

Assistant Head of Year 7 & Transition Administrator

Salary: Grade D £25,628 - £28,326 FTE

37 hrs per week, 39 weeks per year, Actual Salary £21,980 - £24,294 per annum

Permanent; Full time

Start Date: 02 September 2024



Cams Hill School is looking to complement our Pastoral Team with an enthusiastic, committed Assistant Head of Year 7. Working closely with the pastoral team you will be dedicated to ensuring that the pastoral needs of pupils are met. You will motivate pupils to raise their aspirations and bolster self-esteem so they can recognise their self-worth and potential. This role will involve you working with external agencies, managing pupils' behaviour in line with the school's good behaviour policy, holding meetings, monitoring trends and working closely with wider stakeholders. There will also be a significant focus on improving attendance. The successful candidate will need to be able to work as part of the pastoral and tutor teams and also be happy to work independently.

Leading annually on transition administration you will be front facing and integral in fostering positive relationships with parent/carers and incoming pupils.

If you have the ability to motivate, challenge and support pupils, then this is an exciting opportunity to become part of a high performing team who share a passionate commitment to securing the best possible life chances for our young people.

Key requirements include:

- Commitment to working to a high standard to support educational excellence for our pupils.
- Excellent organising, planning and prioritising skills.
- Ability to work well under pressure and to work to tight deadlines.
- Producing analytical data and acting on findings.
- Ability to take a lead in managing behaviour and upholding standards.
- Good sense of humour.
- Ability to relate well to pupils, parents, staff and other professionals.
- Good standard of literacy.
- Confident and clear communication skills.
- Demonstrate a "can do" attitude with the ability to work constructively as part of a team

We will welcome applications from an existing member of a pastoral team or someone looking for a career change. You may be about to finish your degree and are considering a career in education? Either way, this is a fantastic and rewarding opportunity in a brilliant school supporting our pupils.

If you would like to apply, please download the Support Staff application form and Equalities form from the vacancies page on our website: www.camshill.com. You can find out more about us by visiting our website (above). Informal conversations about the post are welcome, please contact the main School Reception on 01329 231641 to speak with Mrs Sam Seve. Early applications are encouraged and immediate interviews may be arranged.

Closing date: Midday, Tuesday 09 July 2024

We reserve the right to close this advert early on appointment of the successful candidate

Headteacher: Ian Hudson
Shearwater Avenue, Fareham, Hampshire, PO16 8AH

This post is offered subject to the terms and conditions laid down in the Cams Hill School Pay Policy. The school is committed to safeguarding and promoting the welfare of children and all appointments are subject to satisfactory pre-employment checks, including Disclosure and Barring Service.