



ST PAUL'S ACADEMY

51 FINCHALE ROAD, ABBEY WOOD, LONDON SE2 9PX

TEL: 020 8311 3868 OR WEBSITE WWW.STPAULSACADEMY.ORG.UK

Principal: Mrs S M Ward

Head of Year & Raising Standards Leader

(Any Subject Specialism will be considered)

Salary: MP/UPS + TLR 2a (+ London Weighting) - Full Time/Permanent / Roll: 1,200

We are delighted to have an opening for a colleague to take on a Head of Year role alongside teaching their subject discipline. The Pastoral and inclusion work at St Paul's is something we are very proud of and work which really does transform lives. An important lead in this pastoral and inclusion work is the role of Head of Year. The role of Head of Year requires you to be a leading figure in ensuring that high standards are met in terms of academic progress, student engagement in extra-curricular and in creating a positive learning culture.

St Paul's Academy is a Catholic Academy in the heart of South East London. It is a diverse and welcoming school community. We are proud of the progress our students make from their starting points during their time with us and the personal development that they experience during their time with us. Our School motto is taken from the words of St Paul 'You are God's work of art' and making that a lived experience is both a mission and a daily purpose to support.

St Paul's Academy is a school committed to social justice and effecting change. We are aspirational for all our learners and ensure that every single student is equipped for a post 16 destination and pathway that is best suited to them. You will have the support of a strong, hard-working team including learning mentors, pastoral mentors and counsellors in our Ark Centre. Families really support us in the partnership between home and school and our students' sustained positive attendance rates indicate St Paul's has what they want in terms of education and support. The Academy has a unique admissions arrangement in that it supports Catholic families and also admits 80 students from the community each year regardless of religious or denominational background.

We are incredibly proud of our external examination results and the inclusion work that happens at the Academy which enables young people to thrive. St Paul's has 1200 students aged 11-16 and is a diverse community centred on the charisma of St Paul as a missionary, seeker of truth and a champion of justice.

What we offer:

- Excellent opportunities for professional development, including the Walkthru programme and resource support packages.
- Private healthcare benefits.
- Breakfast and lunch for all staff in the Academy Restaurant.
- Access to the on-site Gym facilities.

- The Elizabeth Line is on our doorstep, giving both flexibility in travel and access to a wealth of places across London, Heathrow, Reading, Slough, Kent and the South East. This supports a vibrant social and recreational lifestyle alongside the benefits of transforming the lives of young people.

St Paul's Academy seeks to serve young people from both the Catholic and the local community, welcoming all those who embrace its values and share its quest for excellence:

- To provide opportunities for young people to develop the knowledge, skills and wisdom necessary for effective learning.
- To enable learners to develop their intellectual, social, moral, spiritual and physical potential to the full in order to become proactive members of both the local and wider community.
- To increase aspirations by exploiting educational innovations and opportunities in the best interests.

St Paul's Academy is committed to safeguarding and promoting the welfare of children and young people; it expects all members of staff to share this commitment. This post is subject to a Disclosure and Barring Service (DBS) check.

Equalities: To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

For further details Please contact Mrs Lisa Way (HR) at recruitment@stpauls.greenwich.sch.uk.

Internal applicants should write a letter of application (no more than 1300 words). External applicants should complete the full application form which can be obtained from recruitment@stpauls.greenwich.sch.uk. and completed forms should also be sent to this address with a covering email.

Deadline: The deadline for applications is **9th February 2024**

Shortlisting will then take place and be followed by interview dates and further details for the successful applicants.





ST PAUL'S ACADEMY

Head of Year & Lead for Raising standards in a Year group

Job Description

The Head of Year will support the formation and development of our students to be thoughtful and responsible citizens. They will support Form Tutors with their daily responsibilities and model best practice to raise the standards of student progress, attainment and behaviour.

Purpose of role

- To support the Senior leadership of the school to deliver the SIP.
- To support outstanding behaviour and cultivate a culture of learning.
- To ensure that school reporting systems and routines are consistently applied across a pastoral team.
- To develop and monitor effective form time activities that address the statutory requirements for PSHE and RSE (supported by the Senior Head of Year who oversees this curriculum).
- To support the liturgical life of the students including assemblies;
- To support Form Tutors to embed common approaches for record keeping, interventions, displays in form rooms and rewards;
- To support Form Tutors with the delivery of enrichment activities across the pastoral year group;
- To promote positive behaviour across the year group;
- To liaise with key personnel with regard to student progress and behaviour as and when necessary;
- To attend all scheduled meetings as required. This will include:
 - Inclusion Panel meetings
 - Head of Year meetings
 - Reintegration meetings following Fixed Term Exclusions
 - In-Year applicant meetings
 - FAP Admission meetings
 - In-Year and FAP admission review meetings
 - All other meetings as requested by line managers and SLT
- To take action regarding notifications from e-Safe, MyConcern and BehaviourWatch;
- To liaise/meet with parents/carers when necessary;
- To support with the preparations for Parent Consultative Meeting[s];
- To follow and support Academy policies, procedures and protocols at all times.

These duties may be varied by the Principal to meet changed circumstances in a manner compatible with the post. It is also possible that the year group the role is initially attached to, can be changed to meet the needs of the Academy.