

**Recruitment Pack**



**Year Leader**  
Deadline: 2th July 2021

Shortlisting: 5th July 2021

Interviews: Week of 5th July 2021

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**1. Welcome Letter from our CEO**

Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Sir Iain Hall   
CEO

**2. Principal’s Welcome**

Welcome to King’s, a non-selective free independent school in the state sector that is providing a world class education for the young people of Great Lever. King’s Leadership Academy Bolton is founded on international research and traditional values with a huge focus on leadership and academic development.

Our vision is “To develop in each of our student the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow’s world”.

At King’s we believe every child can succeed and that great teaching is the key to that success. This sentiment is reflected in our motto, ‘Credimus’, which translated from Latin literally means we believe.

We believe in appointing only the very best teachers and staff who are committed to serving the students and parents of this community. We believe in having the highest expectations of ourselves and our students as well as accepting no excuses for underperformance. We believe that our school exists to shape the life chances of all our students in order that they can attend the best Universities or places of employment in the years to come. We believe in fully supporting our students throughout their education.

King’s is unique, in that we have developed a highly personalised approach to our provision and teaching. Our smaller class sizes and year groups afford us tremendous opportunities to truly nurture and develop the academic and creative talents in all our students.

As Principal, I am privileged to be part of such a fabulous team of staff who are ‘mission driven’ in their goal to ensure that the education provided here is second to none. I welcome you to the Academy and hope that you find the information in this pack informative.

Mr D Crosby  
Principal

**3. Our Mission**

Providing a strong academic education is at the heart of what we do. King’s Leadership Academy has immense strengths in all areas of the curriculum, and we are fortunate enough to be fully staffed by highly qualified teachers who are excited and passionate about their subjects. Our teachers possess the skills to inspire, motivate and lead our students to life-long success.

Our ‘mission board’ proudly states that King’s Leadership Academy is a place where students’ aspirations become reality. We believe that each and every one of our students has distinct potential and ensuring that they fulfil their potential is not only our challenge but our commitment.

Aristotle once told his students that the pursuit of excellence had to become their way of life if they were to succeed. Occasionally achieving excellence was, for him, not enough. He wanted his students to strive for excellence each and every day of their lives.

At King’s we believe that this advice, given over two thousand years ago, still holds true today and is a good guide to the achievement of both academic and personal success. As an Academy we do not settle for anything but the best for each of our students.

**4. Starting a Career at King’s**

About 2350 years ago a teacher coined the phrase ‘excellence is a habit’. By this he meant that for anyone to succeed then the pursuit of excellence must become a way of life for them. Not occasionally, not sometimes but every day of their lives. That teacher was Aristotle and it is his philosophy that underpins everything we do at King’s Leadership Academy Bolton.

King’s Leadership Academy Bolton was formed in September 2019. We are now recruiting for our next group of exceptional teachers to help deliver the world class education our students deserve. Within 3 years the school will hold 900 students and we are looking for forward-thinking educators who share our core beliefs and values to build on the impressive start we have already made.

We are looking for ambitious and motivated individuals at all stages in their careers to form part of the King’s family. You will need to have strong understanding of the science of how children learn, a drive to improve your own practice, have the highest expectations in all you do and a wish to create, and take ownership of, new systems at all levels of school life. Most importantly, we are looking for people with a passion for their subject and who care deeply about children.

**5. Application and Interview Process**

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on your letter of application so please read the Job Description and Person Specification carefully before you write your letter of application.

**Candidates who are not currently employed by the trust**

All candidates invited to interview must bring the following documents:

* Documentary evidence of right to work in the UK
* Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
* Documentary proof of current name and address (i.e. utility bill, financial statement etc. dated within the last 3 months)
* Where appropriate any documentation evidencing changes of name
* Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

**6. References and Pre-Employment Checks**

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline

**Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

* Verification of right to work in the UK
* Receipt of at least two satisfactory references (if these have not already been received)
* Verification of identity checks and qualifications
* List 99 check
* Section 128 Check
* Satisfactory DBS Disclosure
* Verification of professional status such as QTS Status, NPQH (where required)
* Completion of Employee Health Declaration
* Satisfactory completion of the probationary period (where relevant)
* Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**7. Job Advert**

Job Title: Year Leader

Date posted: 11th June

Disclosure Level: Enhanced

Contract type: Fixed – One Year - Required from September 2021

Salary: £20,472.00 p.a

Working Pattern: Full Time – Term Time only

Base: King’s Leadership Academy Bolton

Reports to: Senior Leader / Head of Pastoral

Leadership Academy Bolton is a highly successful, over-subscribed Academy, based in the Great Lever area of Bolton. In order to support the growth of King’s Leadership Academy Bolton, the trust is seeking a talented and aspiring Year Leader.   
  
Whatever your previous experience, the trust will ensure that, if appointed, this post is the right one for you, with real prospects of professional development and personal satisfaction. For further enquiries and to send completed application forms, please email s.baglow[@kingsbolton.com](mailto:info@kingsbolton.com).

**8. Job Description**

**OVERVIEW:**

King’s Leadership Academy Bolton is seeking to appoint an ambitious and enthusiastic Year Leader to provide pastoral welfare to a designated group of students ensuring effective communication with the families of these students in an effort to engage them as key stakeholders in their child’s educational experience.

It is expected that the appointed Year Leader will be hard working, resilient and help to foster a caring and supportive learning environment for our students. Your experience of pastoral care will place our students welfare at the core of the school. It is expected that you will demonstrate the following qualities:

1. Excellent knowledge and experience of working with young people in an educational setting
2. The ability to maintain positive relationships with students and staff
3. The ability to speak in front of large groups of students and staff
4. The ability to manage all situations in a calm, just and fair manner
5. The ability to prioritise work effectively and work collaboratively in the best interest of students and their families
6. The ability to work effectively and sensitively with a wide range of groups and individuals
7. The ability to generate self-belief in our students and raise aspirations
8. The refusal to accept excuses for low performance
9. A deep-rooted respect for our students and the learning challenges that they face
10. The ability to problem-solve and provide excellent customer service to our community
11. A committed team player with excellent organisational and technical skills

We are looking for someone who is an excellent practitioner, who can work well within, as well as leading, a team, who values each student as an individual and who will play a significant part in the development and growth of the Academy.

**JOB PURPOSE:**

* To share and uphold the beliefs of King’s Leadership Academy by espousing the ASPIRE values through your role
* To facilitate and encourage a learning experience which provides students with the opportunity to succeed and reach their potential
* To implement proactive intervention to enable every student to succeed
* To assist the Senior Mill Tutor, Head of House and Head of Pastoral in developing the personal and social development of all students within the Year group. To work with the other members of the pastoral team and the Mill Tutors in the development of this aspect of their role, especially the newly qualified and newly appointed members of the team.
* To ensure that students in their year group follow the school uniform policy at all times.
* To liaise with families and work alongside the Attendance Lead and the Head of Pastoral to encourage high levels of attendance and support any actions necessary to drive improvement.
* To complete home visits where required to support families regarding attendance.
* To assist in the monitoring of the effectiveness of student learning in relation to their attainment potential and working closely with underachievers.
* To work with the Head of Pastoral / Heads of House and the Mill Tutors within the year group in promoting good relationships with parents/carers.
* To ensure that all student behaviour logs are kept up to date and appropriate action is taken as and when required
* To adhere to the Academy behavioural system appropriately
* To liaise with parents/carers and staff on student behaviour and welfare matters keeping them informed regarding disciplinary issues and actions.
* To take responsibilities in conjunction with other pastoral colleagues for supervising after school detentions and other sanctions as appropriate.
* To coordinate and support the afterschool detention system.
* To actively support the school rewards and behaviour system.
* To carry out student supervision duties as per the duty rota.
* To attend Parent’s Consultation Evenings and other after school events as appropriate.
* To attend TAC team and SLT meetings, taking minutes when necessary, supporting the Head of Pastoral or Head of House.
* To have an active involvement in the Year team and House assemblies.
* To attend meetings and work with outside agencies where appropriate.
* To ensure that all safeguarding logs are updated, and appropriate action is taken where required.
* To provide mentoring services for students with regards to safeguarding, wellbeing and behavioural matters.
* To undertake any other duties as might properly be negotiated with the Head of Pastoral, Head of House or Principal at any time.

**PROFESSIONAL DEVELOPMENT:**

* To take part in the Academy’s professional development programme by participating in arrangements for coaching and further training
* To continue personal development in the relevant areas
* To engage actively in the Performance Management Review process to support the department
* To ensure the effective/efficient deployment of classroom support
* To work as a member of a designated team and to contribute positively to effective working relations within the school
* To complete an annual project linked to the Academy’s performance management programme

**QUALITY ASSURANCE:**

* To help to implement the Academy’s quality control systems and self-review procedures
* To take part (as required) in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
* To attend and lead team meetings etc in accordance with the Academy calendar.

**MANAGEMENT OF INFORMATION:**

* To maintain appropriate records and to provide relevant accurate and up-to-date information for assessment, registers, tracking etc.
* To complete the relevant documentation to assist in the tracking of students
* To track student progress and use information to inform teaching and learning.

**COMMUNICATIONS:**

* To communicate effectively with the parents/carers of students as appropriate
* Communicate and co-operate with persons or bodies outside the Academy (where appropriate)
* To follow agreed policies for communications in the Academy.

**MARKETING AND LIAISON:**

* To contribute to the process of the ordering and allocation of equipment and materials
* To assist the Lead Practitioner in identifying resources needed and to contribute to the efficient/effective use of physical resources
* To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students.

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE:**

King’s Leadership Academy Bolton is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**Other responsibilities**  
Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work. To carry out any such duties as may be reasonably required by the Principal or Chief Executive.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current at the date shown but, in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

*This appointment is with the Local Advisory Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the ‘Contract’*

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| --- | --- | --- | --- | --- |
| **9.** | **Person Specification** |  | **Assessed by:** | |
| **No** | **CATEGORIES** | **Essential/ Desirable** | **App**  **Form** | **Interview /Task** |
| **QUALIFICATIONS** | | | | |
|  | Qualified Teacher Status | **D** | ✓ | ✓ |
|  | Degree level qualification | **E** | ✓ | ✓ |
|  | Evidence of continuing professional development at a level appropriate to your current post. | **E** | ✓ | ✓ |
|  | Level 3 qualification (NVQ level 3 or A level) | **E** | ✓ | ✓ |
|  | GCSE in English and Maths at Grade C or above | **E** | ✓ | ✓ |
| **EXPERIENCE** | | | | |
|  | A wide range of teaching styles and strategies and their use in personalising learning. | **E** | ✓ | ✓ |
|  | Understands the importance of following policy and procedure. | **E** | ✓ | ✓ |
|  | A knowledge of school-based education including child development | **D** | ✓ | ✓ |
|  | At least two years’ experience working with children in a secondary school or other setting | **E** | ✓ | ✓ |
|  | High levels of pupil achievement over time as evidenced by value added and other performance indicators. | **D** | ✓ | ✓ |
|  | To have attended relevant courses | **E** | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
|  | Demonstrate yourself as a role model in terms of hard work, commitment to best practice in learning and teaching, personal presentation and attitude to all members of the school community. | **E** | ✓ | ✓ |
|  | Ability to plan and organise effectively | **E** | ✓ | ✓ |
|  | Ability to work effectively in small groups or with individual pupils and be a good team player | **E** | ✓ | ✓ |
|  | Good communication skills and the ability to relate well to children, staff and parents | **E** | ✓ | ✓ |
|  | Achieve above expected rates of progress with all groups of pupils. | **E** | ✓ | ✓ |
|  | Support the school ethos of high standards of behaviour for learning. | **E** | ✓ | ✓ |
|  | Ability to maintain positive relationships with students, parents and staff and work effectively within a team | **E** | ✓ | ✓ |
|  | Communicate highly effectively with a wide range of audiences. | **E** | ✓ | ✓ |
|  | Promote and safeguard the wellbeing of all young people | **E** | ✓ | ✓ |
|  | Ability to self-evaluate learning needs and actively seek learning opportunities | **E** | ✓ | ✓ |
|  | Ability to train, supervise and develop other staff | **D** | ✓ | ✓ |
|  | Ability to be adaptable/flexible and cope with the unexpected, to think quickly, assess situations and react calmly under pressure | **E** | ✓ | ✓ |
|  | The ability to establish a safe and purposeful working atmosphere that supports learning and in which students feel secure and confident | **D** | ✓ | ✓ |
|  | A secure knowledge and understanding of the concepts and skills essential to success | **D** | ✓ | ✓ |
|  | The ability to make use of an understanding of ICT to develop teaching resources as well as to enrich the curriculum | **D** | ✓ | ✓ |
|  | A commitment to raising achievement. | **E** | ✓ | ✓ |
|  | Good ICT skills for word-processing, use of learning software and accessing on-line resources | **E** | ✓ | ✓ |
|  | Knowledge of the secondary curriculum | **D** | ✓ | ✓ |
|  | Knowledge of strategies to support students with specific SEN e.g. physical disabilities, visual and/or hearing impairment | **D** | ✓ | ✓ |
| **PERSONAL QUALITIES** | | | | |
|  | A passionate belief in the school’s mission statement | **E** | ✓ | ✓ |
|  | A strong belief in the value of education | **E** | ✓ | ✓ |
|  | Highest levels of professional and personal integrity | **E** | ✓ | ✓ |
|  | A strong commitment to inclusion and overcoming barriers to learning and achievement | **E** | ✓ | ✓ |
|  | Personal resilience, persistence and perseverance; and a strong work ethic | **E** | ✓ | ✓ |
|  | Commitment to undertaking additional training where required | **E** | ✓ | ✓ |
|  | Willingness to contribute to faculty extracurricular activities | **E** | ✓ | ✓ |

**10. Great Schools Trust Safeguarding policy**

The Trust is committed to Safeguarding and Promoting the Welfare of all of its students*.* Each student’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our students.

**The Trust’s Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

‘Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

* provide a safe environment in which children can learn.
* identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child’s life, from the foundation years through to the teenage years.

*DFE: Keeping children safe in education 2019*

The Trust pays full regard to ‘Keeping children safe in education’. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and DBS checks.

**Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

* Candidates should be aware that all posts in The Great Schools Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
* Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
* If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
* Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

**11. Contact Details**

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