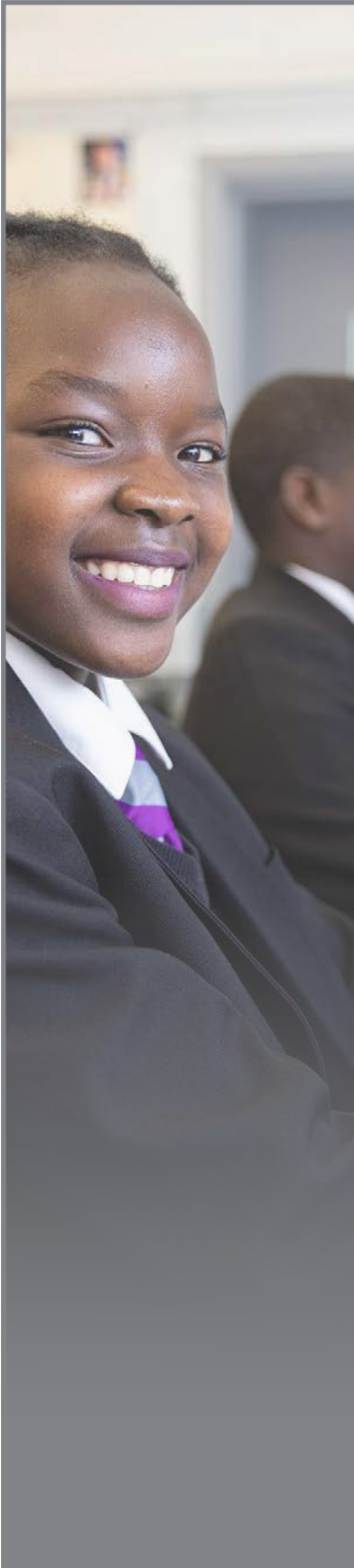


THE
Eastbourne
ACADEMY

Year Group Manager
The Eastbourne Academy
Information



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Welcome

Dear Applicant

Welcome to your first step in becoming part of The Eastbourne Academy. We are a well-established school in East Sussex which continues to go from strength to strength. The Eastbourne Academy is set in the picturesque seaside town of Eastbourne, surrounded by the beautiful South Downs. We are fortunate to have excellent buildings with modern resources which provide a warm, welcoming and friendly place to learn that challenges everyone to be their best. With easy train links to Hastings, Lewes, Brighton and London, schools, colleges and universities nearby and plethora of tourist attractions on our doorstep, it really is a wonderful place to live and work.

At The Eastbourne Academy we believe that learning is our core priority. We recognise that continually striving to improve the quality of teaching and learning is key to securing high levels of achievement for all. We aim to foster each student's unique strengths and talents whilst meeting their needs and raising their academic and social aspirations. Students of all abilities will be given every opportunity to learn in order to achieve their full potential. We aim to achieve this by creating a stimulating learning environment where high expectations, and the use of digital technologies are the norm. Our curriculum is the bedrock of our vision: to craft an exceptional, inclusive and growth-oriented learning community. The intent for our curriculum is for it to unlock and nurture the broad range of skills and talents of our students, recognising and maximising each student's potential. Underpinned by evidence-informed teaching and learning, our curriculum nurtures our learners to flourish in the ever-evolving world.

We recognise that qualifications are the stepping stone to employability, but also that high aspiration and strength of character are the foundations for long term success. A wide range of student leadership, arts and sports programmes, trips and visits, and extra-curricular opportunities ensure that the curriculum extends beyond the classroom. Students will leave The Eastbourne Academy with the essential knowledge and attributes they need to be fully rounded and educated citizens who will be prepared for whatever the future may bring. This could be your first step to becoming part of this vibrant, successful and inclusive learning community, where both students and staff thrive. I invite you to come and see for yourself what makes us so special.

Yours faithfully



Liza Leung

Job Description

Job Title: Year Group Manager
Grade: SAT E
Responsible to: Assistant Headteacher

Purpose of the job

To support the enhancement and operation of the learning environment of the academy, with a particular focus on the pastoral management of the students.

PRINCIPAL RESPONSIBILITY

To monitor and communicate the overall behaviour and attendance of students within a designated year group. Working with individual pupils and their families to improve attendance and behaviour.

To be the primary deputy safeguarding lead, supporting the designated safeguarding lead responsible for children protection across the academy. To take part in strategy discussions and inter-agency meetings, contribute to the assessment of children and liaise with relevant agencies such as the local authority, children's services and police.

Key Duties & Responsibilities (Safeguarding Related):

- DSL trained
- Liaise and work alongside the DSL, as and when appropriate, on any safeguarding/child protection concerns
- Maintain records of safeguarding on MyConcern
- To refer cases of suspected abuse and neglect to the local authority children's social care and support staff who make referrals to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern and support staff who make referrals to the Channel programme
- Refer cases to the police where a crime may have been committed
- Inform the Lead DSL and Head of Safeguarding about issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Act as a point of contact with safeguarding partners
- Liaise with staff (especially pastoral support staff, academy nurses, IT Technicians, and SENCOs) on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Work with the Headteacher, Lead DSL and relevant strategic leads to take responsibility for promoting educational outcomes by:
 1. knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
 2. identifying the impact that these issues might be having on children's attendance, engagement and achievement at school
 3. ensuring the academy knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
 4. supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential.
- Ensure child protection files are kept up to date and information is kept confidential and stored securely
- Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached and the outcome
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)

Job Description

- Where children leave the academy (including in year transfers):
 1. Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place
 2. Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE, ensuring secure transit and confirmation of receipt obtained
- Ensure that an annual Safeguarding action plan is complete
- Help promote educational outcomes by sharing information with teachers and academy leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing

Key Duties & Responsibilities (Student Welfare Related):

- To create and maintain an ethos within the specific year group in line with the academy's ethos
- To be a role model for staff and students
- To get to know students in the year group and wider community as well as possible
- Promote and celebrate year group activities and individuals' achievements
- Coordinate social, charity and extra-curricular activities for the year group
- Ensure the smooth induction of new entrants to the year group, including admissions procedures
- To insist on high standards of academy uniform and initiate action as necessary
- To insist on high standards of co-operation and behaviour and initiate action as necessary
- Support and challenge individual students whose behaviour is a concern through PSPs and other academy strategies
- Manage behavioural incidents promptly and effectively
- Effective communication with the SENCO, ensuring vulnerable students are fully supported
- Carry out home/off site visits to pupils and their families, taking the lead in these meetings with accurate note taking and record keeping of visits and follow up support plans
- Liaison with parent/carers and external agencies including attending meetings, as well as social workers and other agency staff to inform and update where necessary

Key Duties & Responsibilities (Attendance Related):

- Monitor and respond to the late arrival of students in the mornings
- To make initial enquiries with parents/carers regarding unexplained absences/lateness, including first day calling/texting
- Ensure the consistent implementation of attendance and punctuality procedures
- To advise on strategies to promote the regular and punctual attendance of all students and assist in the implementation of the strategies collaboratively with the Attendance Officer
- Be the first contact for all attendance and inclusion issues including for external agencies/visitors.
- Offer guidance and support to students returning after a long period of absence.
- To promote incentives for improving attendance within the academy – including attendance certificates and prizes

Job Description

Effective Communication

- Attend and participate in meetings as required.
- Contribute to the overall ethos/work/aims of the academy.
- Ensure appropriate record keeping of actions and outcomes of meetings with families and other agencies.
- Phone calls, visual letters and arrange meetings with parents and Key Stakeholders.
- Undertake routine checks of pupils in lessons.
- Keep parents informed of students' progress and make contact and invite in as necessary
- Keep staff informed of outcomes following action
- Keep accurate records of all communications with parents
- Ensure information in student files are kept accurately

Promotion of academy Values

- Play a full part in the life of the academy community, supporting its mission and ethos and encourage staff and pupils to follow this example.
- Actively promote the Trust's corporate policies.
- Contribute to whole academy attendance events as and when required.
- Support and contribute to the academy's commitment to safeguarding all pupils.
- To be aware of and comply with the codes of conduct, regulations and policies of the academy and its commitment to equal opportunities.

Training

- Undergo training, at least every 2 years, to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulations
- Undertake Prevent awareness training
- Undertake FGM training
- Refresh knowledge and skills at regular intervals and at least annually
- Personal CPD undertaken

Understanding the views of children

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the academy may put in place to protect them
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Holding and sharing information

- Understand the importance of information sharing, both within the academy, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

Job Description

Other areas of responsibility

- Must recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online;

In additional all members of the academy community are expected to:

- Display a commitment to child protection and safeguarding. Report to the Headteacher any behaviour by colleagues, parents and children which raises concern
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

Person Specification

Qualifications & Experience	Essential / Desirable
Good general education, including GCSE Maths & English	E
Demonstrable evidence of building relationships with children and their parents, particularly the most vulnerable	E
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	E
Willingness to undertake appropriate training and professional development	E
Clean current driving licence and access to a vehicle.	E
Qualification related to working with children and young people	D
Good general education, including at least 2 A Levels or NVQ Level 3/4	D
First Aid training	D
Experience of working in an educational environment	D
Experience of managing safeguarding in a school or other relevant organisation, including: - Building relationships with children and their parents, particularly the most vulnerable - Working and communicating effectively with relevant agencies - Implementing and encouraging good safeguarding practice throughout a large team of people	D
Knowledge & Skills	
Understanding of confidentiality	E
Good IT skills	E
Knowledge of administration procedures	E
Adaptable, proactive, self-starter and ability to manage a large variety of situations	E
An effective communicator with excellent interpersonal, persuasion and negotiation skills	E
Able to identify work priorities and manage own workload within agreed parameters	E
Able to maintain accurate work records	E
Knowledge of Child Protection /Safeguarding Procedures	E
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	E
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	E
An understanding of issues that may affect a student's ability to attend school	D
Knowledge and practical experience of BromCom	D
Knowledge of Google Suite	D
Demonstrable knowledge of attendance regulations	D
Knowledge of using MyConcern.	D
Personal Qualities	
Strong work ethic and capacity for hard work	E
Able to deal appropriately and effectively with children, parents, staff and professionals from outside agencies at all levels	E
Ability to cope with stressful / conflict situations and be resilient	E
Ability to listen effectively	E
Ability to use your own initiative and work alone when necessary	E
Commitment to ensuring the safety and welfare of children	E
Commitment to upholding and promoting the ethos and values of Swale Academies Trust	E
Integrity, honesty and fairness	E
Commitment to equality	E
Commitment to maintaining confidentiality at all times	E
Ability to produce reports and analyse data.	D



Working at The Eastbourne Academy

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

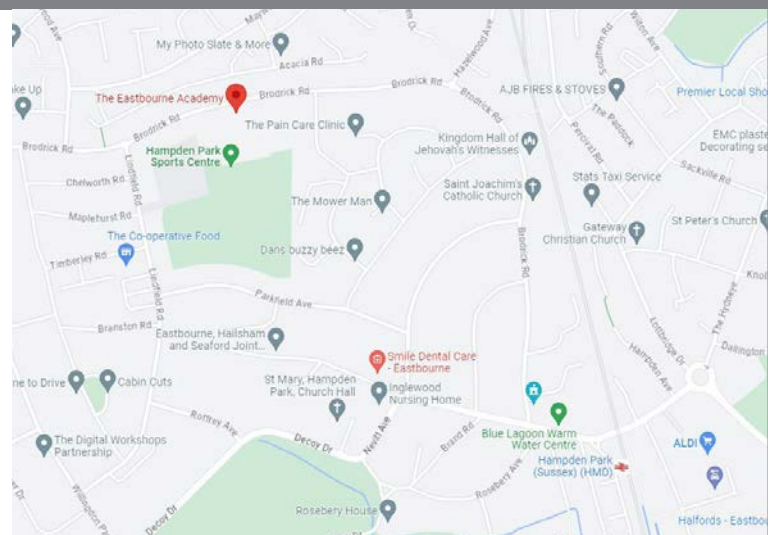
Finding Us

The Eastbourne Academy
Brodrick Road, Eastbourne, BN22 9RQ

01323 514 900
tea-office@swale.at

Closest Train Station: Hampden Park (Sussex)
Approx. 18 minute walk

Closest Bus stops:
Brodrick Road - 1A, Loop (3 minute walk)
Percival Road - 8, Loop (11 minute walk)





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. The SAT Application Form can be found [here](#).

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to lisa.wood@swale.at or by post to the following address:

Mrs Lisa Wood
The Eastbourne Academy
Brodrick Road,
Eastbourne,
East Sussex
BN22 9RQ

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Eastbourne Academy may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the [Trust's Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

Swale

ACADEMIES

TRUST



OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

OUR VALUES

Collaboration

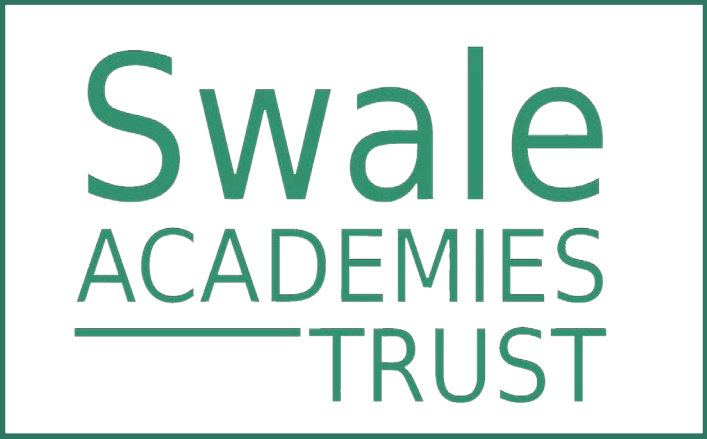
We work together to achieve more than we could individually, sharing good practice and learning.

Agility

We are curious and innovative, embracing both challenge and change.

Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.



SWALE ACADEMIES TRUST, ASHDOWN HOUSE, JOHNSON ROAD, SITTINGBOURNE, KENT, ME10 1JS
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