

# EDGAR WOOD academy



APPLICATION PACK: Head of Year 7 (Non-teaching)  
**Deadline: Friday 2<sup>nd</sup> July (9am)**

Dear Colleague,

Thank you for your interest in Edgar Wood Academy. We are incredibly excited to have been chosen by the Department for Education to open a new school to serve the local community in Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do. Through a culture of mutual respect, strong behaviour and high standards, we aim to inspire and engage all pupils, regardless of prior attainment or social background.

By joining our school, you will be part of an exciting journey, building the school from its foundations, and helping to create the ethos, values and culture of our school. We believe in strong discipline, which allows our teachers to teach, and our students to learn. As a result, we will improve student achievement through high-quality teaching in a safe and caring environment. We value each individual child in our school and recognise that each has different talents and gifts, which we will nurture over the course of their school journey. We will help each student to develop, both personally and academically, so that they have the knowledge and skills to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

The school will be moving into a modern, state of the art building, with stunning views of the local countryside but within easy access of several motorway links. We can offer you the opportunity to shape and develop a curriculum which will capture students' interests, provoke serious thinking and develop their intellectual curiosity. The curriculum will be culturally relevant to our students and will serve to develop social attitudes and behaviours, celebrate British values and ensure that students have an inclusive approach to their local and global communities. Edgar Wood will have an extensive enrichment programme which will ensure that all pupils are engaged in a curriculum suffused with memorable experiences and rich opportunities for learning.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague. You must be willing to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people in the borough. In return we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy, and together, we will work hard to ensure we deliver a world-class education to the students and community we are proud to serve.

Yours Sincerely,

Marcin Kojder,  
Edgar Wood Academy, Middleton c/o Altus Education Partnership.

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## **Making your application**

I hope that when you read this pack you are inspired to apply for the post.

### **Application**

1. Complete the Altus Education Partnership application form.
2. Provide a covering letter of no more than one side of A4.

Send your application by email to [recruitment@rochdalesfc.ac.uk](mailto:recruitment@rochdalesfc.ac.uk) or post it to Edgar Wood Academy c/o Rochdale Sixth Form College, College Road, Rochdale, OL12 6HY.

### **Deadline**

The deadline for the post is Friday 2 July (9am).

Interviews are expected to take place week commencing Monday 5 July.

### **Shortlisting**

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

### **For an Application Pack**

1. Visit [www.edgarwood.org/](http://www.edgarwood.org/) or [www.altusep.com](http://www.altusep.com)
2. Contact Michelle Hird – Trust Administration Officer: [recruitment@rochdalesfc.ac.uk](mailto:recruitment@rochdalesfc.ac.uk)
3. Telephone: 01706 769800

### **Reward Package & Additional Benefits**

We offer a comprehensive package including: membership of our outstanding Teacher Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice scheme.
- Free access to Employee Assistance Programme offering guidance, support and counselling on a range of subjects.
- Generous holiday entitlement.

Altus Education partnership is committed to enhancing the Reward offer for all our staff and we hope to deliver additional benefits during 2021/22.

## **Background Information**

### **Edgar Wood Academy**

We are incredibly excited to have been chosen by the Department for Education (DfE) to open a new school to serve the local community in Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do. Through a culture of mutual respect, positive behaviour and high standards, we aim to inspire and engage all pupils, regardless of prior attainment or social background.

We have been progressing our plans to open the Edgar Wood Academy since entering the 'preopening' phase of the free school process in June 2019 and are preparing to welcome our first year 7 students in September 2021.

Our 11-16 state-funded secondary school has been working closely with Rochdale Borough Council to meet the estimated shortfall of places for current year 6 students and is proposed to open with an initial intake of 120 year 7 students in temporary accommodation within the grounds of Hopwood Hall College's Middleton campus in September 2021. The permanent school building is targeted to open in September 2022.

Outline planning permission has been granted for the permanent site, which will be located on land at Bowlee, in the Middleton area of Rochdale. This will be a new modern building with state-of-the-art facilities.

### **Altus Education Partnership**

The Altus Education Partnership is a Multi Academy Trust and was established in April 2017 by the governing body of Rochdale Sixth Form College, an outstanding A level provider established in 2010. The college was awarded outstanding status by Ofsted in 2013 and has developed a national reputation for excellence, having been used in Ofsted case studies for sharing best practice. The development of the Trust stemmed from a commitment to raising aspirations and improving the life chances of young people throughout the borough of Rochdale. In 2019 the Trust was successful in its application to open a new free school, the Edgar Wood Academy, which will serve the local community in Middleton and Heywood.

We are committed to supporting all children in their academies to progress to a successful career, life and employment path of their choice.

All our academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all academies in the Trust.

## **Altus Education Partnership Values**

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

## **The ambition is that by the time students leave they will:**

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

## **Shared objective for all staff**

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership are committed to their students and demonstrate this through their daily conduct and interaction.



## Job Description

<b>Job Title:</b>	Head of Year 7 (Non-teaching)
<b>Reports to:</b>	Assistant Headteacher (Pastoral Care/SEND)
<b>Remuneration:</b>	<p>All appointments will be made on the nationally agreed support staff pay spine based on qualification and experience.</p> <p>The post will be paid on support staff salary scale point 20 – 23 (£25,991 - £27,741 subject to 2021 pay award). Actual for term time is £22,456 - £23,968.</p> <p><b>*Please note that the pay award due for 1 April 2021 has not yet been agreed, and therefore, the salary will be subject to an impending increase.</b></p>
<b>Contract:</b>	Permanent – 37 hrs per week – Term Time Only. These hours will be between 8am – 4.30pm
<b>Start Date:</b>	02/09/2021

## Overall Purpose of the Post

To provide exceptional pastoral support for all students in their year group, taking a strategic lead in promoting outstanding behaviour, attendance and progress.

- To support the vision and strategic direction of Edgar Wood Academy (EWA) by providing outstanding pastoral care that reduces barriers to learning.
- To enable outstanding progress and attainment by ensuring that attendance of the year group is excellent and at least in line with the National Average.
- To lead the pastoral care of the year group.
- Work with class teachers to raise the learning and attainment of students.
- Promote students' independence, self-esteem and social inclusion.
- To be accountable to the Assistant Headteacher (Pastoral/SEND) for the safety and attendance of learners within the year group.

## Key Duties:

- Monitor the behaviour, attendance and progress of all learners. (Attendance lead in year 1 initially, until an attendance officer is appointed).
- Be responsible for the implementation of the school's systems, procedures and policies in relation to attendance, punctuality and behaviour.
- Be responsible for contacting home regarding poor attendance and punctuality, including the monitoring of first day contact procedures for absent learners.

- Be responsible for challenging condoned absence including gaining evidence from parents /carer as well as home visits to investigate and challenge non-attendance.
- Monitor the system for persistent absentees.
- Manage the interface and referral systems for Local Authority Education Welfare Service and formal non-attendance procedures including Fixed Penalty Notices. Work closely with Rochdale children services to ensure there are no discrepancies.
- Follow up and check any post-registration truancy and or lateness.
- Work with appropriate staff to develop individual action plans to improve behaviour /attendance /punctuality with individual learners where there are causes for concern.
- Be responsible for the timely submission of relevant information to Assistant Headteacher (Pastoral/SEND) and other outside agencies.
- Be responsible for all enquiries relating to the year group - learners, parents /carers and staff.
- To work closely with designated professionals for Child Protection, Child in Need, Team around the Family (TAF) and other outside agencies to support the most vulnerable families.
- Complete agency referrals including Educational Health Assessments when needed. Be the school link to these agencies for vulnerable children in the year group.
- To take responsibility for completing PEP paperwork, attending meetings liaising with home, virtual school and the social Worker for Children Looked After, reporting back to the Assistant Headteacher (Pastoral/SEND), who will be the Designed Teacher.
- To establish constructive relationships and communicate with other agencies/professionals to support the achievement and progress of all learners.
- To attend meetings with outside agencies /professionals to support the most vulnerable students in the year group, complete paperwork and supply information as necessary.
- To support learners and encourage positive attitudes to learning in and around school.
- To update, monitor and act upon CPOMS logs for the year group.

### **General Duties and Responsibilities**

- Create a positive and ambitious pastoral team ethos.
- To support teachers with students showing challenging behaviour in lessons where needed.
- Facilitate and manage the running of detentions in partnership with the Assistant Headteacher (Pastoral/SEND).
- Lead, facilitate and front assemblies when needed; including designing and leading on an interesting assembly rota, taking local and national events/days into account.
- Supervise a class if the teacher is temporarily unavailable.
- Be an exemplary leader in dealings with staff, learners, parents /carer and outside agencies.
- Participate in EWA daily duty rota.
- Promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.

**Support for the school:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious, and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.



## Person Specification

No.	CATEGORIES	App Form/ Letter	Interview	Interview tasks	Refs	
<b>ESSENTIAL CRITERIA</b>						
1.	5 A*- C GCSEs or equivalent including English and maths.	✓				
2.	Experience of working with children/families with Behaviour / Social Emotional / Mental Health issues	✓	✓			
3.	Experience and passion for working with children aged 11-16	✓	✓	✓	✓	
4.	Ability to engage with students, inspiring learning & promoting success	✓	✓	✓	✓	
5.	Very good practitioner of providing support for students, mentoring and emotional support	✓	✓		✓	
6.	Ability to rigorously use the school behaviour and attendance tracking platforms to spot trends and identify individual students or cohorts needing support	✓	✓	✓	✓	
7.	Knowledge of a variety support mechanisms available for students in the local area	✓	✓	✓	✓	
8.	Experience of working with children on safeguarding plans, with social workers, attending support meetings and completing the relevant procedural paperwork/referrals	✓	✓		✓	
9.	Competence in the use of ICT	✓	✓		✓	
10.	Ability to contribute positively to teams, share ideas & work cooperatively	✓			✓	

11.	Ability to be adaptable & flexible	✓	✓		✓	
12.	Effective inter-personal & communication skills with the ability to motivate and encourage.	✓	✓	✓	✓	
13.	Commitment to valuing the individual and boosting their self-belief and worth – <i>an unconditional positive regard for young people</i>	✓	✓		✓	
14.	Commitment to high standards & expectations – no accepting of second best in students and staff	✓	✓		✓	
15.	Commitment to professional learning & institutional improvement	✓	✓		✓	
16.	Experience of working with students with outside agency involvement.	✓	✓		✓	
17.	Determination to promote equality of opportunity		✓		✓	
18.	Ability to offer enrichment & contribute to wider school life	✓	✓		✓	
19.	Commitment to professionalism, sharing, teamwork & collaboration	✓	✓		✓	
19.	Commitment to enjoying work!		✓			
<b>DESIRABLE CRITERIA</b>						
20.	Experience of attendance protocols including the penalty notice and warning letter system	✓				
21.	Further relevant qualifications / experience in working with children (SEND, counselling, mentoring, mental health)	✓	✓			
22.	Experience of working with school safeguarding, data and attendance platforms (Arbor and CPOMS)	✓	✓			