

February 2019

Dear Applicant

### Head of Year

Thank you for your interest in the Head of Year post at The King Edmund School (KES) starting in April 2019.

We summarise our aims as a school by the phrase 'IN PURSUIT OF EXCELLENCE'. We want every student to strive to achieve the very best they can, in every aspect of school life – from their studies, to participation in school shows, sporting activities, extra-curricular activities and so on.

The key to achieving this is home, student and school working in partnership. By working together, we can ensure students receive the right guidance, support and challenge to achieve their best.

The wellbeing of our students is something we also take seriously, since we want students to be happy, well-adjusted and resilient during their time at KES and beyond. A happy, secure student is far more likely to be successful throughout life. The opportunities on offer at KES allow students to develop in this way and to develop the skills and attributes they need to face the future with confidence.

### Pastoral Provision

The pastoral team is made up of 7 Heads of Year and 2 Deputy Heads of Year at Key Stage 4, supported by a Pastoral Support Assistant and line managed by the Deputy Head Pastoral. They work closely with the Behaviour for Learning Mentors, Personalised Learning Pathway (PLP) Manager, the SENCo(s), Learning Support Assistants and Care Assistants, as well as our student counselling provision. A copy of the structure is enclosed with this letter. The team is a highly experienced one, but also one where the members are keen to develop their own practice, as well as support colleagues to further enhance the pastoral provision to achieve positive outcomes for our student cohort.

We are mindful as a school that the way we all interact with each other is changing across society. We know that how we speak and behave towards each other is key to how we successfully communicate with each other. Maintaining contact with parents is an essential part of supporting our students and as a school we have developed a home school partnership agreement, which is underpinned by our school's values and promises and our #KESway initiative – a school which has a mind to be kind. Contact can be made in various ways, however, the school Gateway and schoolcomms provision has found to be the most efficient and effective way of making that initial contact and informing parents of their student progress including notification of student achievements through our house point system.

Cont'd.../

### **Curriculum Set up**

We spend a considerable amount of time as a school developing the quality of teaching and learning. The quality of schemes of work are a fundamental part of this. All our curriculum faculties continue to refine their schemes of work across KS3 and KS4, particularly in light of the new curriculum and national grading system, integrating interactive learning opportunities and a large range of resources. The aim is to equip teachers with all the resources needed to teach engaging, dynamic lessons that support and challenge students in equal measure.

Homework is placed on the 'Show My Homework' site so that parents and students may access it at any time. Work is set and marked in line with school policy. This means that detailed marking with feedback takes place at least once every 5 lessons; other forms of assessment (peer marking, self-assessment etc.) are used alongside this.

### **The Post**

This is a fantastic opportunity for an experienced Teacher to join this 'Good' school which is passionate about their students and about those students succeeding and achieving their 'Personal Best'.

As Head of Year you will:

- Inspire and motivate students to sustain high levels of achievement and develop a good attitude to learning, behaviour and attendance.
- Be accountable for the pastoral progress and development of all students and groups of students within the year group, the pastoral care programme, as well as the behaviour of students in line with school policy and procedures.
- Lead the team of Form Tutors for your year group, supporting the development of their practice in the role.
- Be the primary line of communication between home and school.

Applicants will need to demonstrate the ability to accept new ideas and a thorough commitment to student learning with evidence of high level of subject specialism and professional development, as well as a flexible and adaptable attitude to meet the needs of the school. We want staff with the vision and determination to ensure all our students receive a first-class education and who will rise to the challenge of building on success.

In return the successful candidate can expect:

- Comprehensive tailored induction programmes
- Mentor / Buddy System
- Outstanding Teacher Programmes
- An extensive support programme, including a system of twilights
- Commitment to continuing professional development, including MA / MSc and other courses
- Excellent career development opportunities
- Various staff benefits including access to the gymnasium and swimming pool

I believe it is very helpful for applicants to find out about the school as part of their application and would therefore, positively encourage you to view our school website over half term to assist you in your application.

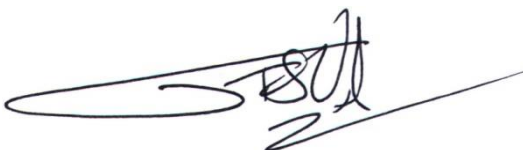
If you feel that The King Edmund School is the type of school you are seeking, please apply by completing the application form available from our school website and email to [recruitment@kes.essex.sch.uk](mailto:recruitment@kes.essex.sch.uk).

**Closing Date for applications is Monday 25 February 2019 (midday)**

**Interviews to be conducted on Thursday 28 February 2019**

I look forward to receiving your application.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jonathan Osborn', with a long horizontal line extending to the right.

**Jonathan Osborn**