



Wyvern
Academy

BUILD YOUR DREAM CAREER

Join our Team!



RECRUITMENT PACK

Head of Year

Wyvern Academy, Darlington

EXCELLENCE AND EQUITY WITH INTEGRITY

WELCOME FROM THE CEO



Dear Candidate,

Thank you for your interest in the position of Head of Year at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy
Chief Executive Officer of Consilium Academies.

WELCOME FROM THE PRINCIPAL



Our mission is to provide excellence in all that we do. Excellence in Learning - Lessons will be interesting, supportive and fair. Everyone will be helped and encouraged to do their best and gain the skills they need for life after school.

Excellence in Opportunity- School is about more than lessons. We will offer clubs, trips and activities that help students discover new interests, build confidence and enjoy school and life beyond the classroom.

Excellence in Character - Doing well matters, but so does being a good person. We will show kindness, respect and resilience every day and support each other to grow.

If you would like to come and visit, and experience first-hand what Wyvern has to offer, then please get in touch

Nadia Robinson

Principal
Wyvern Academy

ABOUT THE SCHOOL

Wyvern Academy is a coeducational secondary school with academy status, located in the Branksome and Cockerton area of Darlington, County Durham, England. We are looking for an exceptional candidate to join us on our journey to becoming a truly outstanding school.

As a Consilium Academy, Wyvern Academy is built on the values of the Consilium charter. The purpose of the charter is to ensure our mission and values translate into practice within our Academies, ensuring that every student benefits from our distinctively inclusive ethos.

Wyvern Academy is committed to ensuring that all children reach and exceed their potential by:

- Providing the best possible education and experiences to develop the whole child during their time at the Academy
- Promoting self-discipline, self-confidence, motivation, aspiration, and excellence in learning to assist pupils to become independent and self-sufficient adults, who will succeed and contribute positively to their local and global communities
- Maximising student achievement through the effective use of teaching and learning facilities
- Offering an appropriate and relevant curriculum, responsive to the needs of all students
- Intending there will be no gaps between those children disadvantaged and the rest, either in attainment or opportunity
- Providing a welcoming environment based on trust and mutual respect, where students feel valued and feel like they belong
- Promoting equality and celebrate diversity
- Creating a safe, secure, and happy learning environment where children can achieve their full potential, both educationally and personally
- Creating a community where the values of truth, honesty, forgiveness, and reconciliation are lived and where there is special care for those most in need
- Working in partnership with families to ensure they are an integral part of their child's education and build positive relationships with our families and the wider community
- Providing a diverse range of extra-curricular opportunities and experiences for all our students to maximise talents and develop creative and social skills
- Fostering the values of responsible citizenship in a democratic way through providing opportunities to exercise responsibility and leadership; making students aware of, and encouraging them to form views on a range of political, social, moral, and spiritual issues; encouraging students to understand and tolerate the views of others.

ABOUT THE TRUST



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equality with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equality, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equality, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

BENEFITS



As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



JOB DESCRIPTION



JOB TITLE:	Head of Year
REPORTS TO:	Operations Manager
CONTRACT:	Permanent
WORKING PATTERN:	36 hours, Term time plus 5 days
GRADE:	Grade 7 SCP 19 - 23
ACTUAL SALARY:	£28,731.58 - £30,859.05
MAIN PURPOSE OF THE ROLE	
- To develop and maintain a positive ethos within the year group that encourages pupils to have high expectations of themselves and others and promotes effective learning - To have responsibility for ensuring effective pastoral care and promote academic success for all pupils within the year group, liaising with external agencies where necessary in order to provide the appropriate interventions - To lead the transition process to ensure that all pupils have a positive transition experience - To organise and lead the Year group residential experience - To build positive relationships with our local primary schools	
CORE RESPONSIBILITIES & TASKS	
Leading and Managing People - Lead a team of Form Tutors in encouraging pupil's academic, emotional and social well-being - Liaise with SLT link to ensure appropriate materials and activities are available in Form time - Oversee the work of Form Tutors, including recognising and celebrating achievement - Work with Form Tutors in monitoring and improving pupil's attendance, punctuality and behaviour. - Leading Year Team meetings, discussing all matters relating to pupil management and progress, setting agenda items and circulating minutes - Support the professional development of Form Tutors Pupil Support and Guidance - To develop and maintain an ethos within the year group that sets high expectations for all pupils in all aspects of their work through assemblies and whole school initiatives, including preparing and holding year assemblies - To monitor the academic and personal progress of all pupils within the year group, encouraging high aspirations and achievement including the provision of support and guidance - To monitor and promote pupil's attendance and punctuality in accordance with school policies and procedures - To ensure the very best standards of behaviour, acting as a role model for Form Tutors and pupils to promote positive relationships - To coordinate pupil progress reports to parents - To liaise with staff / parents / other agencies to ensure appropriate support for pupils at all stages including behaviour management - To assist with the organisation of Parents Evenings - To ensure parental concerns are dealt with promptly and that communication between home / school is maintained to a high standard in order to promote a positive partnership - To provide reports for Governor's Disciplinary Panel meetings and ensure the SIMS database is maintained with all relevant information pertaining to each pupil within the year group	

Policy and Planning

- To prepare the agenda for and hold weekly year team meetings, including production and distribution of minutes
- To liaise with Line Manager to ensure consistency of implementation of school policies and procedures
- Ensure staff are well informed of all matters relating to the year group in order to promote good communication
- Encourage the practice of working as a team
- Show commitment to the extra-curricular activities of the school, including providing for opportunities for cooperation and competition within the year group
- To provide regular reports on the progress / development of the year group

Whole School

- To ensure that school policies and procedures are communicated to Form Tutors and pupils within the year group and implemented accordingly
- To maintain knowledge and understanding of the school ethos and be instrumental in its realisation
- To attend all relevant meetings and cascade information to Form Tutors
- Liaise with and inform parents on all aspects relating to their child's education / achievement / behavior / relationships with peers
- To lead on an identified whole school responsibility.

CORPORATE RESPONSIBILITIES

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

PERSON SPECIFICATION



Qualifications and CPD	Essential	Desirable
5 GCSEs, or equivalent, at grade C/4 or above (including English and Maths)	X	
Educated to degree level		X
Clean Driving Licence	X	
Experience, Knowledge and Skills	Essential	Desirable
Supportive of the ethos and values of the school	X	
Excellent interpersonal skills	X	
Self-motivated and organised	X	
The ability to encourage and motivate students	X	
Competent use of ICT	X	
Excellent Literacy and Numeracy skills	X	
Excellent verbal and written communication skills	X	
Flexible approach to working	X	
Willingness to take a full role in the life of the school	X	
Qualities to be a positive role model to all students	X	
Experience of event organisation		X
Excellent health and attendance records	X	
Experience of working with young people and families	X	
Experience of working with outside agencies	X	
Experience of delivering assemblies / speaking to large groups		X
Experience of supporting students in lessons, particularly those vulnerable to underachievement	X	
Knowledge of Safeguarding Policies and Procedures	X	
Experience of using SIMS		X
Experience of using CPOMS		X
English Fluency	Essential	Desirable
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.	X	