



**ST. CATHERINE'S**  
**COLLEGE**

A CHURCH OF ENGLAND ACADEMY



Head of Year - Salary Leadership 3 to Leadership 6  
Required September 2025







## Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at [www.stcatherines.college](http://www.stcatherines.college), to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.





At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.

We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.

We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **‘I have come that you may have life, and have it to the full’ (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff “set very high standards for students’ behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful.” *Ofsted*

“There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential.” *Ofsted*

Preparing students to stand shoulder to shoulder with their peers: locally, nationally and globally.

## The Post

We are seeking to appoint an outstanding Head of Year to join an experienced and enthusiastic pastoral team. The role is to become the Head of Year 8, remaining with the year group until they reach the end of Year 11.

Our Heads of Year are members of teaching staff supported by a full-time non-teaching Assistant Head of Year and an Assistant Headteacher.

You should be a qualified teacher with the ability to think strategically. You should be a team player with strong leadership skills.

### **The Benefits of Working at St Catherine's College Include:**

A friendly, supportive and caring staff team

Very well-behaved students who are ambitious, hardworking, resilient, and responsible

Highly visible, supportive senior leaders

Excellent career development opportunities

Subsidised membership to Benenden Private Medical Healthcare

A fabulous, sociable staff room

*"Students and adults thrive in this caring community that celebrates love at its core."*

*(Inspection 2023)*

*"As a result of the rigorous routines used across the college, students are ready to learn and swiftly engage in lessons. This ensures that the atmosphere throughout the college in lessons and social time is calm, purposeful, warm and inclusive."*

*(SIAMS Inspection 2023)*

**Job details**

<b>Salary:</b>	Leadership 3 to Leadership 6
<b>Hours:</b>	Full time
<b>Contract type:</b>	Permanent
<b>Reporting to:</b>	Assistant Headteacher

**Main Purpose Head of Year**

To provide professional leadership and management across the year group, to secure high quality learning, behaviour and attendance. You will value kindness and be able to build transformational relationships with students and staff.

**Duties and Responsibilities**

To coordinate the year team to deliver high quality pastoral care and academic support.

To continue to develop a highly skilled and motivated team of tutors.

To gain a working knowledge of all individuals within the year and liaise with relevant staff on any issues that are impacting on learning.

To maintain an overview of all students' academic progress and ensure effective strategies are in place to support this.

To coordinate support for students in need of additional academic, social or emotional support.

To ensure high quality communication with students, parents/carers and staff.

To report all safeguarding or potential safeguarding concerns immediately to the DSL.

**Main Purpose Teacher**

To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document and in the Teachers' Standards.

**Duties and Responsibilities**

Set high expectations which inspire, motivate and challenge students.

Promote excellent progress and outcomes by students.

Demonstrate excellent subject and curriculum knowledge.

Plan and teach well-structured lessons, following the school's plans, curriculum and schemes of work.

Accurately assess, monitor, record and report on the learning needs, progress and achievements of all students.

Adapt teaching to respond to the strengths and needs of students.

**Whole School**

Make a positive contribution to the wider life and ethos of the college. Maintain good order and discipline among students, to ensure a positive and safe learning environment.

## Job Description—continued

### **Duties and Responsibilities**

#### **Professional Development**

Take part in further training and development, including the appraisal process. Support the professional development and appraisal of others.

#### **Personal and professional conduct**

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

## **Person Specification**

### **Qualifications and Training**

Qualified teacher status recognised by the DfE

Graduate

### **Experience**

The post would suit an experienced teacher

### **Skills and Abilities**

Be a talented classroom practitioner, with potential to develop further

Able to teach to GCSE

Possess good ICT skills and be able to use them in their own teaching

Able to communicate well, both in writing and orally

Able to manage time effectively and work to deadlines

### **Knowledge and Understanding**

Understanding of the principles, processes and strategies underpinning outstanding teaching and learning

Outstanding knowledge of current educational developments/issues in teaching

### **Values**

Support the aims and ethos of the College

A commitment to comprehensive education, equal opportunities and inclusion

A passionate commitment to achieving the highest standards for all learners

A commitment to teaching approaches which make learning interesting, challenging, relevant and effective

An enthusiasm for, and involvement in, extra-curricular activities

### **Personal Qualities**

Shows warmth, care and a sensitivity to the needs of others

Is self-motivated and hard-working

Possesses a sense of humour and the humility to admit mistakes

Shows imagination, vision and proactivity

Possesses an infectious enthusiasm, stamina and considerable energy

Can work effectively and professionally even when under pressure

Has a good health and attendance record

# Your Application

Completed application forms and letters of application should be sent directly to the college addressed to [swindsor@stcatherines.college](mailto:swindsor@stcatherines.college)

The closing date for this post is 12 noon on **Sunday 23 March 2025**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College 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. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

