

Head of Year

TLR 1B

All subject teachers considered but with a preference for Computer Science, Science, Drama, English, Maths, History or Media

September 2023 start

MPS/UPS

Application Pack



















Education with Character

Redbridge Lane West, Wanstead, London E11 2JZ

• Tel: 020 8989 2791 • Email: whs@wansteadhigh.co.uk

· Website: www.wansteadhigh.co.uk



April 2023

Dear Prospective Candidate,

Thank you for showing an interest in our school.

I have been Headteacher since September 2022 and am loving the school, the pupils and the commitment to 'Education with Character'. This is a great place to be with great staff, a welcoming atmosphere, opportunities for growth and development and strong links with local schools; including being part of the Seven Kings Teaching Alliance. Behaviour for learning is excellent and pupils are polite, engaging and motivated. They really are truly amazing young people.

The school is ready for change as, although results are good, there are gaps in too many areas meaning opportunities to progress are inequitable. In particular, SEND and disadvantaged pupils perform less well and there is a need for increased challenge. Quality assurance has not shown typicality in previous years and we are developing new models of monitoring, evaluation and review and appraisal to make sure staff really do grow and develop. We believe that all staff want to be better teachers and educators and need to find the right systems to make it happen, rather than outdated 'speed camera' models of reviewing teaching and learning. This is an exciting place to grow and develop as a teacher and leader. We welcome ECTs, as well as more experienced teachers.

We are seeking an inspirational Head of Year to oversee the academic progress and pastoral welfare of a year group. The post offers an exciting professional development opportunity for the right individual to contribute to the continuation of improvement at the school as part of the Middle Leaders Team. It is likely that each year group will have an allocated HLTA and pastoral support worker to help provide excellent practice and ensure that gaps are narrowed for groups of pupils, with focus on SEND and disadvantaged. We expect candidates to set the highest professional expectations for all our young people.

We will consider all subjects but a preference is for candidates who are able to offer Computer Science, Drama, English, History, Science, Maths or Media.

The current Ofsted grade is "Good" and we need to endeavour to retain this in the next inspection and ultimately aim for the stars!

We welcome visits to the school and I am happy to talk over the phone to anyone about the role and/or school. We currently have a large building project taking place, but I hope you will have the vision to look beyond the temporary facade.

Please do not hesitate to get in touch and learn more about this amazing school. The summary School Improvement Plan is available on the website (the website is again, a work in progress).

Yours sincerely,

mma Hillman

Emma Hillman Headteacher

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Application Requirements

Please write a statement in support of your application.

This must address the person specification

Statements in support of your application should be no longer than two sides of A4.

The closing date for this post is noon on Thursday 18 May 2023 although outstanding candidates may be interviewed before the closing date. Completed applications should be returned by email to recruitment@wansteadhigh.co.uk. Interviews are scheduled as applications are received.

If you would like to speak to the Headteacher or current Head of Year regarding this post, or if you have any questions, please contact the Headteacher's PA, Miss Rutland (<u>f.rutland@wansteadhigh.co.uk</u>).







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Further Information

Full/Part time: Full-time

Start Date: September 2023

What We Are Looking For

We are looking for a driven, passionate and dynamic professional to help lead and develop their year group in this wonderful school. This post would suit an experienced Head of Year or Assistant Year Leader or someone looking to start their career in a Middle Management Team.

What We Offer

This is a great opportunity for an enthusiastic, creative and well-qualified candidate who is keen to develop their teaching and leadership skills in a successful school that will provide great support and encouragement. We offer an outstanding opportunity for the right person to make a real impact on children's lives, and to develop their career in a very pleasant, successful and innovative school. We hope that you will decide to pursue your application and that you will consider a future with us at Wanstead. Whilst you will need to work hard, we value well-being and support all staff with flexible ways of working where possible.

As part of Seven Kings Teaching School Alliance, Wanstead is able to provide a wide variety of CPD opportunities for staff at all stages of their career, both within Wanstead and the Teaching School Alliance. The post offers an excellent opportunity for the right person to develop their career within an exciting and supportive department and school.

School Information

Wanstead High School seeks to enable all pupils to achieve the highest academic standards. Overall Attainment 8 (56.0) was significantly **above** national and in the **highest** 20% in 2022. Our Progress 8 score has been positive and above average for the past 3 years, and in 2022 is +0.3

A large number of our pupils stay on to the Sixth Form and the majority of these gain entrance to universities and other centres of Higher Education, and we also recruit a substantial number of post-16 pupils from the surrounding area.

Our latest OFSTED report confirmed that we are "Good" in all areas, and our latest results are the best in the school's history.

The school is maintained by the London Borough of Redbridge and is situated in a residential area near Epping Forest, served by the London Transport Underground Central Line and the M11 motorway. It is, therefore, both within easy reach of central London and out-lying areas such as Essex and Hertfordshire.

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There are currently approximately 1450 plus pupils on roll including some 300 pupils in the Sixth Form. Currently there are 170 teaching and support staff. Eight forms of entry (240 pupils) are admitted at Year 7 and there are some 300 plus pupils in the Sixth Form. The school encompasses a rich social and cultural

diversity and 35% of pupils speak English as an additional language. There are over 35 languages spoken by the pupils. The school is heavily oversubscribed.

All pupils wear uniform except in the Sixth Form where pupils are required to wear tailored clothing. After much liaison with 40 linked primary schools (7 main feeders), pupils join one of eight/nine mixed ability tutor groups and the school seeks to maintain the composition of this and the association with the same tutor throughout the pupil's career. The year based pastoral system is central to the discipline and wellbeing of the pupils. Tutors are led and supported by an experienced team of pastoral heads.

The school has some very good facilities, including a good Sixth Form Centre with state of the art study facilities; ten well equipped Science laboratories and a purpose built theatre, a dance studio and music suite. Considerable refurbishment has taken place over recent years, with work still on-going. The school is well resourced with IT equipment. There is currently a new build project which you will see if you visit - this will be a new Humanities Block and swimming pool and is therefore a joint enterprise between Leisure and Education.

The school's sports facilities are used as a local Leisure Centre, which serves the community in the evening, but which is part of the school during the day. It comprises 4 squash courts, a sports hall, a gymnasium, a multi-purpose sports hall, a fitness training room and a floodlit play area.

School Vision and Aims

We will provide high quality education with character: inspiring our young people, keeping them safe, and preparing them fully for life in the modern world. The Strategic Goals for the School are to:

- Further improve the quality of teaching and learning across the school so that all pupils receive an entitlement to excellence and to education with character
- Establish a curriculum that best meets the needs of every single pupil
- Develop high quality assessment, tracking and intervention systems to maximise the attainment and achievement of every pupil
- Ensure all pupils are safe, healthy and happy, and have the skills and qualities needed to thrive in modern Britain
- Develop leadership opportunities for all members of the school community, and ensure that our staff are fully developed as professionals in order to best meet the school's vision.

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School Ethos

We expect our staff to:

- Play a full part in the life of the school community, supporting its distinctive vision and ethos and leading staff and pupils in doing the same
- Actively support the school's corporate policies and aspirations
- Adhere to the staff professional code of conduct as developed collectively by staff
- Comply with the school's Health and Safety Policy and undertaking risk assessments as appropriate
- Check emails on a daily basis to keep up to date with issues communicated within the school.

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

Job description

Job title	Head of Year (HOY)	Salary Range	TLR 1B - Years 7-11 TLR 1A - Years 12-13
School	Wanstead High School		
Reports to	SLT Line Manager		
Responsible for	Year 7-11 - moving up with year group		

Characteristics of Leaders at Wanstead

Our work is led by our values and beliefs that tie in with the school vision. We are solution-focused, own our own workload and do not wait to act. We are inspired by our purpose to improve the life-chances of our most vulnerable pupils, create genuine education with character and to develop new expertise in our teachers and ensure all teachers improve.

We build relationships into our work, give to others readily and use other strengths alongside our own, to have greater impact in our work. We are inspirers and facilitators of our teams; able to influence and advocate. We see the big picture and strive for collaboration across the school.

We are independent thinkers, willing to speak out to challenge others and any views or actions that are inconsistent with our shared aims and values. We are able to take decisions despite ambiguity and are resilient and persistent in the face of challenge.

We **expect the best from people and do not prejudge**; we value quality work, tangible results and feedback to inform continuous improvement.

We are able to recognise the limitations of ourselves and our work and strive for improvements. We are flexible in our thinking, willing to be proved wrong and able to plan for strategic changes, prioritised over short term shallow goals

We are able to be challenged and to learn from experiences and interactions. We are aware of and respectful of others' experiences, insight and knowledge and constantly look to recognise unconscious bias.

Job Purpose

- To ensure that pupils are supported to 'be the best they can be' in all aspects of school life and they embrace the vision of 'education with character'
- To raise standards across the year group resulting in high levels of engagement and success in school (as measured in progress and attainment data, high attendance and low levels of internal/external exclusions)
- To ensure the year group is compliant with all the school's policies and systems

All teachers at Wanstead High School are expected to uphold the highest professional standards, the school vision and ethos on a daily basis through their professional conduct.

All teachers' job descriptions define the responsibilities of the postholder as being:

- Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the School Teachers' Pay & Conditions Document (STPCD)
- To comply with Health and Safety at Work Legislation

Head of Year/s (HOYs), in conjunction with Curriculum Team Leaders, the Senior Leadership Team and the Headteacher are responsible for the general good order and discipline of the school, and in the implementation of the School Improvement Plan (SIP) and all policies.

All staff are expected to have a clear understanding of the vision, aims, and ethos of the school, and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of the school are seen as inter-related.

Main Responsibilities for Head of Year/s

- Implementing the school's vision and ambition for improvement through the implementation of the School Improvement Plan (SIP)
- Producing a self-evaluation report including analysis of data and attend annual and bi-annual review meetings
- Creating an ambitious ethos for the year group and celebrating success
- Analyse data and ensure equality of opportunity across key groups by working with stakeholders as appropriate to support progress
- Planning and implementing an effective quality assurance programme across the year group including learning walks, pupil voice, book looks
- Analysing participation of all pupils and ensuring equality of opportunity such as pupil leadership
- Having a visible presence around the school during the day, and supporting with movement around the school
- Supporting the management systems of the school by undertaking duties in line with the role, including before and after school duties, being part of the on call rota or other behavioural strategies
- Managing a team which we hope to include a Pastoral Support Assistant and HLTA
- Leading strategies to increase parental engagement with support from pastoral staff
- Leading Educational Visits to support the year group
- Ensuring that successes within the year group are recognised and promoted in school marketing
- Leading on Parent Evening and other Information Events as part of directed time
- Being responsible for Health and Safety within the year group area, including Fire Evacuation
- Planning, managing, monitoring and account for any budget for the year group

Quality of Education

- Line managing tutors, and ensuring that the tutor programme is well delivered
- Ensuring all tutors participate in the appraisal process, and contribute in setting appraisal targets linked with their pastoral role
- Ensuring that all tutors within the year team effectively implement school policies and procedures
- Supporting, developing and enhancing the tutoring practice of all others working within the year team
- Leading year team meetings
- Leading the assembly programme (with support from Head of PSHCE) with an emphasis on SMSC (Spiritual, Moral, Social and Cultural Understanding), careers and delivering effective and impactful whole school assemblies
- Leading on planning and resourcing tutor time activities within an identified Scheme of Work
- Monitoring Google Classroom and using this as a tool to promote greater engagement

- Contributing to Pupil Passports and attend EHCP meetings as appropriate
- Feeding back and supporting staff with seating plans in Class Charts
- Leading on appropriate trip and enrichment offers for each year group including supporting the Pupil Pledge in Key Stage 3
- Ensuring Unifrog/Skills Builder or equivalent platform is used appropriately and use the information to support the year group and ensure equality
- Promoting literacy and numeracy and other skills through a year group approach with support of other key staff with responsibility in this area— this may include Accelerated Reader, Revision/Study Skills depending on the year group

Behaviour and Personal Development

- Ensuring high standards of behaviour and implementing the school Behaviour Policy as appropriate
- Monitoring and delivering effective behavioural responses including leading the whole school approach to consistency, ownership and reducing exclusions
- Leading on the rewards strategy for your year group
- Ensuring that behaviour is monitored and strategies implemented across the year group;
 identifying and addressing patterns at an individual, department or whole school level
- Leading a highly vigilant approach to safeguarding across the year group and be available to respond to safeguarding concerns when directed by the DSL/DDSL
- Ensuring pupils are given every opportunity to get involved in pupil leadership activities
- Monitoring, intervening and leading on attendance and punctuality strategies within the year group with the support of the relevant pastoral staff
- Using KPI data to identify key development needs for the cohort and to plan specific interventions, enrichment opportunities or external workshops to address those needs.
- Working with the Pastoral Support Assistant and directing the allocated time to support pupils in the year group
- Liaising with pastoral staff including attending relevant meetings (such as Social Inclusion and Pastoral Strategy Meetings) to ensure pupils' needs are met either within the school or with the support of outside agencies
- Referring pupils to relevant staff such as the EWO, Home School Worker, Pastoral Manager or SENDCO when appropriate
- Managing the process of IEPs, BSPs and PSPs for pupils in liaison with the Pastoral Manager and other members of staff, including School Leaders.
- Attending any relevant post-exclusion, Governor behaviour Meetings, GDC meetings as required
- Making referrals to and engaging with external services where required
- Identifying pupils who may benefit from Early Intervention both in house and externally
- Admissions- completing admissions interviews and relevant paperwork and ensuring pupils settle well.

Narrowing the Gap

- Raising standards of pupil progress and attainment within the year group, ensuring equality
 of opportunity for all, and to monitor and support pupils' progress
- Interpreting data for the year group to assess pupils progress and attainment put necessary
 actions in place including developing a clear action plan/review after each data drop and
 disseminating this to Line Managers or other School Leaders responsible for progress
- Liaising with DLs or other TLR post holders about intervention/support required
- Being responsible for monitoring progress and outcomes across the year group, and lead intervention strategies where required, analysing the impact of these
- Monitoring progress by key groups, and ensuring strategies are in place to ensure gaps are closed

Specific Additional Responsibilities for Each Year Group – this is not an exhaustive list but highlights the main activities

Year 7

- Leading on primary schools links (with the support from a School Leader) with an emphasis on promoting the school to prospective pupils with a particular focus on year five pupils
- Supporting with the Open Evening
- Lead on the transition of pupils from primary to secondary school working with key post holders to ensure a seamless transition
- Planning and implementing an effective changeover of pupils whom have differing needs and ensuring these needs are met
- Ensuring all relevant safeguarding and key information is transferred and disseminated to relevant staff ie pupil profiles or safeguard
- Working closely with the SENCO to support those transitioning with SEND
- Visiting and liaising with local feeder schools and conduct information gathering to prepare the school
- Leading an induction programme for year 6 pupils
- Planning and lead settling in activities including a residential experience
- Leading on end of year celebrations

Year 8

Ensuring Year 8 does not become a lost year by a focus on pupils:

- Consolidating their Year 7 learning
- Ensuring they can meet the challenges of more complex learning
- Taking greater personal, social and leadership responsibility
- Developing critical thinking skills
- Considering and learning about possible career paths
- Leading on end of year celebrations

Year 9

All of the responsibilities of Year 8 as well as:

- Leading and managing the Options process with the support of the relevant Senior Leader
- Managing transition to Key Stage 4
- Leading on end of year celebrations including an Academic Achievement Event for end of Key Stage

Year 10

- Ensuring pupils begin GCSE and vocational courses successfully
- Managing any changes to Options within half-term one
- Attending RAP meetings
- Leading parent meetings with pupils who are below targets in multiple subjects
- Supporting with EAA applications and identification

Year 11

- Raising attainment and progress across Year 11
- Marketing Sixth Form and ensuring an appropriate curriculum is on offer with relevant senior and middle leaders
- Managing pathway for pupils including transition to our Post 16 including organising transition activities
- Marketing Sixth Form and ensuring an appropriate curriculum is on offer with relevant senior and middle leaders
- Supporting the Exams and assessments team
- Playing a key part in organising Results Day and post 16 enrolment
- Attending RAP meetings
- Leading parent meetings with pupils who are below targets in multiple subjects
- Supporting with EAA applications and identification
- Leading on end of year celebrations including an Academic Achievement Event for end of Key Stage

Year 12

- Supporting the application and enrolment programmer for post 16 pupils
- Ensuring Unifrog continues is used appropriately and use the information to support the year group and ensure equality
- Working with the Careers Lead and mentor to coordinate work experience
- Leading the process of personal statements and UCAS preparation
- Attending RAP meetings
- Leading parent meetings with pupils who are below targets in multiple subjects
- Supporting with EAA applications and identification

Year 13

- Co-ordinating the UCAS process with the Head of Sixth Form
- Ensuring Unifrog continues to be used in Year 13 to support with next steps and ensure equality
- Co-ordinating the reference process for pupils for the next steps of their journey
- Attending RAP meetings
- Leading parent meetings with pupils who are below targets in multiple subjects
- Supporting with EAA applications and identification
- Leading on end of year celebrations

Appraisal & Continuous Professional Development:

- Ensuring adherence to the Teacher Standards
- Participating in any arrangements within an agreed national framework for the appraisal of her / his performance and that of other teachers.
- Reviewing from time to time her / his metDLs of teaching and programmes of work.
- Participating in arrangements for her / his further training and professional development as a teacher.
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her / his supervision and training.
- Working towards meeting of Threshold Standards or UPS standards, where relevant.
- Undertaking any reasonable direction from the Headteacher.

Safeguarding

To ensure the safety and wellbeing of pupils in line with:

- The DFE Teachers Pay and Conditions Document.
- The school's Safeguarding Policy.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties or teach additional subjects as required by the service.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Name of post holder:	Date

Signature:

Person specification - HOY

Person specification - HOY				
Essential	Desirable			
Qualifications				
 QTS or QTLS Degree in the relevant subject or subjects, preferably at 2.1 or above 	Evidence of recent professional development appropriate to the role			
Experie	ence			
 At least 2 years relevant, recent experience teaching in a 11-18 school, including post 16 teaching Evidence of working as a successful tutor and being involved in the pastoral life of pupils as well as working successfully with parents Evidence of working successfully with colleagues and schools to develop best practice Proven record as a good/outstanding teacher Experience of robust self-evaluation and development Evidence of contribution to successful improvement strategies that have an impact on narrowing the gap 	Evidence of delivering successful whole school CPD in the relevant area			
Skills, Knowledge and Understanding				
A good knowledge and an awareness of developments in the National Curriculum	A sound understanding of the processes of school improvement			

- and other statutory requirements at all key stages
- A good understanding of behaviour management techniques and impact in this
- A commitment to the highest standards of attendance and punctuality and evidence of impact on this area
- An unrelenting and competitive approach to ensure all pupils are the best they can be
- Proven administrative and organisational skills including verbal and written skills
- Ability to maintain clear and comprehensive records
- An awareness of the range of strategies to address the differing needs which exist in the mixed ability classroom
- A knowledge of the different staff in schools and external agencies that can support young people and some experience in this
- An understanding of Rosenshine's principles and the impact on progress and achievement
- A familiarity with IT, educational software for use with interactive technologies and an ability to use it effectively to fulfil data input

A sound understanding of trauma and attachment theory

requirements A commitment to raising achievement and experience of devising and implementing successful strategies in order to do this An understanding of the principles involved in being a successful leader as well as team member **Personal Qualities** A 'visible' leader, with a whole school presence, who has the ability to relate well to people at all levels Ability to inspire, advocate, influence and facilitate our teams A solution focused approach The confidence to lead inspiring assemblies and parent events Capacity to develop as a leader including designing and developing resources to support learning A decision maker who takes permission to lead An expectation of the best from people and a lack of pre-judgement Willingness to coach other staff so that their classroom practice develops An ability to maintain professional integrity even when under pressure An ability to show resilience and flexibility in a rapidly changing educational landscape Reliability, honesty and trustworthiness, demonstrating the highest professional standards Ability and confidence to communicate effectively both verbally and in writing An understanding of the importance of emotional intelligence in managing oneself and others Safeguarding Motivation to work with children and young people. The ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours

Job description

Job title	Teacher	Salary Range	MPS/UPS - Outer London
School	Wanstead High School		
Reports to	Curriculum Team Leader		
Responsible for	Teaching and Learning of subject area to KS3-KS5		

Main Responsibilities

Specific

To take responsibility for the efficient and effective delivery of a subject area or Key Stage within the department under the direction of the appropriate Curriculum Team Leader:

- ensuring the curriculum meets the needs of learners;
- coordinating and writing schemes of work;
- leading teaching and learning development.
- To keep up to date with national developments in the subject area and teaching practice and methodology and respond to curriculum development and initiatives at national, regional and local levels.

Teaching and Learning

In accordance with the current DFE Teachers' Pay and Conditions Document you will:

- Carry out the professional duties of a teacher as circumstances may require under the reasonable direction of the Headteacher.
- Perform, in accordance with any directions, which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.
- Teach lessons across the key stages, using CPD and appraisal to ensure you grow and develop year on year.
- Deliver high quality lessons in accordance with the school's Teaching and Learning policy
- Know your class and ensure adaptive teaching to meet the needs of the classes.
- Mark and feedback in a variety of ways in line with the department's school's policy, including a move towards more 'live' assessment..
- Develop and prepare appropriate resources for all levels of ability in agreement with departmental and school policies.
- Contribute to the development of the curriculum and be able to understand and talk passionately about why pupils are learning what they are.
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- Undertake any forms of quality assurance used across the department and school and use feedback to promote your development and that of the team.
- Contribute to intervention and/or extracurricular activities organised by the department team.
- Help supervise the teaching areas creating high standards and a consistent ethos in line with school policy
- Allocate resources, and to undertake the various administrative tasks required.
- Be responsible to the appropriate Curriculum Team Leader.

- Within the department, implement developments to raise standards in line with the School Improvement Plan.
- Ensure the Department Improvement Plan is successfully implemented.
- Play a full role in the school's pastoral system as a tutor.
- Contribute fully to the achievement of the aims and ethos of the school.

Safeguarding

To ensure the safety and wellbeing of pupils in line with:

- The DFE Teachers Pay and Conditions Document.
- The school's safeguarding policy.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties or teach additional subjects as required by the service.

Name of post holder:	Date:
Signature:	

Person specification - Teacher

Essential	Desirable			
Qualifications				
 Degree in the relevant subject or subjects, preferably at 2.1 or above Relevant teaching qualifications Evidence of continuing professional development 				
Teaching and Learning				
 High quality teaching skills Evidence of very good examination outcomes for classes taught Experience of adaptive teaching leading to narrowing the gap for groups of learners A clear understanding for assessment for learning 	Ability to use data effectively to evaluate pupil teaching group progress and achievement			
Personal Qualities and Skills				
 An optimistic and solution-focused approach Evidence of high-level communication skills with the ability to communicate effectively with a variety of audiences. The ability to build productive professional relationships with pupils, staff and parents. An ability and evidence of a willingness to empathise and listen, and to be self-critical and reflective. Enthusiasm, hard-work, integrity, creativity, flexibility and resilience. An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education. 				
Safeguarding				
 Motivation to work with children and young people. The ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience to meet the demands of working in a busy school with many children, some with diverse needs. 				