



Lord Grey Academy
Lord Grey Can



ASSISTANT HEAD OF YEAR

Permanent

Required for as soon as possible

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”

Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children 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 children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science,

Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Medicash - Health Cash Plan:
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

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



Lord Grey Academy

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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy school environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff through the GROW model.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.



Advertisement

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, Point 14 - 21 (£29,540 - £33,143)

Pro rata actual annual salary £25,407 per annum

We require an enthusiastic, energetic and dedicated Assistant Head of Year to start 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, support behaviour and good attendance.

The successful candidate will demonstrate a steadfast, child-centred approach, possessing the interpersonal acumen to cultivate exceptional relationships with pupils, colleagues, and parents alike. We are seeking a dedicated professional who maintains the highest standards of integrity and organisation, with a proven ability to balance multifaceted responsibilities within a dynamic school environment.

Equipped with strong administrative, ICT, and organisational competencies, you will provide proactive support to your Head of Year. You will be instrumental in fostering a positive atmosphere, consistently motivating students to embody and champion the core values of the school ethos, "The Lord Grey Way".

A fundamental priority of this post is the delivery of high-impact behavioural support and student supervision. The Assistant Head of Year will dedicate their time to the operational management of the Reflection Room or Internal Suspension Room (ISR), ensuring these environments are conducive to restorative practice and academic focus. Furthermore, you will serve as a primary responder for the school's On-Call system, providing immediate assistance to staff and maintaining a calm, purposeful atmosphere across the site. Through these central duties, you will play a vital role in upholding the school's behavioural expectations and supporting pupils in making positive choices.

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

Please note the application form and information for candidates booklet are available on the right hand side of the above link. 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 Monday 18 May 2026. Interviews will be held on Friday 22 May 2026.

Only successfully short listed candidates will be contacted. CVs will not be accepted.

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



JOB DESCRIPTION - ASSISTANT HEAD OF YEAR

Role:	Assistant Head of Year
Responsible to:	Head of Year
Based at:	Lord Grey Academy
Hours:	37 hours per week, 39 weeks per year
Grade:	Grade H, points 14 to 21

Job Context

Lord Grey Academy is a secondary Academy with approximately 1450 students and 190 staff. The Assistant Head of Year will be responsible for providing support to the Heads of Year in ensuring the progress, achievement and involvement of students in all aspects of school life and in ensuring that students display Lord Grey Academy values, understand our ethos and follow the Lord Grey Way. As part of their role the post holder will be required to take on oncall responsibilities.

A central priority of this role is the delivery of high-impact student management and pastoral care. Working in close partnership with the Head of Year, you will identify and mitigate barriers to academic achievement through early intervention and robust home-school partnerships. A significant portion of your daily remit involves maintaining a high-profile presence across the Academy, leading the operational management of the Reflection Room or Internal Suspension Room (ISR), and serving as a primary responder for the On-Call system. You will act as a vital link between the school and parents to ensure high expectations are met, student wellbeing is safeguarded, and the school's behavioural expectations are consistently upheld.

Key Responsibilities

- **Support for Head of Year and Form Tutors** - working closely with the Head of Year and form tutors to ensure that any issues that may lead to academic underachievement of students are identified quickly and early, and appropriate interventions are put in place.
- **Student Progress, Guidance and Care** - ensuring the progress, achievement and involvement of students in all aspects of school life, setting high expectations and seeing that they are met. Support student learning by bringing the school, the parents, and, on occasions, outside agencies together in the best interests of the students.

Job Description

Responsibility Area 1 - Support for Head of Year and Form Tutors

1. Support the Head of Year in developing a highly effective team of tutors to support students' learning.
2. Support the Head of Year in fostering a positive culture of praise
3. With the Head of Year, create a positive culture of praise and recognition of achievement.
4. You will assist in planning and delivering assemblies, presentation events, and inter-year activities that promote school values.
5. Arrange and promote activities within the Year including charitable and fundraising activities.
6. Contribute to the planning of a programme of inter-Year activities.
7. Contribute to the planning of a structured five-day tutor programme, ensuring that form tutors have the necessary resources to support student achievement and character development.
8. Support the tutor team to ensure that tutors fulfil their role in supporting excellent student achievement, attendance and behaviour.
9. Ensure that safeguarding and child protection remain the absolute priority in all actions.
10. Promote and maintain high standards of behaviour within the year group so that learning is undisturbed, effective and leads to excellent progress being made.



Responsibility Area 2 - Student Progress, Guidance and Care

1. Support the Head of Year in monitoring the progress of individual students.
2. Use data and other assessment information to review the performance and expectations of students, maintaining a productive dialogue with the students about their progress.
3. Support the Head of Year in planning intervention strategies with appropriate liaison with internal colleagues and external agencies.
4. You will work with the Raising Standards Leader (RSL) to implement intervention strategies that overcome barriers to learning and celebrate student success.
5. Working with the Raising Standards Leader (RSL) promote high levels of academic achievement, monitor the progress of students, celebrate their successes and work with relevant stakeholders and agencies to overcome barriers to learning.
6. The Assistant Head of Year will work collaboratively with the Head of Year and wider Pastoral Team to safeguard students' wellbeing.
7. Monitor attendance and punctuality, school uniform and equipment.
8. Monitor individual student performance using data and assessment information.
9. You will liaise regularly with the Attendance Officer and parents to improve punctuality and ensure adherence to uniform and equipment standards.
10. Conduct morning investigations into attendance concerns for assigned year groups.
11. You will maintain detailed records of student behaviour, manage individual behaviour plans, and ensure regular, professional communication with parents.
12. Make contact with parents regularly to discuss student progress and issues including behaviour.
13. Develop close partnerships with parents to ensure that the home/school partnership is strong and supports excellent student achievement, attendance and behaviour.
14. Support the weekly assembly programme by setting high expectations of behaviour and routine, supporting visiting speakers, encouraging tutor group presentations and promoting Lord Grey values.
15. Attendance for two year groups in the morning to investigate and chase attendance or support ISR or support oncall for the academy.
16. Maintain a high-visibility presence during social times and throughout the school day.
17. Carry out duties, refocus and on call as per the rota.
18. You will manage the Reflection Room and ISR as per the rota, providing immediate support via the On-Call system to ensure a calm and purposeful learning environment.

Other duties or responsibilities

1. Be involved with the Transition process.
2. Represent the school at Open Evenings.
3. Help to organise parent information events.
4. Undertake such duties as may from time to time be reasonably assigned by the Principal.
5. Be flexible in your role in emergency situations.
6. To ensure the effective implementation of the school's policies, including the Equalities Policy, Safeguarding and Child Protection Policy.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Signed _____

Date _____



PERSON SPECIFICATION

Experience	Essential	Desirable	How evidenced
Experience working with children of relevant age in a learning environment	✓		A I R
Experience in a large secondary school		✓	A I R
Knowledge	Essential	Desirable	How evidenced
Can use ICT effectively to support learning	✓		A
Full working knowledge of relevant policies/codes of practice/legislation		✓	A I
Good understanding of child development and learning processes	✓		A I
Understanding of statutory frameworks relating to school based work	✓		A I
Ability to organise, lead and motivate a team		✓	A I
Ability to relate well to challenging and vulnerable children	✓		A I
Work constructively as part of a team, understanding roles and responsibilities and your own position within these	✓		A I
Ability to communicate effectively both verbally and in writing	✓		A I
Knowledge of how to support your Head of Year including taking on generic and specific duties	✓		A I
Knowledge of how to form excellent relationships with parents	✓		A I
Education, Training and Qualifications	Essential	Desirable	How evidenced
Excellent numeracy/literacy skills – equivalent to GCSE C grade in English and Mathematics	✓		A
A willingness to constantly improve own practice/knowledge through self-evaluation and learning from others	✓		A I
Personal related skills	Essential	Desirable	How evidenced
Participate in development and training opportunities	✓		A
Commitment to uphold the school's Equalities Policy, Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference