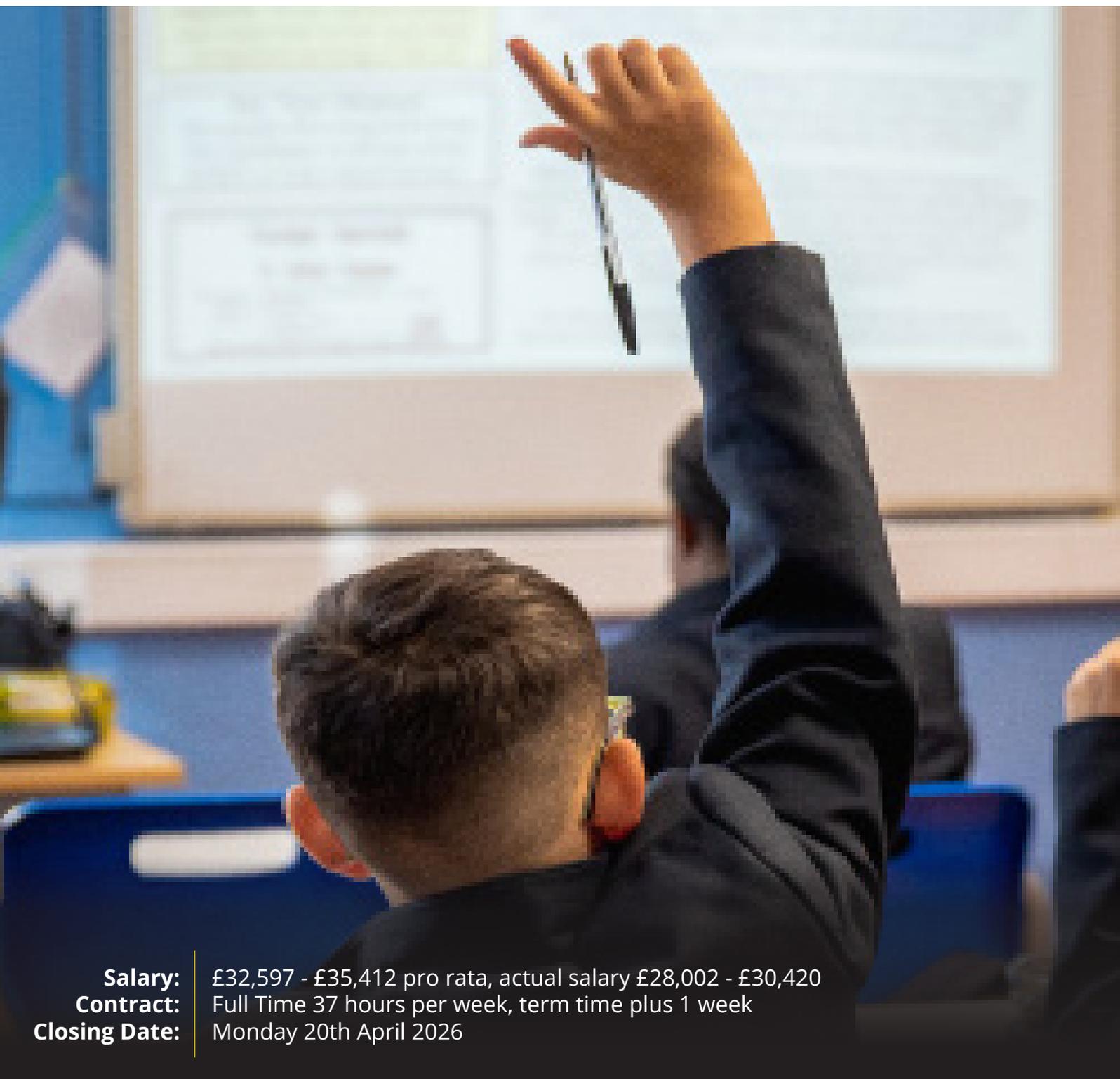




St Wilfrid's

Church of England Academy



Salary: £32,597 - £35,412 pro rata, actual salary £28,002 - £30,420
Contract: Full Time 37 hours per week, term time plus 1 week
Closing Date: Monday 20th April 2026

ASSISTANT HEAD OF YEAR

WELCOME

DOMINE DIRIGE NOS

I am delighted that you have expressed an interest in working at St Wilfrid's Church of England Academy. As we continue to support the wellbeing of our students, the Academy has decided to expand its pastoral support staff. We are therefore seeking to appoint an enthusiastic and committed member of staff to work within our pastoral team as they collectively strive to provide outstanding wrap-around care for the students within St Wilfrid's.

The successful candidate must have a desire to make a difference in the lives of our young people, providing them with the extra layers of support necessary to succeed regardless of their background or ability. They must be able to forge collaborative, working relationships with colleagues at all levels within the Academy and with relevant external agencies.

They will also need to have the skills to lead one to one or small group workshops to impact on emotional and behavioural well-being by becoming an expert within the team in areas such as bereavement or emotional literacy.

The successful candidate must have excellent communication and interpersonal skills. They will need to be focused, flexible, resilient and good-humoured, and have a proven success in supporting the holistic development of children. As a leader in the Academy, they will be expected to lead worship assemblies for large groups, represent the academy in professional settings and attend whole school events.

If you were to be successful in your application, you would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities. All in all, it is a wonderful place to work, learn and worship. Our vision is 'Lord Direct us to **Live** Life to the Full', rooted in John 10:10. Whilst **L**earning, we are **I**nspired and develop our **V**alues through **E**xperiences as each member flourishes.

We aim to raise aspirations, realise potential and develop well-rounded successful staff and young people.

The Academy is committed to safeguarding the welfare of its students and the successful

applicant will be subject to an enhanced Disclosure and Barring Service certificate check, checks of the relevant barred/prohibition lists and also a right to work check.

If you believe you can make a difference and contribute to the pastoral work within the Academy, so that our students leave equipped to deal with the challenges they will face in the future, I would warmly welcome your application. This post is initially for Assistant Head of Year for Year 7.

Please submit the Support Staff application form, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs K Nightingale, PA to the Principal, via knightingale@saintwilfrids.com.

The closing date for the receipt of applications is 9AM on Monday 20th April 2026.

I look forward to receiving your application.

Yours faithfully,

Mrs V Michael
Principal



ABOUT THE ACADEMY

St Wilfrid's Church of England Academy provides a faith-led education for 11 to 18 year olds serving the Borough of Blackburn with Darwen and parts of Pennine Lancashire. We seek to provide an excellent education based upon a strong Christian foundation, as we develop all who work, learn and serve in our community. Our Academy is exceptionally diverse and inclusive. Our students and staff, whilst united by the Christian ethos of the school, have a wide variety of backgrounds and beliefs.

We benefit from extensive purpose-built accommodation with excellent facilities. The Academy was rebuilt on this site in 2003 and benefits from modern, spacious accommodation. The new Thrive unit for pupils with SEMH opened in September 2023.

As an Academy, we seek to embrace research driven pedagogy whilst maintaining a balance

with traditional practice to bring about excellent examination success. All students have an electronic device for independent learning and we have an iSpace room for immersive learning. Visitors to St Wilfrid's comment on the calm and purposeful environment, the friendly nature of our students and the welcoming nature of our staff.

We enjoy strong links with local churches, Primary Schools and Blackburn Cathedral where we gather for eucharist each term, and our traditional Nine Lessons and Carols service at Christmas.

Overall, St Wilfrid's Church of England Academy is a wonderful community, and a place committed to the growth and development of its staff and pupils.



Scan to watch a video of staff sharing why they love working at St Wilfrid's.



OUR VISION

*Lord direct us to **live** life to the full*

Our vision statement for the Academy derives from two places:

- 1) Our motto '*Domine Dirige Nos*', which translates to '*Lord Direct Us*'; and
- 2) A verse from the 10th chapter of the gospel of John, which reads:
"The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full."

We believe that this life should be lived out to the full, through direction and guidance from the Lord. Our hope is that the daily experiences within the Academy enables students to develop holistically; growing in character and valuing all others.



Students will **learn** values through academic study and everyday interactions. They will be **inspired** by the spiritual and enriching out-of-lesson experiences, and in turn, inspire hope in others. Students will become stronger, well-rounded and content individuals who **value** themselves and others. They will be given opportunities to develop and **experience** a fully-inclusive environment.



Learn more about our christian ethos, vision and values here



JOB DESCRIPTION

PURPOSE

To be the first line of pastoral support for all issues relating to students in your year group (initially Year 7). To deal directly with students, parents/carers and external agencies in matters relating to behaviour and attendance; issues that may create barriers to learning, and mental and physical wellbeing.

RESPONSIBILITIES

- Develop positive and productive relationships with students, acting as a role model and providing appropriate support plans and intervention
- Support and advise students, so that the behavioural, social and moral expectations of the Academy, which are underpinned by our Christian values, are upheld
- Daily interaction with parents/carers via telephone calls and electronic platforms when needed. Attend relevant meetings both inside and occasionally, outside of the Academy under the direction of the Senior Leadership Team
- Lead 1:1 or small group sessions addressing identified emotional well being and/or behavioural conduct issues
- Develop constructive relationships with parents/carers promoting a strong partnership between home and the Academy so that our students may reach their full potential
- Nurture and counsel students whose personal problems are directly affecting their well being and/or progress, appropriately signposting students and parents/carers towards supportive external agencies
- Assist in the monitoring of student attendance and punctuality, working alongside the Attendance Officer and Family Support and Safeguarding Manager, to identify students at risk and provide appropriate support
- Manage behaviour by: resolving conflicts within your year group; providing support and guidance; investigating incidents and supervising Isolation or detentions on a rota basis
- Contribute to the safeguarding procedures in place within the Academy in order to provide wraparound, holistic student care and early intervention. Attend CAFs/TAF and early help meetings
- Conduct initial investigations into behavioural and safeguarding incidents both within and outside of the Academy and complete associated paperwork
- Provide support and mentoring to students who join the Academy outside of the normal transition periods, including those students on a Managed Move
- Assist the Heads of Year in all matters
- Work alongside, and provide information to other staff in preparation for meetings with external agencies
- Make referrals to outside agencies and record outcomes in line with Academy procedures as required
- Keep excellent records evident within the confidential student files, incident log files and on SIMS or other electronic/digital platforms used within the Academy
- Facilitate the effective dissemination of information relating to students so that all stakeholders are updated in a timely manner
- Attend weekly safeguarding, attendance and POD meetings in addition to termly whole-school POD meetings
- Ensure the effective sharing of pastoral information as students move from KS3 to KS4 and KS4 to KS5
- Attend and support afterschool events as directed, including GCSE Results' Day
- Support teachers by addressing concerns relating to students who require pastoral intervention and liaise with all stakeholders
- Demonstrate flexibility in completing tasks to facilitate an immediate response when required
- Manage one's own workload and that of others to allow an appropriate work life balance

- Actively take part in the Academy's Staff Appraisal Process
- Undertake personal development and improve one's own practice through training and CPD (as appropriate), observation, evaluation and discussion with colleagues and use this to support others
- Work as part of a team and support the roles of other team members
- Actively support and promote the Christian ethos of the Academy by leading and supporting worship assemblies and events with your Year Group
- Be aware of, and comply with, policies relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to a nominated person
- Assist with the Academy's internal audit procedures and Health and Safety checks
- Engage in the Academy's procedures for quality assurance and self-evaluation
- Contribute to the overall work and ethos of the Academy
- Attend and participate in meetings as required
- Assist with the supervision of students out of lesson time when required by carrying out break/lunchtime duties
- Accompany teaching staff and students on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of a teacher
- Actively promote the Academy in the Community
- Contribute to the wider life of the Academy e.g. House System
- Foster positive, professional relationships with staff and students
- Present oneself in a professional manner
- Be committed to the safeguarding of children and young people
- Treat people fairly, equitably, with dignity and respect, to create and maintain a positive culture within the Academy

Employees will be expected to undertake any other duties and responsibilities as required that are covered by the general scope of the post and any other reasonable duties at the request of the Principal.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal.

REWARDS AND BENEFITS

- NJC pay scale: NJC20 – NJC24 (£32,597- £35,412) pro rata. Actual Salary £28,002-£30,420.
- Local Government pension scheme.
- Access to Employee Assistance programme offering free confidential support on a range of issues such as work, wellbeing, money, health and legal advice.
- Excellent opportunities for continuous professional development and support to develop your career.

SAFEGUARDING

St Wilfrid's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

| ESSENTIAL | DESIRABLE |
|--|---|
| QUALIFICATIONS | |
| <ul style="list-style-type: none">5 good GCSEs (or equivalent) including English and Mathematics | <ul style="list-style-type: none">A degree level education in a relevant fieldTeaching, Social work or youth work qualifications |
| EXPERIENCE | |
| <ul style="list-style-type: none">Be able to work effectively within a teamHave experience of working under pressure to deadlinesBe competent in working with technologyHave experience working with children and young people | <ul style="list-style-type: none">Have experience of working with children or young people with SEND or challenging behaviourHave experience of safeguarding procedures and practicesHave experience of providing behaviour and emotional intervention programmesHave experience in leading a group or public speaking |
| SKILLS AND ABILITIES | |
| <ul style="list-style-type: none">Be able to relate to students and parents/carersBe able to supervise and support students who have a range of needsHave good communication, numeracy and literacy skillsHave good IT skills, particularly in the use of Microsoft packagesHave a commitment to professional developmentHave excellent organisational and time management skills | <ul style="list-style-type: none">Have a First Aid certificate or be willing to undergo training to achieve thisHave knowledge of classroom roles and responsibilities |
| PERSONAL QUALITIES | |
| <ul style="list-style-type: none">Be able to actively support and promote the Christian Ethos of the AcademyHave the ability to establish good working relationships with staff and other stakeholdersHave the ability to form and maintain appropriate relationships and personal boundaries with studentsBe willing to undergo training as necessaryHave energy, ambition and enthusiasm for oneself and the students in your careHave a commitment to an inclusive ethos with the belief that 'every student counts'Be flexible with an ability to respond to emerging initiatives which support students learningHave a commitment to making a difference with a positive 'can do' outlookBe adaptable and resilientBe proactive in supporting colleaguesPossess a good sense of humourBe professional in relation to conduct, appearance, punctuality and attendanceBe able to work alone and as part of a team | |

HOW TO APPLY



CLOSING DATE: 9AM MONDAY 20TH APRIL 2026

Please submit the Support Staff application form, which can be downloaded from the Academy website, along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs Nightingale via knightingale@saintwilfrids.com.

We look forward to receiving your application.

