

ASPIRE.
BELIEVE.
ACHIEVE.



CALDEW
SCHOOL

WHERE EVERY STUDENT
IS SUCCESSFUL TODAY
AND PREPARED
FOR TOMORROW.

POST AND APPLICANT INFORMATION.

HEAD OF YEAR

Salary: MPS/UPS + TLR 1a (£9782)
Contract Term: Full time permanent
Start date: 1st September 2025

Closing date: 9:00am Monday 12th May 2025
Interview date: TBC

PURPOSE OF THE ROLE:

To lead a year group of students to 'be the best they can be' through academic and pastoral support following school procedures and policies for behaviour, attendance and promoting achievement. As a Middle Leader, a Head of Year oversees a Pastoral team of Form Tutors and Pastoral Manager. A essential part of the role of Head of Year is to communicate well with students and parents of the year group and also with staff and other outside agencies.

Safeguarding Statement

Caldew School is committed to the protection and safety of its pupils and expects all staff and volunteers to share this commitment. An online search will be carried out for shortlisted candidates. The successful applicant will be required to undertake a criminal record check via the DBS. Our safeguarding policy can be found at:

<https://www.caldew.cumbria.sch.uk/our-school/policies-other-key-documents/>

Equal Opportunities Statement

We are an equal opportunity employer. We want to develop a more diverse workforce and we welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. We are committed to employing disabled people making reasonable adjustments to support applicants when required

Application Process

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular

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strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

Short listed applicants may be screened prior to interview by checking social media. The purpose of this is to ascertain if the applicant demonstrates behaviour that is suitable for employment in a school environment. References will be requested prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

JOB DESCRIPTION:

- To be the Head of Year
- To have oversight of the attendance, behaviour and progress of students in their Year Group;
- To ensure that all Form Tutors carry out the duties required of them as per their job descriptions and ensure that consistently high standards are maintained throughout the Year;
- To work with parents, students, Caldew staff and external agencies as appropriate to secure high attendance, personal safety and well-being for individual students within the Year Group so that they are able to achieve their academic potential;
- To take a lead role in developing pastoral systems with whole school initiatives;
- To carry out self-evaluation for the Year Team in line with the schools self-evaluation calendar;
- To develop a Year Group ethos within the school that its students identify with;
- To build positive relationships with parents and implement strategies to involve them in their child's education;
- To ensure effective communication with parents takes place ;
- To implement strategies that raise the achievement of the Year Group students ;
- To attend Raising Achievement SLT meetings giving a verbal report on pastoral interventions to raise achievement;
- Implement the coordinated delivery and quality control of a Year Group Tutor Programme aimed at preparing students for exams and raising academic achievement;
- To assist in the IAG programme for the Year Group;
- To be Appraisal Line Manager for a member of Support Staff

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PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS	<p>Degree level qualification in a relevant subject</p> <p>A relevant teaching qualification (PGCE, Cert Ed, BED)</p> <p>Qualified Teacher status</p>	<p>Further relevant qualifications</p> <p>Evidence of attendance and learning from short training courses and opportunities</p>	<ul style="list-style-type: none"> • Application • Interview
EXPERIENCE AND SKILLS SPECIFIC TO TEACHING	<p>A Good or Outstanding classroom practitioner</p> <p>Successful teaching experience across Key stages 3,4 & 5, A level and GCSE</p> <p>A thorough knowledge and enthusiasm for the specialist subject</p> <p>Experience in using a wide range of varied teaching and learning styles</p> <p>Commitment to the provision of quality and equality of opportunity in the teaching of the subject</p>	<p>Teaching experience in more than one mixed comprehensive school.</p> <p>Experience of any other appropriate courses/qualifications relevant to the subject.</p>	<ul style="list-style-type: none"> • Application • Teaching task • References • Interview
MANAGERIAL AND LEADERSHIP CAPABILITIES	<p>A forward looking approach to leading the team</p> <p>Ability to effectively build and lead a team</p> <p>Ability to work well in a wider team and contribute to whole school improvement</p> <p>Commitment to continuous review and teacher development using</p>	<p>Previous experience of middle leadership in education</p> <p>Evidence of successful completion of delegated management tasks.</p> <p>Problem solving capacity</p> <p>Involvement in whole school leadership and management issues</p>	<ul style="list-style-type: none"> • References • Application • Interview

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	<p>Performance Management and monitoring processes</p> <p>Good organisational skills</p> <p>High order analytical skills</p> <p>Using attainment and achievement data to inform team improvements in mentoring</p>	<p>An understanding of changing school environments and national issues.</p>	
PASTORAL UNDERSTANDING	<p>Detailed knowledge of aspects of pastoral work</p> <p>Evidence of involvement in raising attainment and achievement of students</p> <p>Commitment to continuous review and development of pastoral systems</p> <p>Involvement in developing teaching and learning</p>	<p>Awareness of whole school issues</p> <p>Experience of working with outside agencies</p> <p>Qualification in Safeguarding of Level 2 or higher</p>	<ul style="list-style-type: none"> • Application • Interview
INTERPERSONAL SKILLS	<p>High order communication skills – including written, oral and the use of ICT in a variety of contexts.</p> <p>Ability to relate well to colleagues, parents and pupils</p> <p>Sense of humour</p>		<ul style="list-style-type: none"> • Application • Interview • Teaching task • References
PERSONAL QUALITIES	<p>Good health and stamina</p> <p>Enthusiasm and commitment</p> <p>Empathy with and genuine liking of young people</p> <p>Professional ambition and drive</p> <p>Motivation and initiative to respond quickly to developments in education and the subject</p>	<p>Desire to be involved in extra-curricular activities/provision</p> <p>Confidence in spearheading new projects</p>	<ul style="list-style-type: none"> • Interview • References • Teaching task