



# SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

## HEAD OF YEAR



# CANDIDATE INFORMATION PACK



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THE CHALLENGE ACADEMY TRUST C/O BRIDGEWATER HIGH SCHOOL, BROOMFIELDS ROAD, WARRINGTON, WA4 3AE • COMPANY#: 10689247 • VAT#: 296154966



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# LETTER FROM THE HEADTEACHER

Dear Applicant,

Thank you for taking the time to apply for the Head of Year vacancy.

High Expectations, High Aspirations and High Standards are what we firmly believe in and it is 'Through God, We Care' about each and every individual young person, to ensure that they will succeed. As a school, we are on an exciting journey where we provide colleagues with many opportunities to develop and grow. We are 'The Boteler Family' and in joining our school you will be working with a team of committed, dedicated professionals who live our vision and values in everything they do.

We are looking for a teacher who is passionate about improving the life chances of the young people in our community and who will go above and beyond to ensure that our students get the best possible education. Hope, Compassion and Endurance are the three Christian Values which are at the centre of everything we do. We are looking for someone who will contribute to our high standards and outcomes with these core values as the foundations of policy and practice.

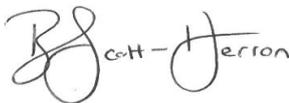
The students will always come first and they are the 'heartbeat' of our school. We pride ourselves on excellent relationships and we foster these to always ensure our students achieve.

Our ideal candidate will be an inspirational teacher who has real impact and is committed to changing lives on a daily basis. They will be fully committed to our ethos, vision and values and be a proactive member of 'The Boteler Family' having a love of learning and that determination to see students flourish.

If you share our commitment to educational excellence and improving the outcomes and life chances for our young people and you want to be an integral part of our success, then I look forward to hearing from you.

[https://www.boteler.org.uk/wp-content/uploads/2021/11/10200843-Sir-Thomas-Boteler-CofE-144799-Final-PDF.pdf?fbclid=IwAR3W9xqDv7-8dIAaIuvwj605kcom\\_xL\\_PG6uE12xVKTu45gF9TqJGeLmWa0](https://www.boteler.org.uk/wp-content/uploads/2021/11/10200843-Sir-Thomas-Boteler-CofE-144799-Final-PDF.pdf?fbclid=IwAR3W9xqDv7-8dIAaIuvwj605kcom_xL_PG6uE12xVKTu45gF9TqJGeLmWa0)

Yours faithfully



Beverley Scott-Herron  
**Headteacher**



# **SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL**

Sir Thomas Boteler Church of England High School was founded in 1526 and became a Voluntary Aided Church of England High School in 2002. We are part of the Diocese of Liverpool and Chester and have a Christian Ethos founded upon Anglican beliefs and practices.

We are a founder member of The Challenge Academy Trust (TCAT) and converted in June 2017. TCAT is made up of 4 Primary Academies, 5 Secondary Academies and one 6<sup>th</sup> Form Academy/College.

- Great Sankey Primary School
- Penketh South Primary School
- Broomfields Junior School
- Meadowside Primary School
- Beamont Collegiate Academy
- Bridgewater High School
- Padgate Academy
- Penketh High School
- Sir Thomas Boteler Church of England High School
- Priestley College

TCAT continues to go from strength to strength and there are a vast range of opportunities for staff from the separate academies to get involved in CPD and or leadership opportunities and development.

We have many strengths as a school and the most important one for us is the relationship with have within the school community and those with our families. We also are extremely strong in Performance Arts and especially Music. We are recognised nationally for our World Music programme and we are skilled in spotting and nurturing talent. We are a "Good Church School with Outstanding Leadership and Management" (OFSTED 2021 and SIAMS 2017) and our ethos, vision and values are extremely powerful. We lead with a strong moral purpose and the students are at the very centre of all our decision making. Our positive relationships are always visible and we have Highest Expectations, High Aspirations and High Standards in everything we do.

We place our young people at the heart of everything we do, investing in them so they feel confident, encouraged and motivated to excel. Success looks different for every individual, we harness, and we celebrate this at every opportunity

Our ethos underpins every aspect of school life; we seek to provide each student with the opportunity to attain their full potential and provide them with an essential toolkit of skills and qualifications to achieve their goals, fulfill their aspirations and succeed on their chosen pathway.

We are a vibrant school community who want all our young people to succeed at the highest level.

# “THROUGH GOD, WE CARE” WE CARE ABOUT THE 4CS

- **CHRIST** we live by our Christian values of Hope Compassion and Endurance
- **CREATION** we encourage everyone to respect and become stewards of God’s creation
- **COMMUNITY** we respect all members of the school and wider community and celebrate our differences. We strive to serve the needs of others
- **CHILD** we show that every child is loved by God and valued by all. We strive to meet their social, spiritual, educational and physical needs

As Headteacher I live by these words of scripture “I am the good shepherd, the good shepherd lays down his life for his sheep” John 10:11. There is nothing I will not do for ‘The Boteler Family’ to secure its happiness and success. We have a very strong moral purpose and pride ourselves on our three Christian values of Hope, Compassion and Endurance. We will always stand firm in our beliefs and remain resilient, always being positive and focusing on solutions.





**SIR THOMAS  
BOTELER**  
CHURCH OF ENGLAND HIGH SCHOOL

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## OUR VISION



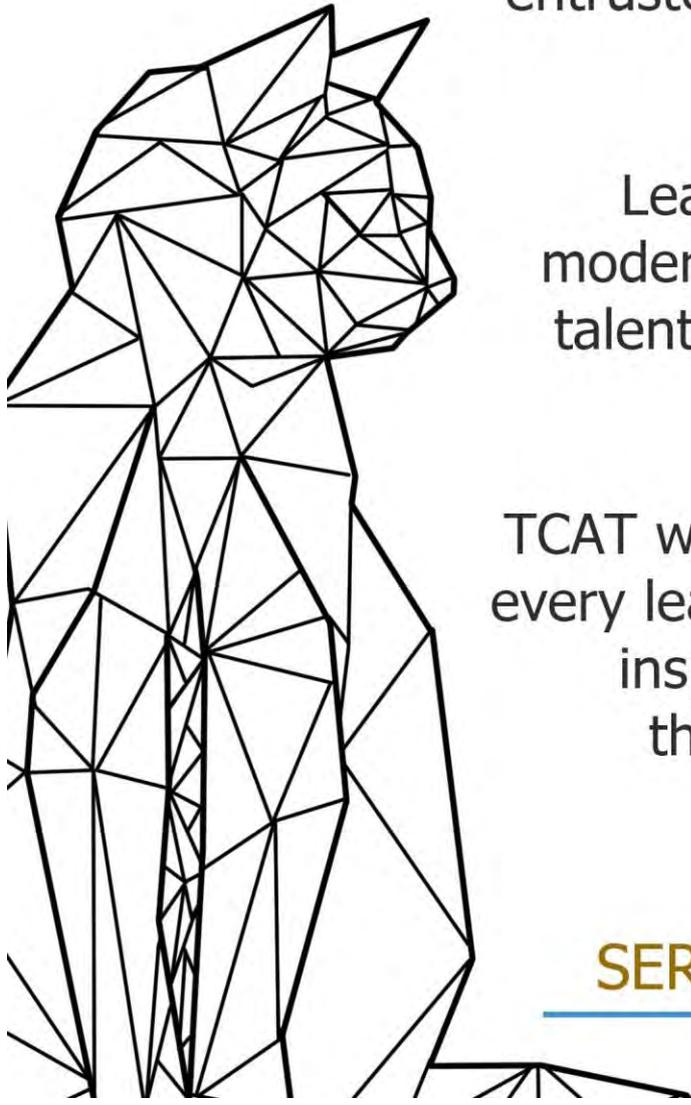
TCAT will provide exciting and inclusive opportunities for every single learner entrusted into our care, from early years through to adulthood.

Learners will receive an outstanding modern education, from motivated and talented staff, supported by innovative and collaborative partnerships.

TCAT will provide an environment where every learner is nurtured, challenged and inspired to achieve the very best for themselves and their communities.

[WWW.TCAT.UK.COM](http://WWW.TCAT.UK.COM)

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# JOB DESCRIPTION

<b>POST:</b>	<b>Head of Year</b>
<b>SALARY RANGE:</b>	<b>Grade 7 / points 23-27</b>
<b>RESPONSIBLE TO:</b>	<b>Assistant Headteacher responsible for Behaviour and Welfare</b>

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## GENERAL RESPONSIBILITIES:

1. Set a good example in terms of:
    - a. relationships with students, parents, colleagues and members of the community and engaging all in the learning process.
    - b. personal standards of appearance, punctuality, conduct and attendance.
  2. Actively promote the school's mission statement.
  3. Work in partnership with other staff to raise standards and aspirations in the school.
  4. Lead and manage specific areas of responsibility. Ensure high quality through:
    - a. clear communication
    - b. thorough planning
    - c. rigorous monitoring
    - d. regular evaluation
  5. To promote high expectations of all students.
  6. To communicate effectively and professionally with parents/carers and external agencies and develop positive working relationships.
  7. To represent the school at events as appropriate
  8. Compliance with all school policies
  9. To undertake any reasonable duty as requested by the Headteacher
- 

## LEADERSHIP RESPONSIBILITIES

- Leadership and management of a Year Group and team of tutors.
- The quality assurance of the Form Tutor delivery of the pastoral curriculum.
- Behaviour and welfare of students in the Year Group.
- Pastoral care, guidance and support for all students in the Year Group.
- Attendance and punctuality of all students in the year group.
- To provide a link for parents, tutors, teachers, SENDCO and SLT.
- Implementation and maintenance of the school's policies and standards across the year group.

## **SPECIFIC RESPONSIBILITIES**

### **ETHOS**

- To promote the school's Christian Values of Hope, Compassion and Endurance through all pastoral work.
  - Promote and deliver the RESPECT initiative to ensure all members of our school community are valued.
  - Carry out all work through our school mission statement, 'Through God, We Care'.
  - To be the figurehead in the promotion of high expectations, high aspirations and high standards.
  - To ensure delivery of relevant and engaging assemblies in the Year Group that promote the school's values and ethos.
  - To monitor the delivery of form worship sessions to ensure its effectiveness in line with school policy.
  - To lead on worship events for the Year Group during key times in the school calendar.
- 

## **PERSONAL DEVELOPMENT AND WELFARE**

- To ensure the safety of students in the Year Group by following the school's Safeguarding and Child Protection Procedures where necessary.
  - To have a full overview of the students in the Year Group with known safeguarding concerns, liaising with identified members or staff to ensure safety for all.
  - To work effectively with colleagues to ensure high quality pastoral care for all students in the Year Group.
  - Create opportunities to promote spiritual, moral, social and cultural development.
  - To co-ordinate the provision of appropriate pastoral interventions to remove the barriers to learning and support the well-being of students.
  - Ensure there is a particular focus on the well-being of students identified as disadvantaged and SEND.
  - To ensure productive use of form time and effectiveness of Form Tutors in the delivery of appropriate sessions regarding personal development and welfare.
  - To promote a culture of reward and praise across the Year Group.
  - To ensure pastoral care provision and appropriate induction for new admissions.
  - Deploy appropriate specialist support to meet individual students' emotional, social, behavioural, health or learning needs. Refer on to other agencies, where appropriate, e.g. Early Help Referral.
  - Ensure high levels of student engagement in the school enrichment programme, including the monitoring and tracking of student involvement.
- 

## **STANDARDS AND BEHAVIOUR**

- To promote the schools' rewards system ensuring that students' achievements are regularly celebrated, creating a positive attitude to learning.
- To maintain high levels of visibility throughout the school day, by visiting classrooms frequently to support all staff and monitor standards of behaviour.

- To work effectively with colleagues to ensure that all behaviour incidents are fully and promptly followed up in accordance with school policy.
  - To ensure students are appropriately equipped and fully prepared for learning.
  - To ensure high standards of uniform and appearance, through daily standards checks and intervention.
  - To ensure exemplary behaviour of students within the Year Group, including taking a pro-active approach in responding to the relevant data (e.g. suspensions, off-site referrals, detentions and lesson monitor).
  - To monitor the behaviour of identified students and act to ensure that inappropriate behaviour is not allowed to impede progress. This will include documentary evidence of how poor behaviour is managed and case studies where appropriate.
  - To lead on off-site behaviour intervention referrals (including referrals to Kassia or partner school placements).
  - To lead on the reintegration of students following a period of absence or suspension.
  - To contribute to the support, guidance and counselling of students and to the development of intervention programmes aimed at enhancing the behaviour and motivation of individuals and groups of students.
  - Monitor bullying, racism and harassment within the Year Group in line with the school policies.
  - Maintain student files and records of contact with parents.
  - Monitor the impact of home learning within the Year Group(s).
  - To support colleagues is the consistent application of sanctions and restorative work.
  - To play a key role in the daily running of the behaviour management systems and strategies.
  - To lead on parental engagement initiatives, particularly to support our most vulnerable families.
  - To arrange meetings for parents/carers, recruiting the support of colleagues or external agencies when necessary.
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## ATTENDANCE AND PUNCTUALITY

- To ensure outstanding attendance and punctuality of students in the Year Group.
  - To work collaboratively with the Attendance Officer in the daily communication with parents regarding absence.
  - Address the daily punctuality concerns within the Year Group, imposing sanctions or intervention where necessary.
  - Monitor the attendance performance of all student groups ensuring the appropriate and timely intervention is in place to address areas of concern.
  - Reduce levels of persistent absenteeism in line with national averages and where there are concerns ensure the appropriate packages of support are in place (Inc. referrals to the Safeguarding Officer).
  - Ensure that attendance is high profile within the pastoral curriculum,
  - Work alongside the colleagues to celebrate high levels of attendance and student improvements.
-

## **CAREERS, EDUCATION, INFORMATION, ADVICE AND GUIDANCE**

- To work alongside colleagues to develop outstanding provision of student leadership opportunities within the Year Group, via promotion of the student leadership structures.
  - To organise activities (Inc. visits where appropriate) for students which will positively impact upon self-esteem, independence and aspirations.
  - Inspire students through good careers guidance and expose them to the world of work where appropriate.
  - Monitor students' access to and promote their involvement in enrichment opportunities, including extra-curricular activities and educational visits. Ensure the delegated pupil premium is used effectively on strategies to close the achievement gap and broaden experiences.
  - To contribute to and develop the Pastoral curriculum and the activities that take place in tutor time for the Year Group.
  - To work closely with Careers Connect colleagues and external agencies to ensure appropriate provision for students and student groups.
  - To ensure students within the Year Group show ambition and have aspirations, ensuring timely and appropriate support for targeted students.
  - To ensure students and parent/carers have the knowledge and understanding of the options available to them post-16.
- 

## **OTHER RESPONSIBILITIES**

Each Head of Year will have further specific responsibilities which are all aligned to the Year Group priorities. The Head of Year will lead on key responsibilities related to the Year Group. For example, the Head of Year 9 will have a lead role in the options process.

The Head of Year will also carry out daily duties, ensuring appropriate standards and behaviour of all year groups and supporting the whole school consequence system.

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## **ATTENDANCE IS REQUIRED AT:**

- Pastoral meetings
  - Staff meetings
  - Parents' meetings/evenings
  - Open evening/week
  - Celebration evenings
  - Key events associated with the Year Group
  - Other school events, as directed
- 

## **TO WORK IN PARTNERSHIP WITH:**

- Senior Leadership Team
- Assistant Headteacher responsible for Behaviour and Welfare

- Pastoral Team
- All Support Staff
- Attendance Officer
- Outside agencies

**The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher to include responsibilities commensurate with the salary and job title.**



# PERSON SPECIFICATION

## HEAD OF YEAR

<b>TRAINING AND QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>
Minimum 2 year experience of working with children in an educational setting (within specified age range/subject area)	<b>E</b>
Willingness to participate in relevant training and development opportunities	<b>E</b>
Relevant behaviour management and modification training	<b>D</b>
Relevant training and qualifications to support personal development and wellbeing of students	<b>D</b>
<b>FAITH STATUS</b>	
Committed to the Christian ethos of the school and its aims, as expressed in the Mission Statement	<b>E</b>
<b>EXPERTISE</b>	
Ability to work effectively within a team environment, understanding roles and responsibilities within pastoral care	<b>E</b>
Ability to build and maintain effective working relationships with all students and colleagues	<b>E</b>
Ability to promote a positive ethos and role model positive attributes	<b>E</b>
Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	<b>E</b>
Ability to adapt own approach in accordance with student needs	<b>E</b>
Experienced in safeguarding procedures and child protection matters	<b>E</b>
Knowledgeable and experienced in meeting the pastoral needs of all students	<b>D</b>
Experienced in executing strategies to ensure students meet high expectations and standards in order to create positive	<b>D</b>
Work in partnerships with other professionals and outside agencies to support the identified students in the year group	<b>D</b>
Experience of engaging hard to reach families	<b>D</b>
<b>KNOWLEDGE AND UNDERSTANDING</b>	
Understanding of factors beyond the classroom that can influence student performance and wellbeing (including mental health)	<b>D</b>
Working knowledge of relevant policies/codes of practice/legislation	<b>D</b>
Understanding of inclusion, especially within a school setting	<b>D</b>
Experience of engaging hard to reach families	<b>E</b>
Understanding of the barriers to students attending school and can develop strategies to support families	<b>E</b>

<b>PERSONAL SKILLS AND ATTRIBUTES</b>	
Attendance	<b>E</b>
Punctuality	<b>E</b>
Proactive	<b>E</b>
Enthusiasm for working with young people	<b>E</b>
Empathy for and understanding young people	<b>E</b>
Committed to inclusive education	<b>E</b>
Willingness to contribute to the wider life of the school	<b>D</b>
Good decision making skills	<b>E</b>
Good written and communication skills	<b>E</b>
Able to work independently	<b>E</b>
Excellent interpersonal skills	<b>E</b>
Able to work as part of a team	<b>E</b>
Show clear understanding of the need for integrity/confidentiality	<b>E</b>
Reliability	<b>E</b>
Able to reflect and learn from experience	<b>E</b>
Enthusiasm	<b>E</b>
Resilience in the face of difficulties	<b>E</b>
Sense of humour	<b>D</b>
Be willing to train as a First Aider	<b>E</b>
<b>PROFESSIONAL VALUES AND PRACTICE – MUST BE ABLE TO DEMONSTRATE ALL OF THE FOLLOWING</b>	
High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.	
Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	
Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work.	
Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice	
Able to liaise sensitively and effectively with parents and carers, recognising role in students' learning.	
Able to improve their own practice through observations, evaluation and discussion with colleagues.	

# APPLICATION PROCESS

Please visit our website's vacancy page and complete the relevant Staff Application Form along with the Rehabilitation of Offenders Disclosure Form. Forms should be returned to:

**Miss Jenny Muckley**  
**Headteachers PA/HR Manager**  
**Sir Thomas Boteler Church of England High School**  
**Grammar School Road**  
**Warrington**  
**Cheshire**  
**WA4 1JL**

**Telephone: 01925 636414**  
**Email: [jmuckley@boteler.org.uk](mailto:jmuckley@boteler.org.uk)**

**[WWW.BOTELER.ORG.UK/VACANCIES](http://WWW.BOTELER.ORG.UK/VACANCIES)**



# SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

GRAMMAR SCHOOL ROAD  
LATCHFORD, WARRINGTON  
WA4 1JL  
01925 636414  
[INFO@BOTELER.ORG.UK](mailto:INFO@BOTELER.ORG.UK)



[WWW.BOTELER.ORG.UK](http://WWW.BOTELER.ORG.UK)