



# Walkwood

Church of England  Middle School

## Recruitment information: Head of Year





**Our Vision:**

**In our inclusive community,  
Each valued individual is taught self-belief  
We are resilient and optimistic,  
Caring for ourselves and our peers.  
We are Children of God, with hope,  
Awe and wonder in our hearts.**

**Our Bible verse:**

**Be kind to one another, tender-hearted, forgiving one another, as God in Christ forgave you. *Ephesians 4:32***

***Our core values:***

**Kindness**

**friendship**

**Truthfulness**

**Respect**

***Respect - Believe - Succeed***

## Headteacher's introduction

Thank you for taking time to request information about the appointment of a Head of Year at Walkwood Church of England Middle School. The post is available from 1<sup>st</sup> September 2026.

Our school is “middle deemed secondary and the timetable is run as for a secondary school, with emphasis placed upon subject specialisms.

We set high aspirations for all our pupils, both academically and socially. Our Christian values lie at the heart of our work, and we provide a broad, rich, stimulating education to develop a passion for learning in all children. We aim to challenge all our children within a safe and supportive environment, encouraging them to become reflective, resilient learners and achieve academic excellence.

We are dedicated to promoting literacy across the curriculum with a core focus on reading for empowerment. Furthermore, Walkwood staff support children in developing their understanding of problem solving and reasoning in a broad range of contexts in which they can investigate, question and share their learning. Throughout their time at Walkwood, all pupils are encouraged to express themselves creatively and imaginatively, through all areas of the curriculum.

High standards for behaviour across the school to enable a purposeful learning environment in which all children can feel safe and flourish.

Therefore, we are seeking a colleague who will share and uphold our Christian vision and values, delivering a curriculum that links content, skills and knowledge, whilst ensuring that each individual pupil receives high-quality pastoral care within an inclusive setting.

If you wish to be considered for this Head of Year post at Walkwood Middle School, please complete an application form. On that form, please indicate your desired subject(s) for teaching.

Kindly send your documents to [recruitment@walkwoodms.worcs.sch.uk](mailto:recruitment@walkwoodms.worcs.sch.uk) by 9 am on Friday 15<sup>th</sup> May 2026. Shortlisted candidates will be contacted soon after this date. Tours of the school will be part of the interview day. Interviews will take place on Friday 22<sup>nd</sup> May 2026.

If you feel you are ready for a new role, working collaboratively with pupils, staff and the wider Trust, I look forward to receiving your application.

Mrs Caroline Lowe

# Job description

## Part I

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document.

## Part II

Name: ...  
Post: Head of Year  
Scale: +TLR 2B

### Purpose of the Job:

- To be responsible for the overall social, emotional, educational progress and physical well-being of pupils in the year group.
- To support manage and develop a team of form teachers to support pupils needs.
- To promote the values and ethos of the school.

## Part III

### Class teacher

Main Responsibilities are to:

- Deliver high standards of teaching and learning through well planned lessons and a variety of teaching methods.
- Deliver lessons which have clear measurable outcomes, have pace and where AfL makes a good contribution to learning and both pupils and teachers can track progress.
- Plan and deliver lessons in which pupils engage and enjoy and which challenge and extend all pupils including specified groups, such as SEN and Gifted and Talented.
- Incorporate SMSC into curriculum and non-curriculum activities.
- Set high expectations of all pupils in terms of attainment, attendance and behaviour.
- Monitor pupils' progress using appropriate data and implement actions to ensure pupils are able to take 'the next steps' in their learning.
- Ensure levels of attainment are shared with pupils and they understand the steps they need to take to improve.
- Ensure through a variety of methods that parents are informed with regard to their child's learning and any relevant pastoral issues.
- Provide a stimulating learning environment which has a high standard of display and is well organised and 'user' friendly for pupils.

## Part IV

### Head of Year

In addition, you are required to undertake the responsibilities for which you are being paid a further allowance as follows:

Main Responsibilities are to:

- To ensure all tutors within the year team understand and are actively implementing school policies including; safeguarding, behaviour and anti-bullying, attendance, uniform/equipment, online safety and form time programme.

- To promote excellent attendance (97%+) and punctuality.
- To build and maintain highly professional partnerships with parents/carers and external agencies to support pupil academic progress and social and emotional development.
- To lead quality and purposeful assemblies which promote the school's values.
- To contribute to the management of school events; open evenings, parent's evenings, school trips, extra-curricular and social events.
- Foster a team identity and hold regular minuted team meetings.
- To ensure tutors are carrying out daily checks e.g equipment and uniform checks.
- To provide reports to SLT on; behaviour, attendance, punctuality, interventions, students on report and from time monitoring.
- Closely monitor the behaviour of pupils via Epraise and provide help to form teachers in co-ordinating support.
- Model and implement the behaviour policy for their year group.
- Meet parents and carers to discuss concerns and provide support where needed.
- Implement and monitor the anti-bullying procedures and act where necessary.
- Work with relevant teachers to implement and review Individual Pastoral Support Plans.
- To deliver year group specific tasks where appropriate e.g transition preparation, trips/visits, and year group events.
- Effective communication and reporting to SLT to ensure the best possible outcomes for all pupils.

#### Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Work at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through personal presentation and professional conduct;
- Contribute to the life of the school through effective participation;
- Take responsibility for their own professional development and duties in relation to school policies and practices;
- Take on any additional responsibilities which might from time to time be determined.

#### Post Threshold

Teachers will be expected to maintain all threshold standards as outlined in the School Performance Management Policy for Threshold.

#### Please Note

This job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the postholder must use directed time in accordance with the school's policy, and have regard to the Schoolteachers' Condition of Employment.

The job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Signed : .....

Date:.....

Signed : .....

Date:.....

For and on behalf of Walkwood Church of England Middle School



## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> <li>• Good honours degree or equivalent</li> <li>• Evidence of relevant and ongoing professional development</li> <li>• Safeguarding training (or willingness to undertake)</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Secure knowledge of the curriculum and effective teaching strategies</li> <li>• Strong understanding of Assessment for Learning (AfL) and its impact on pupil progress</li> <li>• Knowledge of safeguarding, child protection, and statutory responsibilities</li> <li>• Understanding of behaviour management strategies and inclusive practice</li> <li>• Awareness of strategies to support SEN, disadvantaged pupils, and more able learners</li> <li>• Understanding of SMSC and its role within school life</li> <li>• Knowledge of school systems relating to attendance, behaviour, and pastoral care</li> </ul>
<b>Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to deliver high-quality, engaging lessons</li> <li>• Ability to plan lessons with clear, measurable outcomes</li> <li>• Ability to use a range of teaching strategies to meet diverse learner needs</li> <li>• Ability to monitor and track pupil progress using data effectively</li> <li>• Ability to support students' social, emotional, and academic development</li> <li>• Ability to manage behaviour effectively and consistently</li> <li>• Ability to identify and support students requiring additional pastoral intervention</li> <li>• Ability to lead, support, and develop a team</li> <li>• Strong organisational and time-management skills</li> <li>• Ability to monitor attendance, behaviour, and punctuality effectively</li> <li>• Ability to analyse, interpret, and report student data to senior leaders</li> <li>• Ability to run meetings and communicate expectations clearly</li> <li>• Ability to build positive, professional relationships with students, staff, parents/carers, and external agencies</li> <li>• Strong verbal and written communication skills</li> <li>• Ability to handle sensitive situations with professionalism, discretion, and confidentiality</li> <li>• Ability to work under pressure and prioritise effectively</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Ability to deliver presentations or lead parent engagement initiatives</li> </ul>

<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Proven experience of successful classroom teaching across relevant key stages</li> <li>• Experience of delivering high-quality teaching and learning with strong outcomes</li> <li>• Experience of planning lessons with clear, measurable outcomes</li> <li>• Experience of using data to monitor progress and inform interventions</li> <li>• Experience supporting pupils’ social, emotional, and behavioural development</li> <li>• Experience managing behaviour effectively</li> <li>• Experience working effectively with parents/carers and external agencies</li> <li>• Experience contributing to whole-school systems, policies, initiatives, and events</li> <li>• Experience of leading or contributing to a team</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience developing and implementing Individual Pastoral Support Plans</li> <li>• Experience working with external agencies or multi-agency teams</li> <li>• Experience of leading whole-school worship/assemblies</li> <li>• Previous experience in a pastoral or middle leadership role</li> </ul>
<b>Personal qualities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Commitment to the school’s ethos and values</li> <li>• Commitment to achieving the best outcomes for all pupils</li> <li>• High expectations for pupils’ attainment, progress, behaviour, and attendance</li> <li>• Commitment to safeguarding and promoting pupil welfare</li> <li>• High levels of professionalism and integrity</li> <li>• Resilient, adaptable, and solution-focused</li> <li>• Ability to motivate and inspire students and colleagues</li> <li>• Strong teamwork and collaboration skills</li> <li>• Commitment to equality, diversity, and inclusion</li> <li>• Commitment to maintaining confidentiality at all times</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:**

**Next review date:**

**Headteacher/line manager’s signature:** \_\_\_\_\_

**Date:**

---

**Postholder's signature:**

---

**Date:**

---