

# join us

## Head of Year

Closing date: Midday Wednesday 22<sup>nd</sup> March

Interview date: Wednesday 29<sup>th</sup> March 2023





## Headteacher's welcome

Thank you for your interest in Archer Academy. This pack is intended to give you information about this exciting role and our school's vision and ethos. Further information is available on our website and I would also encourage you to explore the school's social media channels.

As Headteacher one of my greatest responsibilities and priorities is the recruitment and development of staff. At Archer Academy, we want to go beyond our Ofsted outstanding and to do that, of course, we need an exceptional, fulfilled staff team. I ask a lot from my staff, but in return I promise extensive support and development opportunities, and the space and freedom to extend your skills which would be hard to find elsewhere.

Our vision for the Archer Academy is rooted in our desire to provide an outstanding, inclusive and aspirational education for our students that will prepare them for adult life. We are consistently placed in the top 10% of schools nationally and were graded outstanding in all areas by Ofsted in 2019.

Archer Academy is a popular, co-educational school and is significantly over-subscribed with applications each year. We are a year 7 - 11 school and have a strong 6th form partnership with Woodhouse College. We offer exceptional opportunities for staff and students.

This is undoubtedly an exciting time to join the Archer Academy. We very much look forward to hearing from you and thank you for your interest in our school.

Lucy Harrison  
Headteacher



## About the school

Archer Academy was opened in September 2013 to meet the needs and desires of parents, primary school governors and the local community, for a first choice, non denominational, coeducational secondary school. Archer is significantly over subscribed with over 1100 applications for entry each year and our GCSE results consistently place us in the top 10% of schools nationally. Archer Academy was graded outstanding in all areas by Ofsted in 2019.

We have 162 students in each year group and are a campus school, a model which we believe allows us to create a distinctive atmosphere on each site. Our students complete Lower School, Years 7 to 9, at our Eagans Close campus, a state of the art building with incredible facilities. Students then graduate to Upper School at Beaumont Close, just a few minutes' walk away, in Year 10. Our campus provides each cohort the chance to grow and develop amongst their closest peers and creates a real sense of progress when students graduate to the college like atmosphere of Upper School, a rite of passage they aspire towards. The campus model also reinforces the small, community feel of our school.

We are currently an 11-16 school working in a strategic partnership with Woodhouse College for sixth form provision. This partnership is dynamic and evolving rapidly, securing a third transition point for our students and professional development opportunities for our staff. We are ambitious to continue to develop this provision over the coming years and see ourselves very much as an evolving 11-18 school.

## Additional opportunities

We create a culture that celebrates achievement in all aspects of school life. For the school, good behaviour and firm discipline underpin a happy, respectful and productive learning environment. We also offer an extended day twice a week for our enrichment programme when students take part in extra-curricular activities such as: sports clubs and teams; creative arts societies; media and politics; vocational and entrepreneurial societies; and voluntary work and awards schemes.

We offer our students an exciting programme of trips, with plenty of opportunity for our staff to join in. From our regular Cultural Society outings to the theatre, opera and ballet, to residential trips in the UK, Europe and the USA.



# Our vision



Leadership is exceptional. The headteacher's clear, unwavering vision focuses on supporting pupils' high achievement across the curriculum. Leaders at all levels are very skilled.

**Ofsted 2019**

## REALISING POTENTIAL

Helping students to achieve personally, socially and academically to the best of their abilities. Our outstanding teachers set high standards and challenge each and every student to fulfill their individual potential, both in their studies and through extra-curricular activities.

## INSPIRING CREATIVITY

Providing an enjoyable and inspirational education that encourages students to be analytical, inventive and self-motivated. This commitment to creativity and analytical thinking applies across the whole curriculum as well as our extra-curricular opportunities.

## ENGAGING WITH OUR COMMUNITY

Ensuring that students respect others and value working with others for mutual benefit. The Archer Academy is a school with its roots in the community, and so responsibility and participation are fundamental to our ethos.





## WHY YOU SHOULD CHOOSE ARCHER ACADEMY

Archer Academy puts staff wellbeing at the heart of school life. Ensuring all staff members are equipped with the conditions to thrive personally and professionally lies at the centre of our school. Because our staff are well supported, students are able to achieve the very best, make excellent progress, and enjoy a plethora of experiences and opportunities throughout their journey at our school.



### PROFESSIONAL DEVELOPMENT

CPD package for leadership and progression



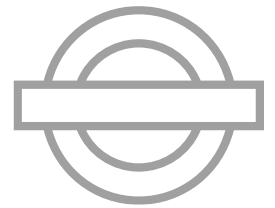
### PENSION

Membership of the contributory pension scheme



### MEALS

Freshly cooked lunch and Refreshments available each day



### TRANSPORT

East Finchley tube, free parking available or cycle to work scheme



### STUDENT PLACES

Year 7 admission for children of staff



### EMPLOYEE ASSISTANCE PROGRAMME



### ADDITIONAL LEAVE/ SABBATICAL PROGRAMME



### EXERCISE AND SPORTS FACILITIES

Join our staff classes

[FULL DETAILS OF STAFF WELLBEING POLICY AVAILABLE ON WEBSITE](#)

The quality of teaching is routinely strong. This, combined with an effective curriculum and pupils' excellent attitudes to learning helps pupils to succeed. Teaching is characterised by a strong focus on academic content. Teachers plan lessons that stretch pupils' understanding.



Ofsted, 2019

## ROLE

This post offers the successful candidate the unique opportunity to play a pivotal role in the strategic leadership and development of our school, as we seek to go beyond outstanding.

This role requires strong communication skills, energy and a firm commitment to upholding the standards and expectations of the Archer Academy. The role of Head of Year is pivotal in the successful leadership of our school. The Head of Year is responsible for the pastoral and academic overview of their year group.

As well as being a good administrator, the successful applicant will be able to deal effectively with staff, parents and outside agencies and lead a team of tutors and a year group decisively, enthusiastically and by example.

The successful candidate will ensure that our students enjoy their learning and make good progress. We promote an active and inclusive culture of learning, ensuring that our students are inspired and fully involved in developing their skills, knowledge and understanding across all areas of school life and believe that a strong pastoral ethos and structure is a core component in achieving this.

The main focus of the Head of Year is to lead and manage a team of tutors in the delivery of outstanding pastoral care and monitoring of student progress. This involves liaising with tutors over day-to-day issues, communicating with parents as appropriate, and interacting with students so that they understand the high expectations that we have of them. Praise, reward and noticing and celebrating the small everyday triumphs for each student are a central aspect of the role.

A pivotal aspect of the role of Head of Year is in the leadership of our Lifelong Learning curriculum and wider personal development agenda, this includes specific focus points dependent on the stage of the year group. Heads of Year are expected to lead on the development of a range of wider curricular provision, including an annual residential trip.

JOB DESCRIPTION  
HEAD OF YEAR

LINE MANAGER  
SENIOR TEACHER

SALARY SCALE  
MPS/UPS PLUS TLR 1A  
£8,750

CONTRACT STATUS  
Full time, permanent  
contract, following  
successful completion  
of probation period

START DATE  
SEPTEMBER 2023



## PURPOSE

To communicate and embed an ambitious curriculum and departmental vision which encourages ownership, team spirit and commitment from the department members thus enabling all students to realise their potential. This is achieved by:

- Leadership of the curriculum area
- Effective planning and implementation of a high quality curriculum ensuring quality first teaching across all classes.
- Student progress beyond assigned groups
- Enhancing the teaching of others
- Line managing staff
- Effective planning and implementation of a high quality curriculum ensuring quality first teaching across all classes

## PRINCIPLE RESPONSIBILITIES

The post-holder provides ambitious and clear direction for one year group within the context of the overall activity of the school, embedding standards of excellence. This overview below is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- to lead and inspire a year group
- to lead and oversee the pastoral and academic needs of students in the year group
- to lead on the implementation of the School Behaviour & Rewards Policy
- to monitor and analyse the cohort's academic and pastoral targets and progress
- to monitor student attendance and develop appropriate interventions where necessary
- to develop an understanding of students as individuals so that each realises their potential
- to plan and co-ordinate academic and pastoral interventions to ensure no student falls behind and realises their potential
- to consult with the Deputy Headteacher on issues pertinent to the progress and development of students and the effectiveness of interventions
- to develop the roles of tutors, including through classroom observation and review, in order to support individual and team development
- to embed the Academy's values into the day-to-day life of the year group
- to care for students in order that they may learn, develop and grow in a secure, challenging and happy environment
- to praise achievement whenever possible
- to support all staff in maintaining the highest standards of behaviour and discipline
- to collate and record information received from staff and contacting parents when appropriate about matters related to behaviour and discipline
- to plan, lead and attend Assemblies with their Year and to assist the SLT in carrying out its duties regarding collective worship as laid down in the Education Acts of 1986 and 1988 and SMSC
- to lead, plan and deliver an outstanding lifelong learning curriculum which enables students to develop the skills needed for a successful adult life
- to enhance students' learning in the relevant year groups by promoting activities beyond the classroom
- to ensure that parents are fully involved and actively engaged in the life of the school and feel informed about the progress of their child
- to plan, lead and organise Learning Review Days and Parent Consultation Evenings
- to organise, chair and attend meetings associated with this role as required.
- manage allocated budgets effectively and stay within set budget allocation.
- create an orderly, yet inspiring, environment in which the school's culture and ethos is upheld.

## PASTORAL

The post-holder will support and enable the pastoral wellbeing of their year group, by coaching and mentoring staff and directly supporting students. The Head of Year will:

- resolve behaviour issues swiftly, in line with the school Behaviour & Rewards policy
- take a lead role in the school attendance strategy
- take a lead role in the support the school reward systems
- work with external agencies where necessary to provide appropriate tailored support for identified students
- collaborate with other Heads of Year in delivering a high standard of pastoral care
- ensure appropriate record keeping in the Year's tutor groups. Registers must be kept in accordance with legal requirements, authorised and unauthorised absences recorded, and notes of explanation filed, suspected truancy to be reported immediately to appropriate staff
- ensure that updated and effective information for students is available, circulated and used by tutors and the wider staff
- assume responsibility for the welfare of students; follow up incidents; maintain detailed records and student files; have meetings with parents; arrange sanctions where appropriate in consultation with the Deputy Headteacher/Headteacher

## ACADEMIC

The post-holder will support and enable the academic progress of their year group, by coaching and mentoring staff and directly supporting students. The Head of Year will:

- liaise with Heads of Department and other relevant staff in the use of assessment data to identify and challenge underachievement, following and analysing trend patterns and considering how well gaps are closing between the academic performance of different groups of students in the school and compared to students nationally; this will include the learning and progress of identified groups of learners
- monitor homework and independent learning
- lead on a range of opportunities to develop confident independent learning skills in all students
- promote and embed outstanding literacy and numeracy skills in all students

## WIDER RESPONSIBILITIES

The post-holder will enable the personal development and academic progress of the student within their year group by:

- leading in the school self evaluation and ongoing improvement strategies
- taking a key role within thematic learning and support its development
- taking a key role within the enrichment curriculum and supporting its development
- preparing students effectively for the next stage in their educational journey as they arrive at the school and move through the school, providing supportive, personalised and creative transition programmes and opportunities
- preparing and supporting students effectively through the process of curriculum choices; ensuring they are best prepared for the next stage in their educational journey.
- leading on a range of extra curricular opportunities and trips, including an annual residential for the year group
- lead on the planning and provision of the Lifelong Learning curriculum for the year group



## SAFEGUARDING

The post holder will:

- uphold school policies in respect of Safeguarding and Child Protection and ensure the safety and wellbeing of the year group
- provide regular opportunities for safeguarding provision within the Lifelong Learning curriculum

## GENERAL DUTIES

- To carry out the responsibilities of a classroom teacher to the highest standard
- To contribute to the extra curricular and enrichment offer
- To play a role in ensuring effective safeguarding and wellbeing of our students
- To provide clear and useful feedback to students and parents/carers as required
- To complete school duties, as outlined in the timetable
- To check your email regularly and respond in a timely manner
- To take an active role in your own professional development and the appraisal programme
- To contribute articles to the newsletter as appropriate
- To complete any other reasonable tasks as required by the Headteacher

## LINE MANAGEMENT

The Head of Year is responsible to the Senior Teacher, Head of School  
Heads of Year line manage a team of tutors in relation to their pastoral responsibilities and this includes the monitoring of the pastoral appraisal target for each member of staff.

## SAFEGUARDING

The post holder will:

- Adhere to the requirements outlined in the current KCSIE
- Attend and complete all required training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

In addition, all teachers at the Archer Academy will carry out the professional duties of a teacher (as set out in the Teachers' Pay and Conditions document) including those duties particularly assigned to the teacher by the Headteacher.

## PEOPLE, RELATIONSHIPS & COMMUNICATION

Be committed to maintaining the distinctive and inclusive ethos of the Academy  
Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible  
Have qualities which earn the trust and respect of students, staff, parents, governors and the wider community  
Possess integrity, optimism, credibility, resilience and calmness  
Possess excellent written and verbal communication skills  
Have the ability to relate positively to parents and other stakeholders and engage them successfully in the life of the Academy  
Be able to build constructive working relationships with local schools and colleges, employers, the local community and the local authority  
Appreciate the balance between the academic, social and emotional development of young people, needed to create an outstanding school.

## DIVERSITY & INCLUSION

Archer Academy is committed to promoting equality and diversity, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

## SAFEGUARDING

The Archer Academy is committed to safeguarding all children. Candidates must be suitable to work with children and young people.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and a criminal record disclosure will be required prior to appointment- DBS/CRB check.



I love being part of the Archer community as I feel a sense of belonging. It is wonderful to be greeted with a smile every day. As teachers, we all have unique talents and skills that we are good at. I feel our work at Archer is meaningful and what we do makes a difference for others, this gives motivation for us to keep doing it even though there may be times when the going gets tough.

Miss Ashraf, art teacher



## PERSON SPECIFICATION

Skills, Qualifications and Training	Essential	Desirable
Qualified Teacher Status	√	
Good degree in the relevant subject	√	
Courses of further study relevant to the post		√
Evidence of active involvement in professional development		√
Excellent organisational skills	√	
Excellent ICT skills	√	
Teaching Quality & Experience	Essential	Desirable
Have experience of teaching a range of year groups including examination classes	√	
A proven track record of excellent examination results across Key Stage 3 to 5	√	
Possess thorough understanding of the requirements and opportunities of the secondary curriculum	√	
Be an excellent teacher with the ability to inspire students to become effective, independent learners	√	
Ability to plan lessons effectively and have sound understanding of strategies to raise attainment	√	
Have the skills and experience necessary to achieve outstanding examination results	√	
Experience of writing high quality schemes of learning which accelerate student progress	√	
Confident ICT skills to support the provision of robust data tracking	√	
Good awareness of current educational developments	√	
Be an enthusiastic and effective form tutor	√	
Have the capability to lead others in successful school improvement and innovation	√	
Personal Qualities	Essential	Desirable
Possess strong leadership and management skills	√	
High levels of integrity and professionalism	√	
Ability to work well in a team	√	
Ability to think originally and creatively	√	
Enthusiasm, energy and commitment	√	
Possess excellent written and verbal communication skills	√	
An understanding of and commitment to the Archer Academy vision	√	
Have the ability to relate positively to students, parents and other stakeholders to engage them successfully in the life of the Academy	√	
Be committed to maintaining an inclusive ethos in the Academy	√	
Appreciate the balance between the academic, social and emotional development of young people needed to create an outstanding school	√	

# HOW TO APPLY

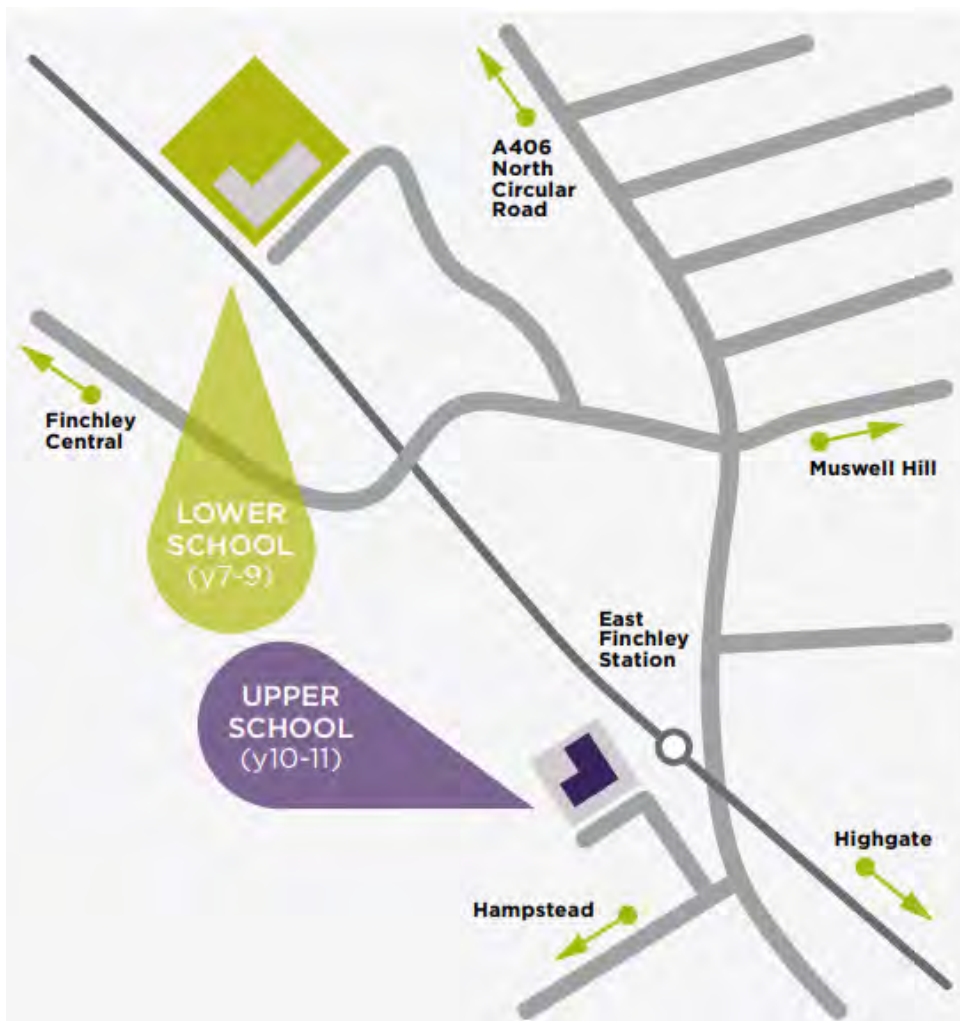
If, after reading the enclosed information, you would like to apply, please complete the application form which can be found at [www.thearcheracademy.org.uk](http://www.thearcheracademy.org.uk) within the Join us tab.

Please submit your application by email to Ellie Yates, HR Administrator and do not hesitate to contact Ellie on 020 8365 4110 ext 727 with any questions. Email: [recruitment@thearcheracademy.org.uk](mailto:recruitment@thearcheracademy.org.uk)



We were particularly struck by very well-behaved students who barely gave us even a cursory glance, so engrossed were they in their literature books.

Good Schools' Guide



Lower School (y7-9)  
Eagans Close  
London  
N2 8GA

Upper School (y10-11)  
3 Beaumont Close  
The Bishops Avenue  
London  
N2 0GA