



**Lord Grey
Academy**
Lord Grey Can

www.lordgrey.org.uk
Tel: 01908 626110 Fax: 01908 366139
Email: enquiries@lordgrey.org.uk
Associate Principal: Mrs Samantha Satyanadhan
Vice Principal: Mr Rob Page
Executive Principal: Mr Jim Parker
CEO Tove Learning Trust: Dr Jamie Clarke

ASSISTANT HEAD OF YEAR

PERMANENT

Support Staff Role

37 hours per week, 39 weeks per annum

(38 term time weeks and 5 training days)

8.30am – 4.30pm Monday to Thursday / 8.30am – 4pm on Fridays

Tove Pay Scale Band H (£27,334 - £30,825)

Pro rata actual annual salary £23,474

We require an enthusiastic, energetic and dedicated Assistant Head of Year as soon as possible. The successful candidate will support, complement and work alongside the Head of Year at Lord Grey Academy. Together with the Head of Year you will work with our students to overcome barriers to learning and support good attendance and behaviour.

The successful candidate will be child centred and able to form excellent relationships with students, staff and parents. You will be highly professional, dedicated and well organised. You will be able to balance your role in the school. You will have good organisational, ICT and administrative skills. The successful candidate will be highly supportive of their Head of Year and will be focused on motivating students to believe in the School ethos.

The Assistant Head of Year will also take on a secondary role in school either as a staff member of the ISR room (Internal Suspension Room) 2 Periods every day, or as a Cover Supervisor supervising students in lessons when the teacher is absent. Assistant Heads of Year can cover up to 12 lessons per week.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Wednesday 4th September 2024. Interviews to be held week commencing 9th September 2024.

Only successfully short listed candidates will be contacted.

Join an Academy part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. We achieved our GOOD OFSTED status in Summer 2022. Since then we have gone from strength to strength with improving GCSE and level 3 results; a football partnership with Paris St- Germain and winners of MK Inspiration Awards 'Inspiring Secondary School' 2023 and MK Educations Awards 'Secondary School of the Year'; 'Maths Team of the Year' and 'Lifetime Achievement Award' November 2023. The right candidate will join us on our exciting journey and enable us to continue to provide a great education for our amazing students as we prepare them for adult life. We have a strong collegial team who create a real atmosphere of collaboration and community who embody - Lord Grey Can!

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies

that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.

