



HEAD OF YEAR

Required as soon as possible

Application pack contents

- Advert
- Information on Tove Learning Trust
- Why work at Lord Grey
- A Job Description
- A Person Specification

“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.”



Advertisement

HEAD OF YEAR

**Permanent
Support Staff Role**

**37 hours per week, 43 weeks per annum
38 term time weeks, 5 training days, and 20 additional days
Tove Learning Trust Band J Point 27 - 31 (£38,220 - £41,771)
Actual annual starting salary: £36,406 - £39,789 - per annum**

We require, as soon as possible, a well-motivated, committed and energetic Head of Year. Year leaders are totally committed passionate about tracking academic progress and tackling underachievement. The successful candidate will be able to form excellent relationships with staff, students and parents and will be a caring and supportive individual who is approachable and reliable. The successful candidate will model exemplary standards of professionalism and integrity to colleagues, tutors and tutees.

They will be rigorous in monitoring the work of Academic Mentors and will be excellent in motivating students to believe in our character values and their aspirations for the future using the VESPA system. The successful candidate will be competent in analysing data on student progress and will be skilled in early identification of underachievement and will be confident in drawing on a range of strategies to tackle that underachievement. They will be consistent in application of school procedures, policies, rewards and sanctions. Candidate will be responsible for a combination of on call, reflection room and ISR as per rota.

Our Head of Year will also take on a secondary role in school as a Cover Supervisor supervising students in lessons when the teacher is absent. Heads of Year can cover up to 12 lessons per week.

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

Please note the application form is available on the right hand side of the above link.

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 Friday 27 February 2026. Interviews to be held Friday 6 March 2026.

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



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.



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

- A strong sense of belonging and a shared belief that all at Lord Grey Can!
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour supported by the Lord Grey Way and Climates for Learning with all staff reinforcing those expectations.
- A clear system of rewards and sanctions which is applied consistently which minimises disruption to learning and celebrates successes.
- 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.



JOB DESCRIPTION - HEAD OF YEAR

Role:	Head of Year
Responsible to:	Assistant Principal
Based at:	Lord Grey Academy
Hours:	37 hours per week, 43 weeks per year 38 term time weeks plus 5 training days and an additional 20 days.
Grade:	Grade J, points 27 to 31

Job Context

Lord Grey Academy is a secondary Academy with approximately 1450 students and 190 staff. The Head of Year will be responsible for a year group cohort of between 250 and 270 students and a team of between 10 and 12 form tutors. The Head of Year holds a key role 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. The post holder will be required to take on a secondary senior role within the Academy, such as Learning Support Advisor, Cover Supervisor, Transition Lead, Work Related Learning Lead, Alternative Education Co-ordinator or similar.

Key Responsibilities

- Staff Management and Professional Standards
- Student Progress, Guidance and Care
- Other duties or responsibilities

Job Description

Responsibility area 1 - Staff Management and Professional Standards

- 1) The Head of Year will lead his/her team of tutors to support students' learning
- 2) Lead a team of form tutors across an allocated year group from years 7 to 11
- 3) Monitor, assess and develop the role of the form tutors
- 4) Lead and support teaching and learning through an imaginative and well-structured tutorial programme
- 5) Be involved in decision making and policy development across the school with regard to Year ethos
- 6) Involve tutors in Year assemblies and HOY to hold assemblies across the academic year
- 7) Lead tutors in coordinating students' 'Record of Achievement' by developing a Lord Grey version of this important document
- 8) Under take Appraisal reviews of appropriate staff
- 9) Keep own CPD record, including own Appraisal, up to date and be alert to your own CPD needs
- 10) Ensure that Assistant Head of Year's CPD needs are met by liaison with relevant staff
- 11) Direct, manage, monitor and evaluate the work of the Assistant Head of Year so as to maximise impact
- 12) Model exemplary standards of professionalism to Form Tutors, students, other staff and parents
- 13) Model exemplary standards with regards to safeguarding and child protection and use the CP procedures in place at all relevant times
- 14) Liaise with 6th Form Team on Post 16 linked students
- 15) Ensure that safeguarding and child protection is the top priority in all decisions and actions
- 16) Promoting and maintaining 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

- 17) Manage student review processes and procedures
- 18) Ensure that statutory registers are done on a daily basis and liaise closely with Student Services over this
- 19) Monitor the progress of individual students
 - Ensure that data is used as a baseline to monitor and review individual students' progress, especially to identify signs of underachievement or potential, and to help set targets for the students and subject areas
 - Use data and other assessment information to review the performance and expectations of students, maintaining a productive dialogue with the students about their progress
 - Ensure that test results and teacher assessments are analysed to illuminate aspects of students' performance and the extent to which progress is consistent with earlier data
 - Liaise closely with Faculties and relevant subject teachers on student underachievement
- 20) Lead the rewarding and recognition of achievement
- 21) Coordinate student progress reports in partnership with form tutors, curriculum team leaders and the key stage leaders
- 22) Take part in and help organise parent information events or other such events
- 23) Prepare and hold Year assemblies and organise presentation events during assembly time
- 24) Liaise with other schools to arrange student transfers and placements
- 25) Plan intervention strategies with appropriate liaison (Vice Principal, Director of Inclusive Learning, Heads of Faculties and outside agencies etc)
- 26) Be responsible for child protection procedures within the Year; the recognition of issues and the advising and monitoring within the team
- 27) Monitor attendance and punctuality and correct equipment for learning
- 28) Monitor standards of adherence to school's dress code amongst your Year group
- 29) Keep accurate and thorough reports of student behaviour
- 30) Make contact with parents regularly to discuss student progress and issues including behaviour
- 31) Lead and coordinate the student year council
- 32) Arrange and promote activities within the Year group including charitable and fund raising activities
- 33) Contribute to the planning of a programme of inter-Year activities
- 34) Leading the tutor team to ensure that tutors fulfil their role in supporting excellent student achievement, attendance and behaviour
- 35) Working with the Progress and Achievement Leader (PAL) to: 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
- 36) Develop close partnerships with parents to ensure that the home/school partnership is strong and supports excellent student achievement, attendance and behaviour
- 37) Leading the weekly assembly programme by setting high expectations of behaviour and routine, supporting visiting speakers, encouraging tutor group presentations and promoting Lord Grey values

Responsibility area 3 - Other duties or responsibilities

- 38) Be involved with the Transition process
- 39) Represent the school at Open Evenings
- 40) Contribute to the planning and organising of Open Evenings or Prospective Parents' Evening
- 41) Contribute to whole school policy making and review including writing of Year SEF and Year SIP
- 42) To comply with any other reasonable requests from the Principal when there are exceptional circumstances or as may from time to time be reasonably assigned by the Principal
- 43) To ensure the effective implementation of the school's Equalities Policy and Safeguarding and Child Protection Policy



Lord Grey Academy

Lord Grey Can



- 44) Having a high presence around the Academy at social time to support managing behaviour
- 45) Carrying out duties, refocus and combination of covering lessons, on call, reflection room & ISR as per the rota

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.

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.

Signed _____ Date _____



PERSON SPECIFICATION

Relevant experience and knowledge	Essential	Desirable	How evidenced
Experienced member of Support Staff	✓		A I
Up to date knowledge and understanding of pastoral strategies	✓		A I
Up to date knowledge of school systems to support students in their learning	✓		A I
Successful leadership of a team of staff		✓	A I
Experience of pastoral leadership in a secondary school setting		✓	A I
Ability to identify and tackle under achievement	✓		A I
Education and training	Essential	Desirable	How evidenced
Good numeracy/literacy skills – GCSE Maths and English at grade C or above or equivalent	✓		A I
Leadership and management	Essential	Desirable	How evidenced
Successful track record of success	✓		A
Ability to initiate and manage change successfully	✓		A
Excellent communication skills, both oral and written	✓		A I
Ability to motivate and inspire staff and students	✓		A I
Proven track record on leading by example	✓		A
Ability to model excellent standards to Assistant Head of Year		✓	A
Specific skills and abilities	Essential	Desirable	How evidenced
Very good Instructor skills		✓	A I R
The ability to work in partnership	✓		A I
Organisational and administrative skills	✓		A
Good written and oral skills	✓		A I
IT literate	✓		A
Good leadership skills	✓		A I
The ability to foster team work	✓		A I
An ability to lead by example	✓		A I
Excellent punctuality, attendance and reliability	✓		A I
Ability to work well with parents and outside agencies	✓		A I



Lord Grey Academy

Lord Grey Can



Personal related skills	Essential	Desirable	How evidenced
Belief that barriers to learning can be overcome	✓		A I R
A commitment to professional standards	✓		A I
A commitment to quality and continuous improvement	✓		A I R
The ability to work under pressure	✓		A
Confidentiality: awareness and judgement	✓		A
A team orientated approach	✓		A I
An exemplary safeguarding record	✓		A I R
Ability to work appropriately on child protection issues	✓		A
Ability to motivate team of Tutors	✓		A R
Ability to win respect from students within your Year	✓		A I

A – Application form I – Interview R – Reference