



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 2 (+ 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.

About Us

St Paul's has 1200 students aged 11-16 and is a diverse community centred on the charism of St Paul as a missionary, seeker of truth and a champion of justice. 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.

In the Catholic School's Inspection we had in February 2024, St Paul's achieved an Outstanding grade for Catholic life and Mission and rated 'Good' for all other areas. St Paul's was praised for the "deep pastoral care" that is provided and for integrating "fully in the wider community through faith in action and service". OFSTED 2023 also commented on the ambition being put into the curriculum and the strength of the leadership of the school to raise ambitions and expectations at St Paul's. If you would like to see a little more of life at St Paul's Academy, please look at the website and our school film, the link for which is here:

<https://www.stpaulsacademy.org.uk/school-video/>

We are proud of our continuing journey of academic success and ever-improving progress. This year, we reached the milestone of achieving a positive Progress 8 score (+0.5) - one of many significant milestones to come.

The successful candidate will work extremely closely with the Principal and Senior Team to ensure that the Academy's vision, values and strategies are coherently delivered through actions by all staff in school, and that standards of academic progress, behaviour and character are high.

We Offer

- Collaborative work environment in a school with a strong community ethos.
- Professional growth and development opportunities
- Private healthcare benefits
- Professional subscription to The Key and The National College
- Supportive senior leadership team
- Free use of the academy's well-equipped gym facilities
- On-site parking (subject to availability)
- 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.

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.

Closing Date: 29th April 2024

Interviews: 1st May onwards (TBC)

Internal applications should write a letter of application (no more than one side of A4) and send it to **Mrs Ward** sheila.ward@stpauls.greenwich.sch.uk

External applicants should complete the full application form which can be obtained from Lisa Way HR Officer at recruitment@stpauls.greenwich.sch.uk or calling Lisa Way 0208 311 3868 Ext: 122.



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 Edulink;
- 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.