



Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
comprehensive academy, NOR: 1138
Principal: Mr J P Russell

Required for September 2022

YEAR LEADS (Pastoral Support)
Full Time (and a possible job share position 0.4)
Salary scale PO2A: £34,728-£37,890

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for rigour in teaching and learning, outstanding pupil behaviour and inclusive, caring values. We are listed as the sixth best school without a sixth form in the UK (The Sunday Times, 2020). A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are seeking to appoint 2 non-teaching Year Leads to be responsible for the achievement, well-being, behaviour and attendance of a year group, joining an outstanding team of pastoral leaders. The successful applicant will have experience of working with young people be able to relate to them, inspiring and encouraging pupils while earning their respect. School based experience is desirable but not essential and applications are welcome from those with a background in children and young people's services and agencies. A liking for young people and a determination to help them all reach their potential are pre-requisites for the role.

To find out more about this role, please download an application form and information pack from our website at www.sawstonvc.org. Applications must be submitted on the College's application form. CVs will not be accepted. Requests for flexibility in working arrangements/patterns will be considered.

Closing date: Monday 4 July 2022 at 9.00 am

Interviews: Monday 11 and Tuesday 12 July 2022

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check. Certificates of Good Conduct and other checks may be requested if applicable. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found at www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible Working will be considered



June 2022

Dear Applicant

Year Lead

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. We have a robust risk assessment in place to mitigate against Covid19 transmission. We take the health, safety and wellbeing of our staff and pupils extremely seriously. Throughout the pandemic, we have enabled all of our pupils to access the full curriculum and to be inspired by high quality teaching and learning within the restraints of what is possible.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the cultural iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Under normal circumstances, we have over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. We are also proud to be a founding member of the Anglian Learning Trust, a family of like-minded schools serving over 5500 pupils from ages 3-19 in this region. The Trust affords us opportunities to learn from each other, prosper from outstanding leadership development and build strong professional networks to achieve ambitious objectives.

Our school's focus is the achievement and wellbeing of our 1138 pupils and in this we are performing consistently amongst the very best schools in the country. In 2019, the College achieved significantly above national averages at all levels including 62% gaining grade 5+ in English and Maths, 39% at grade 7 or above across all subjects and a progress score of +0.6. We are in the highest quintile for all measures. This success has continued in 2020 with the overwhelming majority of our pupils securing their preferred post-16 pathway having achieved grades significantly well above average, with 83% gaining grade 4+ in English and Maths and 66% gaining grade 5+ in English and Maths. Academic success, of course, is only one measure and, as an Artsmark accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and ambition for the future. The Sawston Way demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.



This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupil to feel safe and happy. We provide outstanding pastoral care of our young people. In normal circumstances, each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

We are seeking to appoint 2 non-teaching Year Leads to be responsible for the achievement, well-being, behaviour and attendance of our current Year 7 group. Typically the Year Lead stays with their year group until Year 11. Joining a team of outstanding pastoral leaders, the successful applicant will have experience of working with young people and be able to relate to them, inspiring and encouraging pupils while earning their respect. School based experience is desirable but not essential and applications are welcome from those with a background in children and young people's services and agencies. A liking for young people and a determination to help them all reach their potential are pre-requisites for the role. This is a full time post, with the vast majority of hours worked during term time but some work may be required during school holiday periods. There is also the requirement to be on call and/or undertake occasional evening work given the nature of the role. Each of our Year Leads also has responsibility for supporting a key area of school life such as pupil leadership, celebrations, WEX, anti-bullying or post-16. This additional responsibility will be agreed at a later date.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our support staff application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than two pages of A4. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College by 9.00 am on Monday 4 July 2022. Please see the application instructions section of this pack for full details. Interviews for shortlisted candidates will take place on Monday 11 and Tuesday 12 July 2022 and candidates need to be available to attend the College on both days. If you have not heard from us three weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter.

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell
Principal

Job Description Year Lead



Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Site	Sawston Village College
Grade	Scale PO2a
Hours of work	Full time with the majority of hours worked during term time but some work required during school holiday periods. There is also the requirement to be on call and/or undertake evening work given the nature of the role. Core hours during term time, including a 30 minute unpaid lunch break each day: Monday, Tuesday, Wednesday and Thursday: 8.00 am to 5.00 pm Friday: 8.00 am to 4.30 pm
Responsible to	Deputy Principal (Personal Development)
Job purpose	Year Lead: responsible for the achievement, well-being, behaviour and attendance of a Year Group

General

- To promote at all times the College's ethos, aims and values
- To lead a year group of pupils and contribute significantly to raising standards of pupil achievement and progress by providing and facilitating a high level of pastoral support and academic monitoring and intervention
- To support and promote the House system, contributing to the development of mentor (form mentor time)
- To work as part of a team of Year Leads to improve outcomes for all of the pupils in the College
- To support and contribute to the College's strategic objectives
- To support and, as appropriate, work in partnership with the relevant senior leader(s) responsible for KS2-3 and KS3-4 transition
- To positively support the leadership of the College's governors, Principal and senior leadership in discharging their responsibilities

Pupil Achievement (Year Group)

- Review and analyse performance data for a year group, identifying trends and cohorts for intervention
- Provide, facilitate and monitor academic and pastoral intervention to ensure pupils reach their potential

- To liaise closely with SLT, subject leaders, teachers and parents, gathering and sharing information and providing appropriate advice and direction as required to ensure pupil progress
- To work closely with parents to promote pupil aspiration, progress and attainment

Pupil Well-being (Year Group)

- To support pupils to achieve their potential in and out of school by promoting and establishing a safe and happy environment
- To promote the celebration of achievement and contribution to the school and wider community
- To liaise with external agencies as required
- To promote, organise and attend events and activities to build community cohesion and support the College's enrichment and extra-curricular programmes

Behaviour (Year Group)

- To promote high standards of behaviour, discipline and conduct at individual pupil, year group and whole school levels
- To monitor and evaluate the behaviour of individuals and the year group, intervening as required to ensure improvement
- To liaise with the Director of Welfare and Inclusion, SENDCo and relevant external agencies to support inclusion and monitoring of PSP and IAEP plans
- To work closely with parents to promote good behaviour
- To participate in the On Call Rota and operate detentions and other sanctions as required

Attendance (Year Group)

- To promote pupils' full attendance through proactive monitoring and intervention, including home visits as appropriate
- To work in close liaison with mentors, SLT and others to support the attendance of pupils, especially those deemed to be persistent non-attenders
- To prepare documents and attend pre-court and court meetings as required
- To proactively monitor and intervene to ensure high levels of punctuality

House Mentor Team Leadership (House Group)

- To support the House system, directing their activities, monitoring and supporting the performance of individual mentors and the team as a whole
- To develop, with other Heads of House, a programme of activities for mentors to deliver that are of high quality and support pupil engagement and achievement within and outside of the school
- To contribute to the planning and delivery of House competitions, events and celebrations to promote pupil ambition and commitment
- To provide support and training to mentors, addressing underperformance as required
- To establish and promote a team ethos which is focused upon pupil achievement and wellbeing
- To promote and monitor adherence to whole school ethos and policies

Additional area of responsibility

The successful candidate will also be required to take on the leadership of one area to be decided.

Other relevant duties

- To lead assemblies
- To promote pupil leadership, within the Houses and across the school
- To undertake duties before, during and after school to assist with the maintenance of good behaviour on and around the College site. This includes completing duties at lunchtime.
- To attend, and contribute to, a range of extra-curricular and after school activities throughout the course of the academic year
- To communicate with parents within the terms of the College Communication Policy
- To contribute to the development of College policies and system
- To contribute to the College leadership groups as appropriate
- To support and liaise with other Year Leads/Heads of House as required in the discharge of their duties
- To fulfil any task which may reasonably be associated with a designated cohort of pupils or as required by the Principal

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

Person Specification Year Lead



Sawston
Village College

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Education	Essential	Desirable
Good honours degree		✓
GCE Advanced Level qualifications	✓	
GCSE grade C/4 or higher in Maths and English	✓	
Teaching or other education related qualification		✓
Relevant pastoral care qualifications e.g. Care Sector qualifications; youth, health or police service qualifications		✓

Experience	Essential	Desirable
Recent experience of working with children and young people	✓	
Recent experience of an educational setting		✓
Experience of involvement in extra-curricular activities, for example residential and field trips		✓

Professional Qualities	Essential	Desirable
An excellent communicator who is able to work effectively with pupils, parents, colleagues and outside agencies	✓	
Effective approaches to behaviour management with evidence of setting appropriate expectations to advance learning and engage and motivate pupils	✓	
IT literate with experience of Microsoft Office and Google Suite applications		✓
Ability to establish productive working relationships and work well in a team	✓	
Able to prioritise and meet deadlines	✓	
Has good knowledge of current developments in education, health and social care services	✓	

Personal Qualities	Essential	Desirable
A commitment to the safeguarding of children and young people	✓	
Enthusiasm, energy and personal dynamism	✓	
Approachable, friendly and patient	✓	
Confidence	✓	
Resilience	✓	
Good sense of humour	✓	
Ability to remain calm in difficult situations	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues, parents and children	✓	
A relentless desire to support all children and young people to achieve	✓	
An inspirational leader who is imaginative, creative and visionary	✓	

Application instructions and further information



How to apply

1. Complete the application form. This is available to download from our website at www.sawstonvc.org/staff-and-governors/vacancies. CVs will not be accepted.
2. Write a letter of application to the Principal, Jonathan Russell, of no more than two sides of A4. See the Letter to Applicants in this pack for details of what to include in your letter.
3. Send your completed application form and letter to Lucy Tanner, HR Manager, to arrive no later than 9.00 am on Monday 4 July, via email or post:
 - Email: to jobs@sawstonvc.org and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
 - Post: to Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [vacancies](#) page.
6. If you have any queries about the application process please contact Lucy Tanner, HR Manager, at jobs@sawstonvc.org.

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).

Professional development

Sawston Village College is a member of the Anglian Learning multi academy trust www.anglianlearning.org

