



HEAD OF KEY STAGE

RECRUITMENT PACK



CASTLE SCHOOL EDUCATION TRUST



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Letter from our Headteacher

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Thank you for your interest in being the Head of Year at Marlwood School.

This is a rare opportunity for you to join the pastoral team and be part of the exciting and vibrant wider Marlwood community, where every member of teaching and support staff play their part. We know just how important a decision this is for you as well as us and we hope this pack and the selection process enables us both to make the right decision.

Marlwood School is a gem of a school. Being appointed Head of School in September is something that I am really proud of. We are a smaller than average secondary school nestled in the heart of our community. We work tirelessly to ensure all our staff and students love coming to school.

Working as part of The Castle School Education Trust we ensure all our students pursue academic excellence and have a range of holistic development. Our staff are committed to our students and do everything in their power to ensure that each individual student realises and achieves their full potential.

At Marlwood we have a genuine sense of family and community at the school, we expect all in our school community to be resilient, respectful and responsible. We are committed to our pursuit of excellence and our high expectations are communicated to everyone who is part of the school community.

Although we are a smaller school we have a diverse community. Our key strength is that we celebrate difference and diversity in all aspects of our school life. We have a strong student voice and they reflect our inclusive ethos.

We have a team of committed teachers and support staff who work closely with our leaders to ensure our school is coherent in its philosophy and its ethos. Our holistic offer is broad and all our staff are committed to offering enriching experiences as well as academic delivery.

I believe our school is a really special place and would encourage you to visit and experience it for yourself.

I look forward to receiving your application.

Helen Simmons, Head of School



About CSET

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Marlwood school is part of the Castle School Education Trust, a group of like-minded schools whose shared ambition is to provide A Great Education for Every Child. Whilst Marlwood retains its own unique identity and ethos, being part of a family of schools brings additional support as well as opportunities to share expertise, provision and costs across our schools.

Our trust comprises of four secondary and five primary schools in South Gloucestershire. We have a strong track record of school improvement, and a strong trend of improved outcomes and rising pupil numbers. You will be joining us at an exciting time, as we work collaboratively with eleven schools from TPLT in North Somerset, with an aim to join together to form Pathway Trust in the future.

As a trust, our ambition is to enable every child to experience a great education. We have a compelling vision for each of our schools based on a deep understanding of each community we serve. . Many of the challenges facing school leaders are common to all schools. Our approach to school improvement enables staff and pupils to benefit from the sharing of resources and expertise whilst remaining true to their unique identity and context. The Trust has employee development as a key priority.



CASTLE SCHOOL EDUCATION TRUST



Role information

Job Title: Head Year

FTE: 1 FTE

Contract type: Permanent

TLR: 1a (£9,782 per annum)

Start date: September 2025

Marlwood School is looking for an innovative leader to join us as Head of Year from September 2025. As this is a small secondary school, you will be expected to lead multiple year groups across either KS3 or KS4.

About Marlwood School

This is a really exciting time to join Marlwood School. Having received a Good Ofsted rating in November 2023, you will be joining us on our journey towards becoming an exceptional school that lies at the heart of a close knit community. With around 550 students, we are a smaller than average secondary school and this brings with it many benefits, not least our ability to get to know our children quickly, understand their individual needs and place high quality education at the heart of everything we do. Our values of Resilience, Respect and Responsibility are lived throughout our school community.

We pride ourselves on our CPD support, both at school and Trust level. As a school, we invest in personalised coaching for all staff, with a focus on subject-specific pedagogy and teaching and learning. We also have a central Trust education team who support and deliver high quality training.

We can offer you:

- School commitment to CPD and development of all staff including collaborative support and instructional coaching to allow teachers to thrive.
- Trust support, development and a facilitated collegiate approach to curriculum implementation, best practice and assessment.
- Commitment to inclusivity and fostering of diversity
- Values and vision that are lived not laminated
- Warm, open and honest culture and learning community
- Up to 30% discount with Microsoft & Dell
- Discounted gym membership
- Life Assurance - 3 x Death in Service
- Cycle to work scheme
- Dedicated counselling service

About the role

As Head of Key Stage you will be a key member of the Pastoral Team, playing a significant role in the day-to-day operational and strategic leadership of our school. You will work with students, staff and the community to promote our shared school values and support development and well-being of students in your care. The Head of Key Stage role is pivotal in driving standards across the school and allows for considerable leadership and pastoral experience. The role is essential in ensuring that students are ready to learn and that barriers to school are eased allowing all pupils to achieve their personal best during their time at school.

You will line manage the tutors within your Key Stage, promoting their self development and ensuring they drive high expectations with students in regards to attendance, behaviour and conduct. You'll lead through clear communication and direction, supporting school staff to manage student behaviour effectively and appropriately. You will monitor and track various data relating to students, providing solutions to make improvements.

About you

You will be a confident leader, with excellent communication skills. You'll have a proven track record of building positive working relationships with colleagues, peers and stakeholders. You will have a solid understanding of pastoral provision and the proven ability to organise and prioritise your workload.

Please note, that depending on the number of applications received, we may decide to close the advert early. If you do not hear from us within a week after the closing date, please assume that you have not been shortlisted for an interview on this occasion. Please take the opportunity to join our E-Teach Talent Pool so we can keep you up to date with future opportunities.

Safeguarding Statement

CSET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Successful candidates are subject to child protection screening appropriate to the post, which will include an enhanced Disclosure and Barring Service check for the children's workforce and a Children's Barred List check.



Job Description

Job title: Head of Year

FTE: 1 FTE

Reports to: Assistant Headteacher, Behaviour & Attitudes

Role profile

The core purpose of this important middle leadership role is to uphold and promote the Marlwood school vision. Working as a key member of the Pastoral Team this will be a significant role in the day-to-day operational and strategic leadership of our school. You will work with students, staff and the community to promote our shared school values and support the holistic development and well-being of students in your care. The Head of Key Stage role is pivotal in driving standards across the school and allows for considerable leadership and pastoral experience. The role is essential in ensuring that students are ready to learn and that barriers to school are eased allowing all pupils to achieve their personal best during their time at school.

Role Responsibilities

- To promote the safety and well-being of students in your Key Stage.
- To build a team culture within your team of tutors so that they execute their roles and responsibilities consistently to a high standard and in line with SLT defined expectations.
- To ensure that tutors within your Key Stage team have high expectations of all students with regards to attendance, behaviour and conduct in all aspects of school life so that they can have a positive school experience and achieve their full potential.
- To lead your team of tutors through clear communication and clear direction, using regular calendared meeting time to meet with them as a group.
- To quality assure the work of your tutors through regular drop ins to tutor time and through individual support with pupil matters as required.
- To support school staff to manage student behaviour effectively and appropriately according to the policies and procedures of CSET/ the school.
- To contribute to the support and development of staff in your Key Stage team through the performance and review process and regular access to CPD, both individually and as a team (within the resources available).
- To monitor and track standards of attendance, behaviour and welfare of students through robust data analysis and regular quality assurance activities as agreed by the Assistant Headteacher and Headteacher and to provide strategies and actions to move things forward.
- Take an overview of the safeguarding incidents with your year groups and liaise regularly with the Behaviour and Safeguarding Leads to gain the necessary level of detail required.
- Carry out weekly analysis of behaviour data (to include refocus referrals and other incidents) so as to advise Behaviour Leads when required



Role responsibilities continued

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- Opening and running EHAPs (Early Help Action Plan) routes where necessary.
- To undertake these and follow up with paperwork/forms and personal support plans where needed for pupils at risk of PEX.
- Carry out weekly analysis of the attendance data and carry out appropriate course of action.
- Support AHT by conducting attendance meetings as required Carry out attendance meetings as requested by AHT. Attendance review meetings to be carried out by AHT
- Support AHT with conducting reviews of the tutor programme with AHT so as to ensure that tutors are delivering the programme effectively by visiting tutor groups weekly.
- Be point of contact with parents and host school for all new admissions to the school to obtain all necessary information so as to work with tutors to confirm academic needs.
- Analyse student data as instructed so as to take appropriate action and interventions when evaluated
- Support the AHT with the strategic planning for pastoral interventions, as well as attendance, behaviour and safeguarding
- Under the direction of the AHT, contribute towards weekly pastoral update for staff.
- Plan and lead year group assemblies as per the rota
- Contribute to lunchtime duties and bus duties. Lead line-ups and manage tutor teams.
- Represent year group as required at appropriate school events such as Parent's Evening
- Contribute towards the school pastoral/behaviour related CPD.
- Keep up to date with training and CPD required for the role.
- Complete reference requests for pupils leaving in year or at the end of KS.



Person Specification

- It is essential that you can work to build effective relationships with colleagues, students and parents, as well as with external stakeholders.
- You will need to have a solid understanding of strong pastoral provision
- You will be an excellent communicator, be able to organise your workload and prioritise effectively.
- You will execute your duties in a professional manner, set and model high standards in all areas of school life, and implement school policies with consistency.
- you will be a completer finisher.
- You will have the confidence to work with a range of external professionals and be willing to learn new systems and processes.





How to apply

COMPLETE

An application form via Eteach, ensuring to complete your full employment history

VISIT

Marlwood.com for more information about our School, our values, results and much more.

To arrange a school visit please email cset-recruitment@cset.co.uk

CONTACT

cset-recruitment@cset.co.uk if you have any additional questions