partnership events with key stakeholders including students, parents, employers, schools, further and higher education establishments
- Engaging with employers to develop learner employability skills, ensuring work related learning experiences are at the core of the curriculum
- Ensuring all students understand the expected standards of behaviour and be prepared to intervene where these standards are not followed
- Ensuring a safe, secure and healthy environment for students.

You will protect our students by:

- Responding effectively and immediately to safeguarding/child protection concerns raised by staff, pupils or brought to NUASts attention through other means

- Ensuring that safeguarding policies are followed and communicated effectively.

Generic Requirements:

- 1.** It is a requirement of all posts within the Academy that Health and Safety requirements are upheld in the performance of duties
- 2.** All employees of the Academy are required to uphold the Equality and Diversity Policy and the Academy's Code of Conduct
- 3.** All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the Principal.

Person Specification

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status (PGCE or equivalent qualification) • Good Honours degree (First or Second Class) 	<ul style="list-style-type: none"> • Higher professional qualification
Experience	<ul style="list-style-type: none"> • Experience of pastoral support of students • Successful experience of teaching in the subject across the full age range of a secondary school • Experience of teaching a wide range of abilities • Proven record as a teacher whose students reach high standards of learning and achievement • Experience of pastoral/tutor role 	<ul style="list-style-type: none"> • Current/recent responsibility post within a department or pastoral role
Skills/ Knowledge	<ul style="list-style-type: none"> • Excellent teaching skills, including effective communication skills, ability to motivate students and staff and the capacity to create good learning environments • A clear understanding of the characteristics of high quality teaching and learning and achievement for all pupils • Knowledge of current issues and recent developments within pastoral leadership • Capacity to use ICT as integral part of teaching • Ability to lead initiatives, support the process of change and work effectively in a team • Ability to prioritise, plan and organise • Secure commitment to a clear aim and direction for the subject • Understanding of safeguarding and promoting of welfare of children issues • Understanding of equal opportunities issues and their application to work 	<ul style="list-style-type: none"> • Understanding of particular needs of pupils with SEN • Awareness of factors affecting language and learning across the curriculum • Knowledge/ involvement in other cross curricular initiatives/projects or whole school developments
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm for the welfare and achievement of students • Ability to use own initiative • A commitment to the vision of the school • A commitment to inclusive education • Ability to form good working relationships with pupils and staff • High standards and expectations • Ability to use student assessment data to raise standards • Outstanding communication skills • Reliability and integrity • A commitment to safeguarding and promoting the welfare of young people 	<ul style="list-style-type: none"> • A willingness to contribute to extra-curricular activities • A vision for the development of pastoral support and development • A commitment to personal and professional development

Responsible to:	Principal
Date:	February 2018