



The Park Community School
Park Lane, Newport, Barnstaple,
North Devon, EX32 9AX

E: park@thsp.org.uk
W: theparkschool.org.uk
T: 01271 373131

Application Pack

Head of Key Stage Four

Start Date: 1st September 2026

Contract Type: Full-Time, Permanent

Salary: L10 - 12

Closing date: 21st April 2026, 9am

Interviews: 28th April 2026

Welcome from the Headteacher

Park has a proud history and strong sense of tradition with the origins of the school dating back to 1910. We have an excellent reputation within our local community and beyond.



Our vision is for every student to achieve their potential. We want all students to thrive and be included within our school community. In working towards this we recognise the need for a highly skilled, suitably qualified and motivated staff.

We can only achieve our vision by working alongside colleagues to create the right climate and culture for teaching and learning, allowing teachers to focus on teaching and their own development.

As a school we are keen to develop and maintain links with a range of schools and educational establishments. These links provide opportunities for learning, discussion, reflection and staff development to enable everyone to deliver the best education for our students.

The school is a member of a locally based MAT, The Harbour Schools Partnership, which includes our main primary feeder schools, as well as another large secondary school. This allows for excellent collaboration between partner schools, staff development and primary/secondary partnership working.

This is a great opportunity for new entrants or experienced colleagues to join a dynamic and supportive establishment. The school has an extensive support programme for all staff to ensure high quality, timely and meaningful CPD including 'true', non-judgemental, coaching.

If this role interests you, we look forward to receiving your application.

Ms V Owen

Why choose North Devon?

South West England | Situated on the outskirts of Barnstaple town | Easy access to North Devon Coast | Nearby sandy beaches and cliff walks | Close to Exmoor & Dartmoor National Parks | Low crime rates | Affordable house prices

Devon is consistently voted one of the best places to live in England due to a better quality of life, stunning landscapes, world-class beaches, wild moorland, vibrant cities, and historic towns and villages.

About The Park Community School

The Park is one of two 11-16 comprehensives in Barnstaple. Park was opened in 1972 following the re-organisation of selective education in the town; however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history.

The school currently educates 1450 students, mainly from the town of Barnstaple and outlying villages. In recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us.

On joining the school, each student is assigned to one of our five Houses: Fortescue, Raleigh, Drake, Chichester or Kingsley. The House system is rooted in the DNA of the school with many parents and grandparents showing allegiances to a particular House. Siblings will also join the same House meaning that the Head of House creates a strong relationship with students and families over time. Each house contains two tutor groups from each year group. Students recognise the strength of the House system and value this greatly. It creates a family environment within the school and leads to healthy competition in sports and other inter-House activities.

The school is a nurturing and inclusive community where every student feels a sense of belonging and is treated with dignity and respect. The school strives to create positive relationships, where everyone in the 'Park family' is treated with kindness. Our focus is on student success and allowing students to flourish academically, socially and behaviourally. Each member of our community is empowered to reach their full potential and contribute positively to the wider world

The school is led by a dynamic leadership team whom all share the school passion and drive to develop quality teaching and learning. The school is forward looking and sets itself high standards and expectation. The schools recent Good Ofsted inspection (June 25) commented on the rapid improvements that have been made in school and the report stated '*The school prides itself on being a place where everyone is welcome and can be successful. Pupils engage well with their learning and achieve well*'.

The Job Description

Job title: Head of Key Stage Four

Description: Lead for Behaviour in Key stage Four

Line management: Assistant Head Behaviour

Grade: Leadership Scale Points 10- 12 This is a full time and permanent role.

Responsible to: Headteacher

The successful candidate will take a strategic and influential role in driving excellence across Key Stage 4, leading initiatives that further strengthen student attainment, attendance and behaviour. As an Associate Member of the Senior Leadership Team, they will make a significant contribution to our whole-school improvement journey, shaping the future direction of our provision.

They will provide inspiring leadership for Year 10 and Year 11, working closely with Heads of Year and other staff to guide, support and challenge students so they thrive academically, socially and personally. They will play a leading role in maintaining good behaviour and ensuring the most vulnerable students remain included in education. As part of a highly committed and successful Head of Year team, they will help foster a culture where every student feels supported to succeed.

The post holder will be passionate about enabling young people to aspire to be their best, work hard, conduct themselves with integrity, and make the most of every opportunity. As Head of Key Stage 4, they will ensure the delivery of exceptional pastoral and academic support, creating a culture in which all pupils can flourish and achieve their very best.

While applicants from any subject discipline are warmly encouraged, we would particularly welcome candidates who can also contribute to the development of our new Key Stage 3 alternative provision pathway. However, the central focus of this role is the leadership and continual enhancement of Key Stage 4—cultivating strong behaviour, character and a positive culture.

Key Accountabilities:

- 1. Student progress: ensure students make exceptional academic and personal progress through their time at Park.**
 - Oversee, develop and deliver **impactful strategies** that you and your Head of Year will deliver to support students in engaging more successfully with school and lessons, supporting positive outcomes for the cohort.

The Job Description

Key Accountabilities (continued):

- To be accountable for driving and leading a positive culture within the Key Stage. Strategically leading the Heads of Year in ensuring that the Year Groups ethos reflects wider school values and that there are consistent high expectations established for excellent behaviour, **kindness** and **respect**. This culture will be embedded through the use of Year Group assemblies, tutor time and additional opportunities and events organised by the Head of Year and Head of Key Stage.
- Heads of Key Stage will be responsible for the quality assurance of tutor time and assemblies and will use data from incidents to support the pastoral programmes in each Key Stage to address concerns and proactively support a positive culture and the personal development of students.
- Heads of Key Stage will ensure that students leave school as well rounded, confident, independent individuals no matter their starting point. The wellbeing, motivation and engagement of students within school will be developed across each Key Stage, including disadvantaged students.
- Take an active role in tracking the outcomes, both pastorally and academically of disadvantaged students and support / develop initiatives to consistently narrow the gap between disadvantaged and the wider cohort, supporting their engagement, attendance and motivation within lessons and wider school activities.
- To be accountable for monitoring the effective administration and completion of processes around suspensions by the Heads of Year. To be accountable for collating evidence for permanent exclusions and creating the exclusion pack in a timely manner for SLT to review.

The Job Description

Key Accountabilities (continued):

2. Inclusion (Progress, SEND, Behaviour, Attendance and Safeguarding):

- Strategic Leadership of pastoral / progress review meetings after each data collection. Attended by both Heads of Year, Progress Leaders and appropriate members of SLT. SISRA used to analyse student data to examine those who underachieve and those with low AtL. Additional pastoral monitoring and support of targeted students put in place.
- To be accountable for strategic development of impactful strategies to improve attendance for all groups
- To work ensure the entire Key Stage team communicates and works in partnership with other staff and agencies, in supporting vulnerable students, with both additional SEND or safeguarding needs.
- Oversee, develop and deliver **impactful strategies** that achieve an attendance for the cohort that is above national average. Work with the Heads of Year to ensure families are both supported and challenged to improve attendance and strategies and interventions are tracked to monitor successes.

The Job Description

Shared Responsibilities with other Park Colleagues:

As a member of the leadership team:

- Play a leading role in the Agenda for Raising Standards and School Improvement;
- Provide leadership within the school community as a whole, upholding those standards and implementation of agreed school policies; modelling positive relationships and behaviours;
- Work to strengthen and enhance The Park Community School's values and culture;
- Safeguarding and promoting the welfare of children and young people;
- Create a positive behaviour culture based on kindness and empathy;
- Participate in school development planning, monitoring, review, quality assurance and evaluation, including associated budget allocation;
- Attend appropriate meetings to support students and their families;
- Participate and contribute to the development of school effectiveness, efficiency and improvement;
- Ensure all health and safety requirements are met in full and appropriate Risk Assessments completed and updated in line with the role;
- Ensure that you and your team have the monitoring and development of safeguarding of students at the forefront of everything that they do and be prepared to develop - and challenge - the practice of others as appropriate;
- Work with the Educational Support Team to ensure the school meets student needs in an impactful way;
- Be part of the extended safeguarding team.

Any other reasonable request made by the Headteacher and Line Manager commensurate with the nature of the post.

Person Specification

Shortlisting will be based on these below requirements being evidenced where possible in your application form. Candidates who are successfully shortlisted, will be invited to an interview to explore their suitability for the job.

In addition to the interview you may be required to perform a Task and, or undergo an Observation of skills in practice. If applicable, this is indicated in the Assessment Method column below as follows:

T = A Task/Test of shortlisted candidates for the specified requirements

O = An Observation

A=Application

The Person Specification

<u>Category</u>	<u>Requirement</u>	<u>Essential/ Desirable/</u>	<u>Attribute Assessment*</u>
<u>Experience</u>	<p>Teaching that is good or better which impacts positively on student</p> <p>A commitment to and knowledge/experience of effective strategies to maintain and raise attainment and progress in particular to address the differing needs which exist in the mixed ability classroom, including second language learners</p> <p>Experience of the use of data, tracking and target setting to raise attainment and progress at individual student and cohort level and identify under-performance</p> <p>Experience of leadership / management of a team</p> <p>Using Information Technology to enhance learning and support administration</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	A, I
<u>Personal Attributes</u>	<p>Genuine passion for, and a belief in the potential of, every student</p> <p>Deep commitment to ensuring that every student receives an exceptional education, no matter what their starting point or background</p> <p>Resilient, motivated and committed to achieving excellence to ensure all students succeed</p> <p>Reflective and proactive in seeking feedback to continually improve practice</p> <p>A commitment to equality of opportunity and the safeguarding and welfare of all students</p> <p>A commitment to regular and on-going professional development and training</p> <p>Strong administration and personal organisation skills</p> <p>Ability to empathise and communicate and collaborate confidently and effectively at all levels from students; suppliers, staff, governors and senior leadership.</p> <p>Excellent IT skills and record keeping.</p> <p>Good personal organisation and time management.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	I, T, O

How to Apply

After reading the information in this pack we hope you are considering applying for this post in our school. We welcome phone call and visits to enable candidates to find out more about us and help your decision-making process.

Applications must be made using our [Trust website](#)

We do not accept CVs as a method of application.



Any successful candidate would be subject to a fully enhanced DBS check, and would be expected to adhere to our Safeguarding and Child Protection Policy as well as other mandatory policies.

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