



Achieving excellence together

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Year Leader. This is an exciting time to join The Mirfield Free Grammar's journey as we begin a new chapter with Great Heights Academy Trust.

Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.



Year Leader

CANDIDATE INFORMATION PACK

▶ Welcome

Dear Colleague,

I am delighted that you are considering the position of Year Leader at The Mirfield Free Grammar.

We are seeking to recruit an individual to work in our school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy and confident young people who are able to contribute positively within the community. I am a firm believer that developing THE MFG Character of Tenacity, Health, Equity, Morality, Flourish, Generosity in all our students will enable us to achieve this.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mrs Alexandra Fuller

Principal



Overview of the Position for The Mirfield Free Grammar

The Mirfield Free Grammar are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

About the Trust

The Trust currently comprises of six primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary school (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#)

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



GREAT HEIGHTS
ACADEMY TRUST

Achieving excellence together



BOWLING GREEN
ACADEMY



CARLINGHOW
ACADEMY



COLNE VALLEY
HIGH SCHOOL



MARSDEN
JUNIOR SCHOOL



RAYNVILLE
ACADEMY



THE GREETLAND
ACADEMY



THE MIRFIELD
FREE GRAMMAR



WEST VALE
ACADEMY

English Hubs

Teamworks English Hub
@ The Greetland Academy



Great Heights
Research School
West Yorkshire

Supported by the Education Endowment Foundation



AA Teamworks
WEST YORKSHIRE SCITT



JOB DESCRIPTION

Position:	Year Leader
Pay range:	Grade 7.14
Hours of work:	37 hours per week, term time plus 5 days
Responsible to:	Conduct Manager

Purpose of the post:

The post holder will become part of a Year team taking responsibility for the pastoral welfare of a designated group of students ensuring effective communication with the families of these students, engaging them as key stakeholders in their child's educational experience.

1. The post holder will ensure all students in their care are ready for learning.
2. The post holder will be responsible to the Pastoral Development Leader for the management of an efficient and effective Pastoral Development system, providing a confidential, administrative, pastoral and community liaison function.

DUTIES AND RESPONSIBILITIES

Strategic Direction and Development of the Academy

- 1 To assist in achieving the aims, objectives of the Academy.
- 2 Encourage students to respect themselves, their peers, staff, and their surroundings, reiterating the values of the Academy and encouraging them to have high expectations of themselves.

Attendance and Punctuality

- 1 Day-to-day responsibility for the attendance and punctuality of the year group.
- 2 Ensure that all Academy procedures relating to attendance and punctuality are followed.
- 3 Ensure attendance and punctuality data is recorded, analysed and actions are taken to reach individual and group targets.
- 4 Liaise with and organise support as required with external agencies and partners.

Health, Welfare and First Aid

- 1 Liaise with the Pastoral Secretary in relation to all matters relating to the health of students.
- 2 Liaise with the Wellbeing Centre Manager on all matters relating to welfare.
- 3 Ensure appropriate arrangements are made for students who are unwell or who have accidents during the Academy year e.g. appropriate work sent home.
- 4 Take initial responsibility for Child Protection matters within a year group working with the designated.
Child Protection Lead Officer.

Behaviour and Rewards

- 1 Assist with the day-to-day management of the 'on-call' system, isolation room (if required) and detention system.



- 2 Maintain a high-profile presence around the Academy to actively ensure appropriate student behaviour is maintained.
- 3 Carry out supervision and monitor student behaviour in the Academy before and after the Academy day as well as at break and lunchtime.
- 4 Assist in the delivery of Academy programmes to help support students in modifying their behaviour, either in small groups or one-to-one.
- 5 As directed by line manager/relevant Achievement Co-ordinator link, work alongside students in classrooms to help support them to improve their behaviour.
- 6 Liaise with, SENCO and Heads of Faculty/Department to monitor and identify patterns of student behaviour.
- 7 Work closely with the Senior Team, Achievement Co-ordinators, and Heads of Faculties to reduce 'fixed-term' exclusions.
- 8 Conduct investigations, as requested, into breaches of the Academy's Student Code of Conduct looking into suspected threats, incidents of violence and/or bullying and updated the Academy systems accordingly.
- 9 Liaise with multi-agency teams to assist in identifying provision for students for whom an alternative curriculum would be more appropriate.
- 10 Assist in the creation and publication of the daily detention register.
- 11 Day-to-day responsibilities for the behaviour and rewards of the year group, including implementing climate walks, managing behaviour escalations, reporting mechanisms, detentions, and exclusion paperwork.
- 12 Each week ensure all behaviour and rewards data is recorded, analysed and actions are taken to reach individual group targets.
- 13 Collate and record work for students who are excluded or withdrawn from the Academy, through isolation or part-time timetables.

Uniform and Equipment

- 1 Day to day responsibility for the uniform and equipment of students, including liaising with parents/carers where appropriate.
- 2 Work with Tutors and the Achievement Co-ordinator to monitor student planners and equipment where necessary.

Communication

- 1 Attend morning briefing sessions with the pastoral team and exchange information regarding students where appropriate.
- 2 Ensure effective dialogue with parents/carers in accordance with the Academy's policies.
- 3 Maintain a dialogue with support services, advisory staff, and the communities that serve the Academy as related to behaviour management.
- 4 Communicate attendance and punctuality concerns to tutors and parents/carers, working with them to ensure improvement.
- 5 Liaise with parents/carers in relation to behaviour and welfare concerns, outlining the behaviour system or offering wellbeing services where appropriate, working with them to develop action plans appropriate to the student.
- 6 Contact parents/carers as appropriate with regard to investigations into threats, incidents of violence and/or bullying.
- 7 Respond to parental enquiries and follow up, logging date, time, reason and action.
- 8 Assist with the preparation of student reports and liaise with the administration team in the production of all student data and standard /general letters home.
- 9 Build relationships and liaise effectively with outside agencies.
- 10 Ensure all student records are kept up-to-date, both electronic and hard copies, where appropriate, ensuring all vital information provided to staff.
- 11 Liaise with the Vice Principal, Senior Team, Conduct Manager and Year Leaders to identify strengths and weaknesses.
- 12 Participate in Pastoral Team meetings and other meetings relevant to the year group.
- 13 Support the Academy in promoting positive relationships within the community.



Extra-Curricular Activities and Events

- 1 Promote the provision of extra-curricular activities for students.
- 2 Assist in organising Parents' Evenings and assist with other Academy Year Group events.

Miscellaneous

- 1 Take responsibility for a specified task across the year group as agreed with the Principal.
- 2 To provide break relief and absence support to other administration functions as required.
- 3 Invigilate examinations as and when required.
- 4 Ensure that you take care of your own Health and Safety and that of your colleagues in-line with the Academy's Health & Safety policy.
- 5 Attend all training provided in line with Academy Policy.
- 6 Participate in annual reviews of performance, providing clear evidence of impact.
- 7 Undertake any other duties as may reasonably be required by the Principal.
- 8 Play a full part in the life of the Academy community supporting its distinctive mission, ethos, and values, actively promoting its policies and practices.
- 9 Work as a member of a designated safeguarding team and contribute positive to effective working relations within the Academy by attending all appropriate meetings.
- 10 Engage actively in the Performance Management Review process.
- 11 Participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole Academy training plan.
- 12 Carry out your duties in accordance with the Academy's Equal Opportunities policy.

General

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder will also be expected to undertake any professional duties of the COO/CEO as required.
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.



Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust’s responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

Notes

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.

Name:

Signed:

Date.....

**Person Specification: Year Leader****Key to identification:** A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		A/I
Relevant professional training or development	✓		A/I
Recent safeguarding training		✓	A/I
First Aid Training		✓	A/I
Experience	Essential	Desirable	A/I/R
Working with or caring for children of relevant age.	✓		A/I/R
Collaborative and supportive work with colleagues within the organisation	✓		A/I/R
Collaborative and supportive work with parents.	✓		A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
Basic understanding of child development and how children learn	✓		A/I/R
Understanding of relevant policies/code of practice and awareness of relevant legislation	✓		A/I/R
General understanding of the curriculum and other learning programmes.	✓		A/I/R
Ability to relate well to young people and adults.	✓		A/I/R
Good oral and written communication skills.	✓		A/I/R
Good listening skills.	✓		A/I/R
ICT skills appropriate to the role, including the use of Arbor, CPOMS	✓		A/I/R
Effective time management.	✓		A/I/R
Committed to continual personal and professional development.	✓		A/I/R
Skills and abilities			
A commitment to maximising the academic, personal, social, and emotional development of all students.	✓		A/I/R
Work constructively as part of a team.	✓		A/I/R
Willing to work within organisational procedures, processes and to meet required standards for the role.	✓		A/I/R
Be resilient and demonstrates ability to work well under pressure.	✓		A/I/R
Able to adopt a flexible working practice.	✓		A/I/R

► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

