



ARNEWOOD  
SCHOOL

**Assistant Head of Year  
(Pastoral Support)**

Application pack



# Welcome to **ARNEWOOD SCHOOL**

I would like to thank you for your interest in the role of Assistant Head of Year (Pastoral Support) at The Arnewood School, part of Bourne Education Trust (BET). We look forward to learning more about you and to sharing more about our schools, our wider trust community, our ambitious aims and our remarkable colleagues and pupils.

Located in New Milton, on the edge of the New Forest, The Arnewood School is a highly aspirational secondary school with a Sixth Form provision which fosters a calm, supportive and inclusive environment and harnesses strong, positive relationships among students, staff, and parents.

As a Trust, we believe in shared values and culture, but all of our schools have a distinct identity which is reflected in their curriculum and teaching approaches. We firmly reject a 'one size fits all' approach but instead work on sharing our best practice and ideas with one another. This year our Trust-wide priorities are around digital technology, environmental sustainability and social justice; our staff have numerous ways to interact with these. You can read our Trust strategic plan [here](#).

Our schools have their own budgets along with stable and dedicated teams that are highly talented and committed, not only to academic progress and achievement, but also to equipping our pupils with the skills they need to succeed in finding purpose and joy in their lives. There is a wealth of experience in the Trust's central team to draw on for support in education, recruitment, marketing, HR, finance, capital projects and IT.

We hope this application pack will give you an insight into our organisation and look forward to welcoming you when you visit The Arnewood School.

For more information on what Arnewood School has to offer, please visit our [website](#) or contact the school on 01425 625 400 to arrange a visit.



A handwritten signature in blue ink that reads "Anderson". The signature is written in a cursive style.

**Jamie Anderson**  
**Headteacher**



# Why choose **ARNEWOOD SCHOOL** and **BET?**



## ✓ **GENEROUS WORKPLACE PENSION**

**Local Government Pension Scheme for colleagues**



## ✓ **CONDENSED SCHOOL YEAR**

We offer a condensed school year with a **two week half term** in October.



## ✓ **CPD & RECOGNITION POLICIES**

**Defined career pathways**, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



## ✓ **WORK-LIFE BALANCE**

**Flexible working** where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



## ✓ **HEALTH AND WELLBEING SUPPORT**

**24/7 online GP , EAP, free online fitness classes, flu vaccinations** and **eye tests, cycle to work** scheme & occupational sick pay



## ✓ **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



## ✓ **FREE PARKING**

**Free on-site parking** is available at Arnewood School





# Job DESCRIPTION

## ROLE INFORMATION

**Job title:** Assistant Head of Year (Pastoral Support)

**Location:** New Milton

**Contract:** Permanent, term time

**Hours:** 37 hours per week, 37 weeks per year, term time only.

Monday to Thursday 8am to 4pm and Friday 8am to 3.30pm

**Start date:** 1 September 2026

**Salary:** Band D £22,543 to £24,803 actual (£27,779 to £30,564 FTE)

**Responsible to:** SLT - Behaviour Lead/Heads of Year and Ultimately the Headteacher

## ROLE PURPOSE

To work closely with the Head of Year to achieve the best outcomes for students in the year group. To support the inclusion, engagement, and wellbeing of students by providing high-quality pastoral and behavioural support. To support students and their families to attain high levels of attendance.

This role plays a vital part in promoting a positive school culture where every student feels safe, supported, and able to thrive.





## MAIN DUTIES AND RESPONSIBILITIES

- To monitor and accurately record daily attendance for students in the year group. This may include meetings with parents and outside agencies.
- Maintain accurate and up-to-date records of behavioural incidents and attendance.
- Collaborate with Heads of Year to develop and implement personalised behaviour and pastoral care plans.
- Work with students presenting challenging behaviour providing de-escalation and structured support.
- Record and report incidents of student behaviour, escalating concerns in line with school policy.
- Promote restorative approaches in all aspects of behaviour management.
- To be an active member of the on-support Team, supporting students to demonstrate scholarly behaviour.
- Monitor and support students placed in internal isolation or reflection spaces, ensuring a calm, purposeful environment that promotes re-engagement with learning.
- Assist students in completing academic work during isolation or after removal from lessons, liaising with teaching staff to ensure continuity of learning.
- Uphold high standards of safeguarding and child protection in accordance with statutory guidance and school policies.





# Person SPECIFICATION

## ESSENTIAL REQUIREMENTS

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of children.
- Experience supporting young people in a behaviour, pastoral, or mentoring capacity.
- Understanding of the social, emotional, and behavioural challenges faced by secondary school students.
- Empathetic, calm, patient, and resilient in challenging situations.
- Confident in managing and de-escalating behavioural incidents using a consistent, positive approach.
- Ability to work both independently and collaboratively within a school setting.
- Strong written and verbal communication skills.
- Committed to promoting the academic progress of students
- GCSE in Maths and English (or equivalent appropriate qualification).

## DESIRABLE

- Familiarity with behaviour support approaches such as Restorative Practice.
- Experience of working within an educational setting.
- Knowledge of UK safeguarding legislation, KCSIE (Keeping Children Safe in Education), and relevant behavioural policies.

## PERSONAL QUALITIES

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities, we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams, and we will invest in you through Continuous Professional Development.



# Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **22<sup>nd</sup> June 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

## **SAFEGUARDING**

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

## **EQUAL OPPORTUNITIES**

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## **HEALTH AND SAFETY STATEMENT**

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



# Application PROCESS



## APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



## SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



## INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



## JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.





[Click to visit our website for more information](#)



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Bourne Education Trust

