



Pathfinder

Multi Academy Trust

*Providing an excellent education from age 2 to 19*

# Head of Year 8 or 10 (non-teaching role)

## Archbishop Holgate's School

Required from January 2025

Closing Date: Wednesday 11 December, 8.00am

Interview Date: w/c 16 December



**Archbishop Holgate's School**

A Church of England Academy Founded 1546

This is an exciting opportunity to take on the important role of leading either Year 8 or 10 year group depending on candidates experience.

We believe that Archbishop Holgate's is 'no ordinary school' and is an excellent place to work, a view confirmed by Ofsted in our recent inspection, "Staff are incredibly proud to work here."

Our staff are friendly and supportive and our students are polite, hardworking and keen to succeed. As such this post represents an exciting opportunity to join a very successful, high-achieving, forward looking and fully-subscribed Church of England comprehensive, a school judged Outstanding in all areas by both Ofsted and SIAMS.

Successful candidates will be fully supported to develop in the role, benefiting from bespoke CPD opportunities both at Archbishop's and as part of the Pathfinder Teaching School Hub. In addition, colleagues will benefit from being part of the Pathfinder Trust Career Pathway and through working with colleagues across other Trust schools to develop skills and share innovative teaching and learning experiences.

### Job Title

Head of Year 8 or Head of Year 10

### Reports to

Director of Key Stage 3 or 4

### Grade

Non-teaching Role

Grade 8 (£33,237-36,278)

Full Time, Full Year

### Additional Information

Completed application forms should be posted or emailed to:

Head's PA  
Archbishop Holgate's School  
Hull Road  
York YO10 5ZA  
[jsissons@ahs.pmat.academy](mailto:jsissons@ahs.pmat.academy)

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.

As part of our due diligence process, an online search will be carried out on all shortlisted candidates. These checks are carried out to determine suitability to work with children and keep them safe. If you wish further information regarding these checks please contact 01904 806000.





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**Archbishop Holgate's School**

A Church of England Academy Founded 1546

***"Archbishop Holgate's School is an exceptional place for pupils to learn. The school's values of justice, compassion, forgiveness and trust are at the heart of every aspect of school life."***

**Ofsted, October 2021**

Archbishop Holgate's is a flourishing school signified by outstanding examination results, high quality teaching and learning, an inspiring curriculum complemented by sporting and musical achievements and a wide, varied programme of extra-curricular opportunities. We are a school committed to ensuring that our students develop in all ways and at the heart of all we do is a commitment to 'Values, Care and Achievement':

***Christian values that underpin all we do***

***Outstanding pastoral care that sees each student as an individual***

***Maximum achievement for all students, at all levels***

We have excellent students and a talented staff, colleagues who are committed to ensuring that the young people in our care achieve and succeed. Collectively, as a school community, we seek to nurture aspiration and promote excellence. We enrich our students in many different ways and when they leave Archbishop's they do so as well rounded young people with the skills, qualities and relevant qualifications to help them shape their own futures and also to benefit the communities they serve.

In November 2021 the school was delighted to once again be awarded outstanding judgements in all areas of the Ofsted Inspection.

Prior to the pandemic the school has consistently enjoyed some of the best results nationally at both GCSE and Post 16.

At KS5 the sixth form has over the past decade consistently performed in the top 10% of Post 16 providers. The last set of official data placed the school in the top 2% of post 16 providers for student progress.

At KS4 the school consistently performs significantly above the national average for all groups of students. The last set of official data placed the school in the top 4% nationally with an Progress 8 figure of +0.79 and +0.23 for disadvantaged students.

The school regularly features in the top ten of the Times 100 best schools.

**Extracts from Ofsted report (October 2021):**

*"Leaders have established a culture of respect, dignity and inclusivity that allows every pupil to thrive."*

*"Pupils' behaviour is excellent. At all times, pupils are calm, orderly, and respectful."*

*"The school's personal development programme is comprehensive. Pupils experience a range of trips and visits to broaden their cultural horizons."*

*"The support provided for pupils with special educational needs and/or disabilities (SEND) is exceptionally strong."*

*"The Sixth Form curriculum is exceptionally strong."*

*"All staff feel valued. They refer to being part of a special community. Leaders proactively consider the workload and wellbeing of their staff."*





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# About Pathfinder Multi Academy Trust

*Providing an excellent education from age 2 to 19*



## Setting the course

Formed in August 2016, Pathfinder is a successful well-established Multi Academy Trust serving more than 6,000 children and their families.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high



## Leading the way

quality teaching and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our pupils. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.



## Serving and inspiring

### Pathfinder Multi Academy Trust schools



**ACOMB  
PRIMARY  
SCHOOL**



**Archbishop  
Holgate's School**  
A Church of England Academy Founded 1546



**Badger Hill**  
PRIMARY SCHOOL



**Clifton with  
Rawcliffe**



**Hempland**  
Primary School



**Heworth**  
Church of England Primary School



**Huntington**  
PRIMARY ACADEMY



**Malton School**  
A Specialist Science School



**New Earswick  
Primary School**



**Poppleton Road  
Primary School**



**Rufforth**  
Primary School  
• Inspire • Care • Grow •



**St Barnabas**  
CHURCH OF ENGLAND PRIMARY SCHOOL



**St Lawrence's**  
CHURCH OF ENGLAND PRIMARY SCHOOL



**Tang Hall**  
Primary School



**Welburn**  
COMMUNITY PRIMARY SCHOOL



# Job Description

## Overview

The successful candidate will be line managed by the Director of Key Stage 3 or 4 (meeting weekly for feedback, guidance and support) and supported in their role by a (non-teaching) Assistant Head of Year.

## General Head of Year Responsibilities

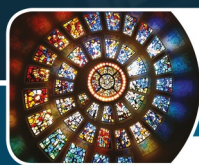
The central focus of the Head of Year's role is leading, inspiring, supporting and guiding students and staff in promoting the personal development, learning and achievement of students in the Year Group and the welfare, discipline, identity, positive ethos and attainment of the Year Group as a whole. The Head of Year leads each student on their AHS Journey. They must lead by example, set the standards and expectations with regard to pastoral care, to establish consistency through a high profile and proactive approach to managing behaviour and attitude in and outside of lessons.

Responsibilities are specific to the Year Group and include working with the Assistant Heads of Year in ensuring that all students are known and cared for as individuals; students' welfare, progress and achievement; fostering a positive Year ethos; resolving pastoral issues pro-actively; monitoring learning, academic performance and homework; liaising with colleagues in school and with agencies beyond; promoting good attendance and punctuality; requiring a high standard of uniform; the discipline of students in the Year Group and adherence to the Code of Conduct; leading the Year Team of Form Tutors; overseeing effective use of Tutor Time; leading and managing Acts of Collective Worship; positive liaison with parents; integration of new students and progression of those leaving; overseeing Year Reports and Parents' Evenings; monitoring targets and target setting; academic mentoring; records; references and requests for information; year areas; promoting student responsibility; accepting responsibility for the conduct and welfare of students before school, especially at the start of the day, during break time and the lunch period, as part of the pastoral responsibility of Heads of Year for students through the school day; and wider aspects of pastoral management as part of the Pastoral Leadership Team.

The role of Head of Year is key in furthering inclusion; ensuring every child is known as an individual; and the school's strategic aims – particularly the first three, Values, Care and Achievement. For Care, the successful candidate will be expected to champion every child in their Year Group to ensure they reach their maximum potential. For Values, the successful candidate will be expected to support the values and ethos of an Anglican foundation, including living Christian values into action, upholding the work of the chaplaincy team, and leading and coordinating Acts of Collective Worship. For Achievement, the successful candidate will be expected to support, challenge and encourage students through the pastoral system to achieve to their full academic potential, by promoting the learning, progress and attainment of individual students and the year as a whole through follow-up of assessments and other data and the championing of academic progress as one key outcome of excellent pastoral care.

To create a positive ethos based on high expectations of every student, to celebrate success and to support individual students, with specific support plans where necessary. Key to the role will be the oversight of behaviour for learning, intervention linked to lateness, attendance, under achievement and behaviour.





## Care

- Analysis of Year Group data including academic and behaviour. Plans of intervention are developed, implemented, monitored, communicated and reviewed to ensure that achievement is celebrated and behaviour and underperformance are challenged and improved.
- Support Plans are developed, implemented, monitored, communicated and reviewed to ensure that barriers to learning are removed and students are supported in changing their behaviour and improving their own standards.
- Taking a caseload of challenging students from across the Year Group, guiding, counselling, interviewing and target setting as appropriate to promote good behaviour across the curriculum.
- Ensuring the smooth integration of students into the school and their smooth progression from it.
- Ensuring that Form Tutors new to the school or the Year Group are welcomed, inducted and supported.
- Promoting good attendance and punctuality and requiring a consistently high standard of uniform. To include working with the attendance team to identify and track students with poor attendance.
- Ensuring that effective partnerships are built between home and school, including ensuring that concerns raised by parents/carers are responded to within 48 hours.

## Values

- Ensuring that all barriers to inclusion, academic progress and social development are removed.
- Celebrating success and promoting their Year Group, through assemblies, newsletter articles, high profile across school and events.
- Ensuring rewards, encouragement, high expectations and recognition of success of all kinds is in place.
- Ensuring the good discipline of students in the Year Group and their adherence to the Code of Conduct. Promotion of student responsibility, student leadership and the respect of students for themselves, for their environment and for others.
- Creating and promoting good opportunities for students to contribute to the life of the Form, Year, school and community through charitable, recreational and other activities.
- Ensuring equality of opportunity for all young people, ensuring discriminatory language and practice is actively challenged. Staff and young people are encouraged to adopt non-discriminatory practice.
- Devising and implementing a programme of Collective Worship and assemblies in accordance with school policy.

## Achievement

- Monitoring learning, academic performance and homework of individuals and the Year Group to ensure high aspirations and high achievement is in place.
- Liaising with the SENDCO, other pastoral colleagues, department and subject staff, senior staff, the School Chaplain, support staff, outside agencies and others to ensure pastoral staff, academic staff and other staff work together to ensure the best possible provision for students in the year group.
- School/Departmental Support Plans are developed, implemented, monitored, communicated and reviewed to ensure that barriers are removed and students are supported in maximising their academic progress and skills for life.
- Managing targets and target setting as appropriate to the Year Group in accordance with school policy.
- Supporting the school's homework policy in ensuring students are supported and sanctions are implemented as required.



## Leadership

- The Head of Year will lead a short, daily briefing with the year team, that reviews the priority jobs for the day and assign tasks to other members of the year team. Once the school day has finished, the Head of Year will review the outcome of the work completed by the Year team and use this to inform priority jobs for the following day.
- Leading, motivating, inducting, supporting, informing, consulting with, monitoring, challenging and developing an effective Tutor Team and being accountable for its work.
- Planning (with specific attention to developing the Year Team) and running of weekly Pastoral Briefings and termly Year Group meetings. Including the production of minutes and agendas.
- Developing, implementing and reviewing resources to be used in Form Time to develop Year Group specific skills.
- Organising Year Parents' Evenings including contacting 'hard to reach' parents, arranging signing-in following any matters arising.
- Ensuring that effective pastoral records are maintained, references and other procedures and requests for information are fulfilled.
- Contributing to the quality assurance process to ensure the delivery of best practice, in line with the identified needs of young people and agreed priorities and targets for Archbishop Holgate's School.
- Evaluating and developing pastoral matters and assisting with the wider aspects of pastoral management as required including development planning.
- Attending PLG after school meetings.
- Running detentions as required.
- Completion of lunch duties as required.

## Plus

- Promoting links between school and community.
- Supporting Form Tutors in registering/checking that students are present and ensuring office staff are informed immediately if anyone is missing and ensuring that Form lines are quiet and orderly.
- Fulfilling tasks and responsibilities specific to the particular Year and undertaking other responsibilities as appropriate.
- Ongoing CPD as required.



Staff in our schools are able to benefit from a wide range of training and development opportunities delivered through the Pathfinder Teaching School Hub, based at Archbishop Holgate's School. As well as providing the full range of National Professional Qualifications, the Hub and its key partners deliver an extensive programme of development opportunities for teachers at every stage of their career across the Ryedale, Scarborough and York region. For more information, visit the teaching school website: [www.pathfinder-tsh.co.uk](http://www.pathfinder-tsh.co.uk).



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# Benefits of working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

## Staff benefits platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform, including discounts from major retailers as part of the lifestyle savings benefit and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



### Lifestyle savings

Save on everyday essentials, enjoy money off at the movies and browse frequently updated deals across retail, food, shopping, travel, family essentials, dining out, leisure activities and much more. The lifestyle savings benefits include:

- Frequently updated discounts from the UK's leading retailers
- Updates to offers and discounts sent directly to your email
- New offers, brands, retailers and discounts added on a weekly basis

### Home and electronics

Spread the cost of purchasing a range of tech, homeware and essential appliances from Currys, John Lewis and more with payments taken automatically from your salary. The home and electronic benefits include:

- An alternative to expensive credit cards and pay day loans with no deposit or credit check required
- Spread the cost of essential items via fixed monthly salary reductions
- Access a huge range of products for the home and garden including the latest tech products
- Fast home delivery within days of authorisation

### Cycle to work

Save up to 42% on the latest bikes, high-vis clothing and safety accessories for your commute to and from work. The cycle to work benefits include:

- Staying fit, healthy and focused
- Avoid expensive petrol, parking and public transport costs
- A huge range of tax free bikes and safety equipment from one convenient location
- Spread the cost throughout the year with manageable reductions direct from your salary

## TES Magazine subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



## Pension Scheme

As an employee of Pathfinder Multi Academy Trust you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings):

### Support Staff Pension Scheme

Pathfinder contributes an additional 20.5% of your salary

### Teachers' Pension Scheme

Pathfinder contributes an additional 23.68% of your salary

## Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee



Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Specialist information on work-life balance
- Financial and legal advice
- Management consultation to support those responsible for managing others
- Up to six sessions of face to face or telephone counselling
- Access to online Cognitive Behavioural Therapy (CBT)
- Information on local services such as elder care and childcare

## Discounted bus travel

As part of the First Bus Commuter Travel Club, Pathfinder staff benefit from discounts on work and leisure travel using First Bus services. The benefits of the Commuter Travel Club include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel within your chosen zone
- Mobile tickets delivered straight to the free First Bus App
- Automatic monthly ticket renewal
- Spread the cost of annual travel
- Price frozen for 12 months