



**ACHIEVEMENT LEADER
(HEAD OF YEAR)
APPLICATION PACK**

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Letter From the Headteacher

Dear Applicant

Thank you for your interest in the post of Achievement Leader. This is an excellent opportunity for the right person to join Willowfield at an exciting time. You will find further information about the role attached to this letter.

It is my great pleasure to welcome you to Willowfield school.

Willowfield school exists to serve children. Children get one chance at education and it is our responsibility and privilege to ensure the educational experience for all children is rich and rewarding. Children come to Willowfield and are given excellent pastoral care, feel happy, are safe, experience an excellent curriculum and leave us ready to embrace their futures. We develop our children as confident, capable, curious and compassionate young people who are eager to embrace change and challenge.

Willowfield is very proud to have been serving our community; educating, and caring for children for over 100 years. Willowfield is a happy, oversubscribed and financially secure school doing great work – as was so clearly identified in the October 2021 OFSTED inspection. Such is our popularity that we are expanding over the next few years and have an exciting building project which will provide us with even more exemplary facilities.

Willowfield is characterised by great relationships, every member of our community is part of the Willowfield family. The school ethos and values are centred on developing our young people as great citizens and this infuses the whole curriculum and learning experience. We have a happy, dedicated, and excellent staff team who work tirelessly for our children. We have strong partnerships with local schools and colleges and are involved in many community projects.

We are a mixed 11 to 16 comprehensive school within the London Borough of Waltham Forest. Willowfield is a truly inclusive and international multicultural school. There are around 50 different languages spoken in the homes of our children. We serve a diverse community and are a committed equal opportunities employer.

I hope that this information is helpful but if you would like to find out more before applying, informal school visits are warmly welcomed and encouraged. To make an appointment please contact us on 0208 527 4065 or by e-mail at: recruitment@willowfield-school.co.uk. If you decide that you would like to take your interest further, then I look forward to reading your application. Applications consisting of a fully completed application form (CVs will not be accepted) and a covering letter should be submitted by noon on 12th May 2024. If you are successful in being selected for interview, references will be requested immediately. All applications will need to be sent to recruitment@willowfield-school.co.uk.

Candidates should note that as Willowfield School is committed to Safer Recruitment practices and procedures, online checks will be carried out on all applicants and shortlisted applicants will be questioned about their commitment to the safeguarding and promotion of the welfare of young people.

Yours faithfully,
Rebecca Linden
Headteacher

Vision, Values and Ethos

At the end of the Willowfield experience, we want our students to be able to compete with anyone, anywhere, professionally and personally, in the world that is their future.

- Our school is a safe, happy, exciting place - a vibrant learning hub at the heart of its community.
- We are driven by the belief that schools exist for children, our students are at the core of everything we do. We are committed to nurturing and challenging them, so they thrive and flourish, making great progress as learners and as people.
- Great lessons, complemented by enriching experiences beyond the classroom, challenge and inspire everyone to do the best they can. We are ambitious and aspirational, inspired by the belief that our students will achieve the most amazing things.
- We celebrate our wonderfully diverse school community and embrace the opportunities available in the greatest international city.



- Success at all levels is celebrated and we intervene immediately when students are not reaching the heights they should. Time is precious, a culture of healthy vigilance ensures we never overlook underachievement.
- Some students face significant barriers, but this is not used as an excuse for underachievement, we endeavour to understand and support so that these barriers are overcome.
- All members of staff are on their own learning journey and are committed to growing and nurturing all in the school community, thereby creating a great learning culture. We are reflective, outward facing professionals committed to continually improving the Willowfield experience.
- Everyone in the school is proud to be at Willowfield and work together to contribute to the great community that is Willowfield.
- Our young people develop into great citizens able to play a full, positive, and productive part in twenty-first century society

About the School

Willowfield is a happy, successful, expanding and oversubscribed mixed 11 to 16 community school.

Willowfield has been proudly serving the local community since 1903 and we are delighted to continue to provide a great learning experience for the young people of our community. Our vision is based on inspiring, challenging and supporting every student to be the best they can be.

Willowfield students build on their strengths and overcome their personal barriers, enabling them to compete with anyone, anywhere, as successful, confident, well-rounded citizens able to shape the future and make a difference.



*“ Pupils enjoy their
education at
Willowfield School. ”*

- Ofsted, 2021

We are proud to be a local community school that gives our students the best possible start in life. Our school community is amazingly diverse with more than 50 home languages spoken. Our inclusive ethos is characterised by a striking culture of mutual respect and support. We have strong partnerships with local schools and colleges and are involved in many community projects. Students from a wide range of backgrounds are welcomed and flourish within a safe and caring environment. We plan learning experiences that closely meet their needs and excite them. Their views on teaching and their learning are listened to, and we act on these to continuously improve our provision.

There is a broad and interesting extra-curricular programme on offer to all students. Students are encouraged to engage and explore, and our Artsmark Award reflects the range and quality of creative activities they can access. There are many opportunities to take on responsibility and we have an active student leadership team who play a real role in helping shape the direction of the school. Our partnerships with parents and carers are key to the happiness and success of our students. We value highly the support we receive from our parents and carers, and pride ourselves on the work we do with them to keep their children safe, happy and achieving well.



We celebrate success and ensure that parents and carers are kept informed about their child's progress throughout their time with us. Sometimes students need some additional support to flourish and manage themselves effectively and we are committed to working closely with students and their families to develop strategies to help them fulfil their potential, overcoming any challenges to their happiness, learning and progress.

“ Thank you Willowfield for going above and beyond to help my child – I see teachers at the gate every day and I know they care about my child. ”

- Parent



The school is in Walthamstow, a vibrant and diverse area in north east London in the London Borough of Waltham Forest. Historically Walthamstow was a rural village, but it grew rapidly during the 19th and 20th centuries due to the expansion of London's railway network. Today it is a bustling urban area with a rich culture and artistic scene as well as plenty of green spaces and local amenities. In recent years it has undergone significant redevelopment including the opening of a new cinema complex and the regeneration of several public spaces.


Transport links are excellent, with the school being just a few minutes' walk from Blackhorse Road Underground Station on the Victoria Line. This line runs from Brixton in south London to Walthamstow Central through four major transport hubs: Vauxhall, Victoria, Euston and Kings Cross. Blackhorse Road is also on the London Overground orbital railway.

Key Information

Status	Community School
Last Ofsted	October 2021
Ofsted Judgement	Good
Forms of Entry	7 forms of entry from 2021
Year Established	1903
Type of School	Comprehensive, coeducational
Local Authority	London Borough of Waltham Forest
Age Range	11 to 16
Number of Students on Roll	952
% of SEND Students	20%
% of EAL Students	35%
% FSM Students	27%
% of Pupil Premium Students	34%
School Website	www.willowfield-school.co.uk



What People Say About Our School



“ I love that in the school there’s a lot of teachers who can help you at any time. Willowfield is a good school that gives us a good education, letting us get the grades we want. ”

- Year 11 student

"Leaders often go the extra mile to make sure that vulnerable pupils benefit from the opportunities provided by the school." - Ofsted, 2021

"Pupils behave well. Pupils know what is expected and follow the school’s rules. They move around the school calmly and sensibly." - Ofsted, 2021


"Willowfield is special because of the people in it. There are so many diverse individuals in this school." - Year 7 Student

"What strikes any visitor to Willowfield is the strong sense of community: the team-work of staff; the harmonious relationships between staff and students; the way younger and older students listen to one another’s views."

- Roy Blatchford CBE, 2019

"My teachers and my friends help me change myself for the good. Our school is very supportive of our needs."

- Year 11 Student



“ The school have been really welcoming and supportive and my child is happy which above all is what any parent wants for their child. ”

- Parent



Achievement Leader Job Description

Reports to: Assistant Headteacher

Pay Scale: S01 £35,577 - £36,567 + Honorarium (£11,401 Equivalent to a TLR 1b)

Actual Pay: £31,672 - £32,553 (Term time Plus 10 days) + Honorarium (£11,401 Equivalent to a TLR 1b)

Disclosure level: Enhanced DBS with barred adult and child lists

Responsible for:

Supporting students, intervening promptly as appropriate, to enable all students within the designated year group to enjoy a happy, safe school experience and make the best possible progress.

Job Purpose

- Work closely with the SLT line manager to actively promote and realise the ethos, aims and objectives of the year group in line with school priorities.
- Help all students in the year group make progress and achieve outcomes/standards that represent their maximum potential.
- Use data and other sources of information to track and identify underachieving students, planning and implementing intervention plans to support improvement.
- Model vigilance and high-quality care to promote effective safeguarding.
- Liaise with other key staff to help students behave well, attend regularly, be punctual and remain safe.

These responsibilities apply to all Achievement Leaders. In addition, there are specific tasks allocated which are relevant to particular year groups.

Main Tasks

Impact on educational progress, working with relevant professionals within the year team and across the school:

- Monitor student progress against targets, intervening as appropriate.
- Analyse and interpret data in order to plan or evaluate actions and interventions.
- Monitor student's attendance, behaviour and progress.
- Lead the team in developing evaluation strategies that contribute to overall school selfevaluation.
- Plan and implement improvement strategies.

Lead, develop and enhance the work of others to promote progress and safeguarding, working with relevant professionals within the year team and across the school:

- Maintain personal expertise and share this with other staff.
- Act as a role model of great professional practice across every facet of their work.
- Monitor and evaluate standards, identifying areas for improvement.
- Plan and implement strategies to improve learning where needs are identified.
- Induct, support and monitor new staff.
- Act as a performance management team leader for identified staff.

Accountability for leading, managing and improving student progress, working with relevant professionals within the year team and across the school:

- Monitor student progress against targets, intervening as appropriate.
- Identify relevant school improvement issues.
- Co-ordinate CPD needs and opportunities.

- Evaluate the impact of all improvement activities on student experience & outcomes.
- Provide the Headteacher and SLT with timely data and other information as appropriate.

SPECIFIC RESPONSIBILITIES OF ACHIEVEMENT LEADER

Leadership and management

- Be a proactive leader of a team of tutors working to achieve the best for all students in the year group.
- Monitor the work of the form tutors.
- Identify individual and team professional development needs.
- Ensure form tutors are consistently implementing whole school policies relevant to their role and that they are kept up to date on any emerging changes to school policy.
- Ensure form tutors run tutor group sessions effectively with a focus on student progress.
- Ensure tutors establish positive and proactive links with parents and carers, taking responsibility for their attendance at parents' evenings.
- Hold regular, minuted year team meetings to deal with matters related to the year group as set out in the school calendar.
- Actively participate in Pastoral Leaders meetings and be involved in decision making and policy development across the school.

Student progress

- Analyse and interpret data concerning the prior and current levels of progress of all students in the year group.
- Monitor progress of all students in the year group, working with tutors to ensure that students are supported and underachievement is challenged.
- Lead on appropriate and impactful intervention strategies to improve progress and engagement.
- Guide students through choices regarding educational pathways appropriate to their stage and age, including the identification of students who would benefit from acceleration or support.
- Prepare students for internal and external examinations and assessments as relevant to their stage and age.
- Monitor other indicators of student progress such as home learning, quality of class-work etc as set out in the Quality Assurance Policy.
- Operate the agreed rewards system to encourage student progress.
- To lead student review processes in the year team, including academic mentoring and individual student next steps.

Student guidance and support

- Promote pride in Willowfield School and its ethos.
- Create and maintain a year identity and engagement.
- Holding regular year assemblies that develop students' social, moral, spiritual and cultural Awareness.
- Liaise with other schools regarding student transfers, ensuring that new entrants to Willowfield are warmly welcomed and appropriately placed within the curriculum.
- Monitor indicators of student well-being in the year group (such as attendance, punctuality, behaviour and bullying) ensuring appropriate actions are taken in line with school policy.
- Establish positive and proactive links with parents and carers including taking responsibility for the organisation of and attendance at parents' evenings.
- Ensure all members of the year team are up to date and familiar with policies and procedures relating to safeguarding and child protection.
- Liaise with outside agencies and external support services to ensure all students receive the guidance and support they require.
- Liaise with other post-holders in the school with specific responsibilities for the achievement of groups of students e.g. SENDCO to ensure that all students receive appropriate guidance and support where required.

- Encourage and enthuse students in the year group to actively participate in the life of the school, taking advantage of the responsibilities offered and valuing the opportunities provided to express their views on school issues.

School Improvement

- Contribute to the development and review of the School Development Plan (SDP).
- Compose and monitor implementation of the Year Improvement Programme (YIP).
- Ensure that that SdP/YIP remain live and relevant across the Year group thought the year.
- Take responsibility for identifying areas for personal and institutional development that will lead to improvements in student achievement.

Accountability

- Attend meetings and contribute to the teamwork of the Pastoral Team.
- Ensure that minutes of year team meetings are circulated to all relevant stakeholders.
- Provide reports and information to SLT and Governors as required.
- Participate in performance management and appraisal as required.
- Hold subject teachers accountable for the quality of teaching and learning in the year group and use this to develop an accurate cross-curricular perception of the student experience.
- Maintain student files and other appropriate records, providing information for external agencies relating to members of the year group.
- Ensure safe practices are understood by and all within your year group, including safeguarding, off site visits and health and safety policies.