



# RECRUITMENT PACK

Dear Colleague,

## **Post: Pastoral Head of Year (Secondary)**

Thank you for your interest in this post. To help you decide if the job would suit you please read through this recruitment pack, which we hope will give you a flavour of what the school is about and of what we expect from the successful candidate.

Redden Court is a high achieving, successful, well-ordered and caring mixed comprehensive school for students aged eleven to sixteen. We are very proud of our school, our students and the Harold Wood Community in which we serve.

Our vision is focused on 'Commitment to Success for All' with aspiration for all members of our community. Redden Court is the founding member of the Success for All Educational Trust.

**If you would like to become a member of our thriving and successful community, Applications MUST be made via MyNewTerm using the following link [Apply here](#) by the deadline of Monday 3<sup>rd</sup> November at 9am. Interviews will take place on Thursday 6th November. If you are invited to interview you should be prepared to stay for the day.**

If you wish to have an informal discussion about the post before applying please feel free to contact our Deputy Head, Mr K Ward on 01708 342293 or by emailing [kward@reddencourtcloud.co.uk](mailto:kward@reddencourtcloud.co.uk). Our last Ofsted report can be found [here](#).

I look forward to receiving your application.



Yours sincerely,

A handwritten signature in black ink, appearing to be 'A Henry'.

Mr A Henry  
Headteacher

## General Information

The Redden Court School motto "**Committed to Success for All**" embodies what our school believes in and represents our common goal. We aim to incorporate this vision into everyday school life and ensure that all students have the best opportunities made available to them. Success can and will be found in different goals for a vibrant and varied student body and we value all of our students as individuals with unique talents and interests. We support our students to always be the best that they can be.

### Notable Achievements

- In 2022, Redden Court School was recognised as being an Outstanding School with the additional accolade of being Outstanding in all areas.
- In 2021, Ofsted recognised there was enough evidence of improved performance to suggest that the school could be judged outstanding if the inspectors were to carry out a section 5 inspection now. The school's next inspection will be a section 5 inspection
- In 2021 we were awarded the Wellbeing Award for Schools
- In 2020 we were awarded the SSAT award for exceptional outcomes for our SEND Students
- We have recently been re-accredited as a Thinking School by the CEDU at the University of Exeter
- In 2019 we were awarded the 'Quality in Careers' standard for our work in this area

### Building and Resources

The school is situated in Greater London, Romford, close to the M25, A12 and A127 and just 10 minutes walk from Harold Wood Railway Station. The school has on site parking for staff and visitors.

The school was built in 1931. Over the years we have expanded the site to accommodate our growing number of students, including two brand new buildings. We have new state of the art facilities in Science, technology and PE. Furthermore, there has been lots of renovation to the existing buildings which makes the school a pleasant learning environment for students and those to come. Our students enjoy well presented classrooms, clean and well kept facilities as well as pleasant dining and social time areas.

### SLT

- Mr A Henry, Headteacher
- Mr S Carrington, Deputy Head (Quality of Education)
- Mr K Ward, Deputy Head (Behaviour and Attitudes)
- Miss T Greaves, Assistant Head of CPD, ITT and Timetabling
- Ms J Tyldesley, Assistant Head of Inclusion
- Mr M Hoque, Director of Personal Development
- Mr D Pendred, Director of Technology
- Mr T Hughes, Director of Student Performance
- Mrs C Jacques, Director of Teaching and Learning

### Staff

We have 72 teachers, who are supported by 60 professional and competent Student Development Assistants and support staff. We work as a unified team to support and enhance the learning experiences of our students.

### Wellbeing

Redden Court values its staff's wellbeing. We endeavour to offer a holistic approach to ensure all our stakeholders are supported in their emotional, physical and mental health.

We offer the following staff benefits:

- Child places at Redden Court School are available for staff who are employed at the school (subject to conditions).
- Career Development (apprenticeships, support towards achieving further qualifications, leadership programmes, progression opportunities, teacher training, shadow opportunities and a vast CPD programme of relevant courses)
- Pension
- All teaching staff are allocated a Chromebook
- Multi Gym available for staff use
- Staff supervision sessions with a trained professional
- Cycle-to-work scheme
- The school is signed up to the Schools Advisory Service which offers:
  - a 24 hour GP helpline,
  - access to physiotherapy sessions,
  - access to a counselling service,
  - free 12 week weight management programme,
  - support for stress management,
  - lifestyle screening,
  - menopause support,
  - long term condition support,
  - private medical operations.
- Regular staff social and get-together events
- A regular staff survey consults staff and takes actions based on the results.

### Edtech

Redden Court School has been recognised as a specialist of computing technology for over a decade, and has always invested in modern technology to enhance the curriculum.

The Department for Education selected Redden Court School in 2020 as one of its Edtech Demonstrator schools to support 100s of other schools in the country with their use of technology in education. This was initially to help schools to respond to the pandemic but the project has continued to expand. In 2017 Google selected us to become one of the only Google Reference Schools in the UK as a result of our success over the years, giving us early, exclusive access to upcoming tools and the opportunity to attend and showcase at events. We have also gained international recognition welcoming many visitors from abroad to support them with their own development.



Google Workspace for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device. In 2012, we adopted this free web-based communication and collaboration suite available to education establishments. With products including Gmail, Google Classroom, Calendar, Drive, Docs, Meet, Slides and Sites, we recognise the influence that these tools have on classroom and distance learning, our collaboration inside and outside of school, improvements in administrative efficiency and providing remote access for all. This enables all our students and staff to have access to the most up-to-date technology.

We have also rolled out a 1:1 Chromebook scheme with our students, with many of them buying the device through us, as an affordable browser-based device that provides quick, simple access to our online platforms. We also provide teaching staff with a Chromebook to support our edtech focus. Staff are offered a wide range of CPD to develop their skills in this area.

### Pastoral Care

We currently have 1050 students at Redden Court and will continue to expand to 1050 over the next couple of years. The pastoral team is particularly well staffed and this allows us to form a wide and comprehensive net of care around our student body.

The team is made of:

- Deputy Head – Behaviour and Attitudes
- Assistant Head – Personal Development
- 5 non-teaching Heads of Year
- Home School Support Worker
- Education Welfare Officer
- 3 Learning Mentors
- 3 Student Service Officers
- Pastoral Support Officer
- Pastoral Administration

We also buy in counselling and mentoring services which, taken as a whole, provides a support base to our students which is second to none.

### SEND

We are proud of our reputation for achieving exceptional outcomes for our children with special educational needs and disabilities. We support our students with SEND in mainstream with a combination of in-class support systems and withdrawn interventions. Children who need a higher level of support are educated in our Nurture Group and move on to study GCSEs on the Blue Pathway where they benefit from small classes and a high ratio of adults to children.

Redden Court also supports some children with EHCPs using our Additional Resourced Provision (ARP) funding. We are pleased to be able to offer bespoke packages of support for our children with the most complex needs.

Our dedicated SEND team consists of 6 SEND Teachers and 22 Student Development Assistants (SDAs) led by the Assistant Headteacher for Inclusion and the ARP Lead. Leaders on the SEND team are highly invested in developing staff. Many former SDAs have found their experience on the SEND team to be a vital step as they move towards new careers in teaching, mentoring, counselling or other pastoral work with children.

### CPD and Training

We invest heavily in our own staff training and development at all levels, from Initial Teacher Training, Associate and support Staff, through to Senior Leadership level. We run an in-house comprehensive programme each year which includes whole school CPD, faculty training, ECT and RQT professional studies, ASPIRE Teaching and Learning workshops and additional voluntary training sessions. We also offer a wide range of opportunities for staff to gain leadership experience such as termly or yearly secondments onto the pastoral team or senior leadership team. In addition we subscribe to the National College and actively encourage staff to take responsibility for their own professional development by completing courses and certificates online.

### Values and Ethos

At Redden Court School our staff values are closely aligned to our student values, ASPIRE. Every individual is valued for what they contribute to our community.

- ★ **Ambitious** - To be passionate in our desire and determination to achieve success and exceed our potential.
- ★ **Supportive** - To provide encouragement, physical and emotional support to others where it is needed.
- ★ **Professional** - To recognise ourselves as role models and demonstrate positive examples to students and each other at all times.
- ★ **Innovative** - To be creative and open to change and new ideas.
- ★ **Respectful** - To treat others with dignity and respect; to celebrate and welcome diversity.
- ★ **Equality** - To promote and ensure that every individual has an equal opportunity to make the most of their lives and talents.

Collectively these values help to raise standards, develop positive behaviours and develop individuals. We recognise that through these values our staff work towards a common goal that supports the vision for our school.

## Advert

### **Pastoral Head of Year (Secondary)**

**Permanent**

**36 hours per week, 38 weeks per year**

**Scale SO1 points 23-25**

**Actual Salary for above hours £32,355 - £33,218**

**Start Date: As Soon as Possible**

*"Pupils are proud to attend this school. They say it is friendly, warm and safe. Pupils have respectful relationships with teachers."*

*"Teachers are enthusiastic subject experts. They check pupils' understanding often. Pupils' work and attitudes to learning reflect teachers' high expectations."*

*Pupils flourish here. They work hard in class and take their education seriously"*

*"The provision for pupils' wider development is exceptionally well thought through"*

*"Leaders have high expectations of all pupils' achievement"*

*"The behaviour of pupils is exemplary. Pupils are motivated by rewards for showing their positive attitudes, such as trying hard in class or being helpful around the school. They are polite and respectful and readily celebrate their peers' successes"*

**Ofsted**

An opportunity has arisen to join this high achieving, successful, well-ordered and caring mixed comprehensive school for students aged eleven to sixteen in which students have very positive attitudes towards their learning and are supported fully in all aspects of wellbeing.

At Redden Court School we prioritise the development of outstanding teaching and learning alongside wellbeing. All members of the school community are cared for, valued and listened to, we support and challenge our students to aspire to be the very best that they can be; enabling them to be responsible, capable and ambitious citizens. We have the highest expectations of our students and staff.

Our school mantra is "Committed to Success for All." That includes our staff and we want the very best for our students. OFSTED said we "have created an inclusive community where pupils and staff relate well to each other. The school is focused on working with families to raise aspirations for pupils."

We are seeking to employ a Pastoral Head of Year to join us as soon as possible. Redden Court School is a happy, hardworking and thriving school which has exceeded expectations in so many areas for a decade.

At Redden Court School, we have a passionately holistic approach to providing the children we serve the best possible education to give them what they need for successful and happy futures. We are committed to providing an excellent education that develops ambition, raises expectations and delivers excellent results. Our

students are helped to become the best versions of themselves as people who know they must work hard and who have responsibilities.

Academic success must be matched by the development of character and conscience. We have very strong relationships with parents and carers, who play an active role in the school's vision and values. We genuinely believe in the importance of working in partnership with our staff, parents/carers, students and all stakeholders as we know this approach has reaped dividends for us.

We are looking for an inspiring, motivated, hard working person. We want someone who is caring, forward-thinking and able to work with everyone in a community that is hardworking, totally committed and loyal.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. We require the successful candidate to undertake an enhanced criminal records check via the Disclosure and Barring Service.

We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender identity, ethnic origin, disability, age or sexual orientation.

References from 2 previous employers will be sought prior to interview.

**Applications MUST be made via MyNewTerm using the following link [Apply here](#) by the deadline of Monday 3<sup>rd</sup> November at 9am.**

We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.



## Job Profile

Job title:	<b>Pastoral Head of Year (Secondary)</b>
Salary:	<b>SO1</b>
Hours:	<b>36 hours per week 8.00am - 4.15pm Mon- Thur and 8.00am - 4.00pm Fri (with 1 hour break) 38 weeks per year</b>
Responsible to:	<b>Deputy Head of Pastoral</b>
Staff Managed:	<b>Tutor Team and relevant support staff</b>

### **Principal duties and responsibilities:**

- To develop personal knowledge of students and provide information and advice as required.
- In collaboration with all staff, to be responsible for:
  - the moral, intellectual and social development of students
  - pastoral care and counselling of students
- To keep students' records of attainments, achievements and track progress
- To check uniform regularly
- To liaise with external agencies and help write reports and attend appropriate meetings when required
- To attend CLA meetings and deal with vulnerable students
- To complete MARF forms when required
- To complete Welfare Checks when required. This will include a need to drive and having access to a car.
- To attend supervision sessions
- To visit family homes and provide support when required
- To liaise with members of SLT with oversight of pastoral care
- To participate in decisions relating to students
- To provide work to students who have been excluded or long-term sick
- To formulate policy on pastoral care in conjunction with other relevant staff
- To ensure that agreed school policies are adhered to
- To be on 'duty' points in line with the duty timetable
- To manage the team(s) of tutors and the delegation of responsibilities and tasks
- To oversee aspects of the day to day running of tutor teams
- To be responsible for the standards of form time within the year group
- To lead their year group's form reps
- To liaise with the EWO assigned to the school over matters relating to the welfare of students
- To appraise current practice and offer advice and guidance as appropriate
- To help ensure there is a sharing of information regarding the progress of individual students with parents, tutors and teaching staff
- To deliver updates and insets at briefing
- To deliver whole school training when appropriate

- To organise and liaise with the progress lead about the student monitoring process
- To co-ordinate the provision of assemblies which, in part, promote British Values
- To participate in cross-curricular developments within the school
- To liaise regularly with the SEND team to best support students
- To attend HOF/HOY meetings
- To keep up to date with the latest research and literature of the pastoral care of children
- To participate in relevant staff development programmes within the school and local authority and when appropriate, contribute to in-service training of less experienced colleagues
- To make a positive contribution to the overall development of the school in co-operation with other staff and outside agencies
- To liaise with other Pastoral Heads on transfer of students as they progress
- To liaise with other schools on transfer of students as they progress
- To undertake any duties at the direction of the Headteacher which are consistent with the responsibilities of the post
- To encourage and develop co-operation and teamwork through inter-house competitions