



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

HEAD OF YEAR (2 FULL TIME & 1 PART-TIME POST AVAILABLE)

MALTON SCHOOL

Required 1st September 2025

Closing date: 9am on Monday 16th June 2025

Interview date: Friday 20th June 2025



Malton School

A Specialist Science School

Malton School is seeking to appoint new Heads of Year to join our Pastoral Team, providing high quality leadership of a year group under the line management of the relevant Director of School (Please note that our Heads of Year are non-teaching support staff posts).

The Head of Year will lead a team of 5 Form Tutors and will set the tone and ethos for the year group in line with the aims of the school.

The Head of Year will have an important role to play in setting standards to promote the best possible rates of student progress and attainment. The post-holder will monitor student progress and will plan interventions as appropriate to maximise student achievement.

The Head of Year will ensure the highest standard of pastoral care is delivered within the year group. The post-holder will be one of seven Heads of Year playing a vital role in delivering an excellent climate for learning across the school.

The school has 7 Heads of Year (from Year 7 to Year 13) who are all line managed by the relevant Director of School. The successful applicant will be placed with a year group based on consideration of your strengths and experience and those of other members of the team.

Please note: We have 2 full-time vacancies one for the incoming Year 9 in Lower School and the other for incoming Year 12 in our Sixth Form. We also have a part-time vacancy to facilitate a job share as Head of Year 7.

For the successful candidate we offer:

- A welcoming school where staff / student relationships are excellent.
- A vibrant, supportive community which engenders a real sense of belonging.
- The opportunity to join a friendly and supportive team.
- A varied and interesting role.
- A coaching culture which is a key focus for bespoke staff development.

Job Title

Head of Year
Year 7 (2 days per week - Job Share *Must include a Friday*)
Year 9 & Year 12 (5 days per week)

Reports to

Director of Lower School or Sixth Form

Grade

NJC Payscale Grade G, Scale Points 13-18
37 hours per week (Y9 & Y12) 14.5 hours per week (Y7)
Term time plus one week (incl. training days)
£24,696—£26,797 per annum Actual Salary for Y9 & Y12
£9,678—£10,501 per annum Actual Salary for Y7
Based on £28,163—£30,559 per annum FTE

Additional Information

Completed application forms should be emailed to:

Claire Hardware, HR & Operations Manager

Malton School
Middlecave Road
Malton
North Yorkshire
YO17 7NH

Email: cmh@malton.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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ABOUT MALTON SCHOOL



Malton School

A Specialist Science School

A small, friendly school providing a happy environment for personal development

Malton School serves a wide rural area of Central Ryedale, as well as the town of Malton itself. We currently have 1059 students on roll, including 263 in the Sixth Form; there are 62 teaching staff and 72 support staff. We are fully comprehensive. Our staff student relationships are excellent. Behaviour is extremely good. Most of our students move on to university and many of them to Russell Group universities. We offer a very happy and supportive community in which colleagues can further develop their career. The school is over-subscribed.

The school operates an iPad for Learning Scheme. Every member of staff has an iPad as well as a laptop and all students have an iPad.

The school has recently joined the [Pathfinder Multi Academy Trust](#) and [Teaching School Hub](#) and we are also a member of the [Red Kite Teaching School Alliance](#). We share staff development programmes and opportunities within the MAT and the alliance, including leadership development and support for early career teachers.

Benefits of working at Malton School

The school prides itself in being a supportive employer, offering favourable terms and conditions to facilitate outstanding teaching and learning. Some of the main additional benefits of working at Malton School include:

- PPA above the national expectation in response to staff delivery of a Personal Development Activity (PDA – see below).
- A strong bespoke staff development programme for all staff.
- Access to Employee Assistance Program
- Apple Distinguished School – your practice will be enhanced by having an iPad to utilise in the classroom.
- Membership of the Red Kite Teaching School Alliance.



Malton School was judged Good with Outstanding Sixth Form Provision in December 2023

Ofsted
Good
Provider





The Pastoral Team

Malton School provides a caring environment whilst inspiring students to fulfil their potential. We have a dedicated Pastoral Team that works with staff and students throughout the school. The Team is led by the Directors of Keys Stages 3, 4 & 5 (Lower/Upper School and Sixth Form) and consists of 7 Heads of Year across the three Key Stages, all overseen by the Assistant Headteacher Pastoral Care & Safeguarding. It is supported by a team of Form Tutors, a Career and Attendance Lead, Head of Guidance and a dedicated Pastoral Admin Team.

The School Curriculum

We operate a four-period day within a ten-day cycle. Each lesson is 75 minutes long. Students have 26 hours curriculum time each week, with the extra hour on a Thursday set aside for personal development (see below).

Key Stage 3

Students are placed in mixed-ability form groups. In Year 7, teaching is in mixed ability groups. In Years 8 and 9 setting is for Science, Maths and the group of subjects English, Geography, History, French and Religious Education.

Key Stage 4

English (including Literature) Maths, Double Science, Religious Studies and Physical Education are compulsory. Students then choose four further options subjects (10% of curriculum time each). Where students choose triple science, this takes up one of their 4 option blocks.

Key Stage 5

Advanced Level courses are currently taught in Biology, Chemistry, Computer Science, Design Technology, Economics, English Literature, Fine Art, French, Geography, History, Maths, Maths (Further), Music, Photography, Physics, Physical Education, Politics, Psychology, Religious Education, Spanish and Sociology. BTECs are offered in Food Science, Health and Social Care, and Sport and Cambridge Technicals are offered in Information Technology, Business Studies, Digital Media and Performing Arts. Re-sit GCSE courses are also offered in English and Maths, together with an open access provision for IT skills acquisition.

Personal Development Activity

One hour per week is devoted to personal skills development. Staff offer nearly 40 different courses. Students choose a different course each term. The scheme is focused on character education and the development of the whole child. New members of staff would be expected to contribute to this programme.

Academic Structure

The academic work of the School is structured in Faculties. Each Faculty is led by a Faculty Leader and an Assistant Faculty Leader. In-service training is managed in consultation with Faculty Leaders. Funding for books and equipment is derived from a formula which takes account of the numbers and ages of students as well as the nature of the subject. Faculties are also able to bid annually for additional funding from the School budget, the Endowment, and the PTA.

The School Site

We are fortunate to enjoy a large site on the edge of Malton with views of both the North York Moors and the Yorkshire Wolds. The sports field accommodates three hockey, four football, one rugby pitch, one cricket pitch

and an athletics track as well as hard court tennis courts / netball courts. Staff can use our sports facilities in the excellent sports centre. There is plenty of parking space for staff.

Malton School was founded in 1547, becoming a comprehensive school in 1971 with the merger of the original grammar school and the neighbouring county modern. The two buildings, known as East and West Wings, date from 1911 and 1958. As far as possible, subject departments are housed in one wing. Most members of staff are based permanently in one room.

We opened a new Science block with four new laboratories in 2004 on becoming a specialist Science School, resulting in a total of eight laboratories and associated preparation rooms. Our Food Technology rooms were totally re-furnished in 2011. In February 2011 Archbishop Sentamu opened a community sports centre and full-sized, floodlit, astroturf pitch on the school site, providing us with the best P.E. facilities in the area. A dance and drama studio was opened in September 2013. Fully refurbished DT rooms opened in September 2016. A new 4 classroom Humanities block was opened in September 2021. We have recently opened an improved library and set of music facilities in September 2024.



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ABOUT PATHFINDER MULTI ACADEMY

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



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JOB DESCRIPTION

Main Purpose of Job

To provide high quality leadership of a year group, setting a strong ethos and culture of respect in line with the aims of the school. To ensure high standards of individual pastoral care: providing a quick response to issues raised; the effective operation of good pastoral recording, tracking and monitoring; and the delivery of pro-active planned interventions. In doing so, to support high standards of student progress and attainment, supporting the school systems established by the Senior Leadership Team and in liaison with Faculty Leaders.

Tasks/Responsibilities of a Head of Year

Leadership

- To provide strong and effective leadership for the year group.
- To set the tone for the students in the year group in terms of ethos, morals, respect and positive attitudes, in line with those of the whole school.
- To meet with each student in the year group on an individual basis once per term to support their pastoral care, good attendance and academic progress and achievement. To use information gathered to support the updating of the Student Learning Considerations document and other whole school processes (eg options) as appropriate.
- To set the tone for staff working with the year group to ensure the highest expectations of all students and the highest standards of behaviour and academic achievement are met.
- To actively support the leadership of the school, upholding school policies and procedures.
- To lead the delivery of assemblies for the year group, ensuring the highest standard of behaviour for other staff and visiting speakers who might be delivering the assembly.
- To deliver assemblies personally as and when required, taking the opportunity to reinforce key messages for the year group.
- To contribute to the Senior Pastoral Team meetings as required.
- To support the external exam results processes on the day before and the day of the GCSE or A Level results (if and when appropriate to the Year Group they are responsible for).

Pastoral Care

- Under the direction of the relevant Director of School to be responsible for ensuring appropriate care and guidance strategies (relating to behaviour, attendance, health, mentoring, transition, family and agency liaison) are delivered within the year group.
- To use data on student attendance together with student progress and performance in relation to tracking against targets set for each individual, and to be responsible for planning and implementing follow-up procedures and interventions are delivered in a timely fashion and are followed through on as appropriate.
- To ensure the highest standards of student behaviour within the year group.
- To monitor and to take responsibility for the standard of student behaviour within the year group in form time, during breaks and lunch and when travelling to and from school.
- To provide 'on call' cover as required as part of the duty rota.
- To contribute to the supervision of the Isolation facility as part of the supervision rota.
- To contribute to lunch duty cover as part of the lunch duty rota.
- To implement pro-active measures to minimise the risk of bullying.
- To investigate all breaches of behaviour in the year group and ensure they are dealt with quickly and effectively including communicating outcome decisions to all parties.
- To support Faculty Leaders and teachers to ensure high standards of student behaviour in lessons.



Tasks and Responsibilities of a Head of Year Continued

- To be responsible for the admission process for new students joining the year group; and the exit process for students leaving the school from their year group.
- To prepare all students effectively for the next phase of their educational journey and transfer on to the care of other staff as they move up to the next age level (Yr7 to 8; Yr9 to 10; Yr11 to 12; and Yr13 to next steps). To liaise closely with the relevant Director of School in the provision of high quality transfer information to the new Head of Year who will be receiving the year group cohort (or to external bodies as students leave the school).
- To prepare highly effectively for the receipt of a new year group cohort, liaising closely with the colleague passing the year group on (or with external schools as appropriate in the case of students joining the school in Yr7 or Yr12).

Academic Progress

- To monitor and support the overall academic progress and development of students within the year group, liaising closely with the Student Progress Leader and using progress, attainment and attendance tracking data supplied to plan, deliver and follow through on appropriate interventions for individual students.
- To develop appropriate achievement and guidance strategies which offer challenge and opportunities for all students to succeed.
- To plan, develop and lead the development of independent study skills in students.
- To report as required on the student performance, progress, attendance and behaviour within the year group.
- To evaluate the impact of all improvement activities on students within the year group.
- To liaise with the Careers Lead (or Head of Guidance as appropriate) and to be responsible for delivering age appropriate career education input and guidance for students in the year group, including advice and guidance to ensure that students move on to appropriate courses.
- To develop and maintain links with other partners in order to support the educational progress of students.
- To plan and organise parent teacher consultation evenings, review days and other appropriate parental information events for the year group and to ensure regular communication between home and school, including, for example, year group newsletters.
- To ensure all students irrespective of gender, race, ability or disability have equal access to appropriate support and guidance.

Line Management

- To support the development of best practice form tutoring within the year group, effectively managing the form tutors to support the pastoral care and progress of students within the year group.
- To support form tutors in offering appropriate guidance to the members of their form.
- To be accountable for the quality of form tutoring within the year group
- To plan, organise and produce the pastoral programme for the year group in liaison with the relevant Director of School and the Assistant Headteacher (with responsibility for the Assembly programme and the Wider World agenda, including the thoughts for the week).

General

- To comply with policies and procedures relating to child protection, safeguarding and safe working practices. To liaise closely with and to support the relevant Director of School on all such matters relating to a student within the year group.
- To ensure policies and procedures relating to child protection, safeguarding and safe working practices are understood and followed by the tutorial team.
- To comply with policies and procedures relating to equal opportunities, health and safety, security, confidentiality and data protection.
- To attend relevant briefings and school meetings as required.
- To actively support the senior leadership team and the governing body in promoting a positive image of the school.
- To actively support the ethos and policies of the school amongst the student body, the parents and the wider community.



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Behaviours and Aptitudes

- To be a leader, of staff and students.
- To be self-motivated, demonstrating a positive approach with a “can do” attitude.
- To demonstrate professional generosity, with the ability to be diplomatic and thoughtful to the feelings of others.
- To be able to communicate effectively and professionally with staff, students, parents, governors and external agencies as required.
- To remain calm and measured when dealing with difficult situations and incidents.
- To be passionate about achieving the best for each student.
- To show a willingness to work flexibly to meet the best interests of the school.
- To be able to work well under pressure
- To be able to organise and develop effective systems.
- To relate well to young people.
- To engender trust and respect from students and colleagues
- To retain a sense of humour and an empathetic approach in working well with other colleagues.
- To maintain confidentiality.
- To be committed to achieving excellence.
- To prioritise and plan effectively to ensure completion of tasks.
- To be able to take initiative and work independently.
- To be self-reflective, with the ability to evaluate own achievements and deliver improvement.

Skills/Qualifications/Experience

- To hold a degree level qualification or equivalent (which could include substantial experience of pastoral leadership experience in a relevant setting).
- To be able to manage and lead a team of form tutors effectively
- To display a good level of ICT competence (including Microsoft Office and Bromcom).
- To demonstrate good negotiation skills.
- To demonstrate good judgement and decision-making skills.
- To be able to manage own time effectively, prioritising actions appropriately.
- To demonstrate strong presentational skills, both to large groups of students and to adults
- To have an excellent attendance record.



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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 20.4% of your salary

Teachers' Pension Scheme

Pathfinder contributes an additional 28.68% 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