



Head of Year

APPLICATION PACK

Neston High School
Raby Park Road
Neston
Cheshire
CH64 9NH

Headteacher: Ms K Cunningham

www.nestonhigh.com



Message from the Headteacher

Welcome to Neston High School, a high-achieving mixed 11–18 school set in the beautiful surroundings of Cheshire. Our school is extremely popular, known for its academic excellence, exceptional pastoral care, and a positive environment where young people thrive. Families choose Neston High with confidence, knowing their children will be part of a strong, caring, and respectful community that prioritises high achievement for all, alongside dedicated support and encouragement.

At Neston High, every individual is highly valued. Our supportive approach helps each person develop the knowledge, skills, and understanding needed to become responsible, considerate, and well-rounded individuals prepared for our ever-changing society. A commitment to learning beyond the classroom is central to our school's culture. Our achievements in STEM education have been recognised nationally, with the Educate Outstanding Commitment to STEM award granted in 2022, 2023, and 2024. This recognition is just one of many, including the Gold Award for Learning Outside the Classroom. We have high participation in programmes such as The Duke of Edinburgh Award and bar mock trials, and our students regularly excel in national competitions, such as the UKMT Senior Maths Challenge. Our sports provision is second to none.

At Neston High, we work in partnership to ensure the best outcomes for each of our students. Our aims are simple: we strive for excellence, supporting every student in reaching their full academic potential. Exceptional teaching is crucial to our students' success, and our dedicated team of specialist staff is talented, enthusiastic, and deeply committed to providing the very best. Staff development here is widely regarded as "leading edge." We foster strong partnerships with universities and other higher education institutions and actively support staff in pursuing professional qualifications. Whether you are a teacher, student, or member of our support staff, Neston High is a great place to learn and work.

We place a high emphasis on respect and positive behaviour, making our school a happy and welcoming place to learn. Our students engage fully in all the opportunities the school offers, attend well, and show a keen desire to learn. Young people enjoy being part of Neston High, and we love teaching them. This is a wonderful community school, yet we are always looking to improve. We are not complacent and continue to strive for growth.

We look forward to meeting you, introducing you to our students, and welcoming you to our school.

Ms Kirsty Cunningham
Headteacher



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| Status | Single Academy Trust since 2012 |
| Last Ofsted | February 2022 |
| Forms of Entry | 10 x 30 per year group Y7 – 11 |
| Type of School | Mixed Comprehensive |
| Age Range | 11 - 18 |
| Number of Students on Roll | 1732 – Male 54.2% / Female 45.7% |
| Number of Students in Sixth Form | 236 |
| % of SEND Students | 16% |
| Looked After Children | 1.1% |
| % of FSM | 15.9% |
| % of Pupil Premium Students | 17.4% |
| School Website | www.nestonhigh.com |
| Staffing | 104.79 FTE Teacher 71 Support Staff – Class-based, Administrative, Technicians, Site Staff etc. 35 Ancillary Staff (in-house) – Cleaning & Catering |



Our Vision

Our vision is to create a vibrant, inclusive community where everyone feels valued and empowered. We celebrate and reward kindness, fostering an environment that is respectful, safe and driven by intellectual curiosity and high aspirations, providing a broad range of opportunities for students to be the best versions of themselves.



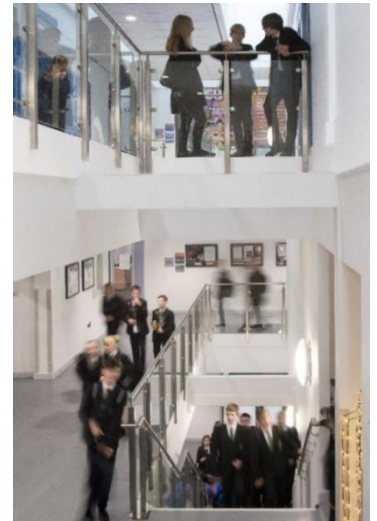
Our Mission

Our mission is to empower students to learn the skills, knowledge and resilience they need to achieve their academic and personal potential. We aspire to be the heart of learning in our community where students access tailored support to achieve the highest outcomes, equipping them to be productive and compassionate global citizens of the future.

Our Values

Our overarching values are **Aspiration, Community & Kindness**

- We value achievement and intellectual curiosity along with lifelong learning
- We value community and belonging
- We value kindness in all its forms
- We value hard work and high aspiration
- We value resilience and enthusiasm
- We value manners and respect for others
- We value fairness, trust and honesty
- We value self-belief and personal confidence
- We value diversity and embrace difference
- We value the environment
- We value strong relationships





Start Date: September 2025 (or sooner if possible)

Paygrade: Leadership L7 – L11

The Trustees wish to appoint a Head of Year with the knowledge and experience to inspire students and staff, in their drive for progress and achievement. The successful candidate will be an effective classroom practitioner with excellent interpersonal, organisational, and leadership skills. You will think strategically and foster a team ethos that enhances improvement within your team, making a significant impact on students to help them reach their individual potential.

The successful candidate will be able to demonstrate proven leadership success at whole school or curriculum level. You will be an experienced teacher willing to demonstrate the positive impact you have had on students in your current school. You will be supported by a Senior Leader and a Pastoral Learning Mentor, who will support in the implementation of the accountability measures as directed. The successful candidate will lead a tutor team of ten.

School Visits: We welcome the opportunity to show you around our school. Please email Helen Leadbetter, PA to the Headteacher, at leadbetterh@nestonhigh.com to book a place on one of the following dates:

22 November 2024 at 4.30pm **OR** 26 November 2024 at 9.00am **OR** 27 November 2024 at 4.30pm

Closing Date:

4 December 2024

Proposed Interview Date:

11 and 12 December 2024

Applications and supporting letters should be returned FAO Ms K Cunningham via Mrs Leadbetter, PA to the Headteacher, at leadbetterh@nestonhigh.com. In your supporting letter please detail any examples of leadership you have previously had.

Neston High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. Applications will be subject to checks with past employers and an enhanced check with the Disclosure and Barring Service. Applicants who have lived outside of the UK in the past five years will be required to provide a Police Check from their country of residence. In accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process. The School is an equal opportunities employer. The Safer Recruitment policy is available on the school website [Policies & Procedures - Neston High School](#)



| Criteria | Essential | Desirable | Evidenced From |
|-----------------------------|---|--|--|
| Qualifications | <ul style="list-style-type: none">• A degree• A teaching qualification• Evidence and commitment to ongoing professional development | <ul style="list-style-type: none">• A higher qualification in education and/or management• NPQ | <ul style="list-style-type: none">• Application form |
| Experience | <ul style="list-style-type: none">• Can demonstrate strong leadership on a range of initiatives and their impact• A track record of excellence in enabling students to achieve and exceed targets | <ul style="list-style-type: none">• Experience in an 11-19 school• Experience in at least one comprehensive school• Proven leadership success at curriculum or whole school level• A record of planning and delivering whole school improvement | <ul style="list-style-type: none">• Application form• Letter of application• Interview |
| Abilities and Skills | <ul style="list-style-type: none">• To enhance the current school vision and ethos• To lever change leading to impact on learning outcomes for students• To lead and motivate teams• To take a data led approach• To provide appropriate support and challenge to colleagues• To take and act upon initiative• To have a strong presence and maintain a high profile• To safeguard and promote child safety and welfare• To prioritise and complete tasks• Effective communication and listening• A creative approach to problem solving• Strong interpersonal skills• Sense of perspective and sense of humour | <ul style="list-style-type: none">• Can demonstrate knowledge of research based approaches | <ul style="list-style-type: none">• Letter of application• Selection process• References |



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| | <ul style="list-style-type: none"> • Effective role model • Effective use of ICT • Confident use of data • To secure the professional respect of colleagues • Work effectively with parents • Resilient and determined • Highly organised | | |
| Qualities | <ul style="list-style-type: none"> • A strong inspirational leader • Willingness to take initiative and take responsibility • Clear commitment to achieving the best for all members of the school community • Belief in inclusion, achievement and aspiration • Strong sense of community • Strong sense of justice and mutual respect • A dynamic approach | <ul style="list-style-type: none"> • Strong sense of school values and ethos | <ul style="list-style-type: none"> • Letter of application • Selection process • References • Interview |
| Knowledge | <ul style="list-style-type: none"> • Current educational thinking and initiatives • Effective innovation strategies • School performance data • Collaborative approach to improve policy and practice in order to raise achievement across the school | <ul style="list-style-type: none"> • Knowledge of latest legislation on • SEND • Safeguarding • Inclusion • Attendance | <ul style="list-style-type: none"> • Letter of application • Selection process • References |



1. JOB PURPOSE

The Head of Year is responsible and accountable for the following performance measures:

- Progress and achievement
- Attendance and Punctuality
- Behaviour, Rewards and Sanctions
- Attitudes and Standards

2. PRINCIPAL RESPONSIBILITIES

Progress and Achievement

- To use data effectively to identify under performance and lead intervention to ensure students make expected progress in all sub-group of learners e.g. vulnerable, SEND, pupil premium students.
- To support and enable students in the year to achieve or exceed targets.
- To implement individual student support plans with the aim of removing barriers to progress and achievement.

Attendance and Punctuality

- To organise pastoral arrangements for members of the Year in accordance with school policy so that matters of attendance, punctuality, behaviour and uniform codes are given due weight, pupils encouraged to take responsibility and involve themselves in school life and a good spirit maintained.

Behaviour, Rewards and Sanctions

- To lead on behaviour, rewards and sanctions and track behaviour on a daily basis.
- To oversee and track medium and long-term trends in behaviour and to plan interventions based on these.
- To take the lead with parental engagement, including regular meetings.
- To work with the Assistant Head and outside agencies to attend multi-agency and review meetings as appropriate in support of individual pupils.
- To lead the rewards programme across the year group, embedding a culture of positivity and celebration.
- To support the Pastoral Learning Mentor whose role will focus on meeting the needs of students with social and welfare issues.



- To ensure that each child is known, and his/her abilities and needs recognised, by counselling pupils, liaising with teaching staff (especially tutors and Heads of Department) and parents, so that pupils are cared for, progress monitored, potential maximised, and the best possible relationships made with parents.
- To deal with disciplinary matters as appropriate and to deploy the PLM effectively to support children experiencing barriers to wellbeing and learning.
- To ensure that sanctions are applied wisely and strategically in order to change patterns of behaviour.

Attitudes and Standards

- To manage the Year Group effectively in accordance with agreed school policies.
- To supervise staff as Year group tutors in all aspects of their work including organising duty rotas.
- To consult colleagues, communicate agreed decisions to all Year group staff, and delegate tasks appropriately to form tutors and PLM.
- To uphold the highest standards across the year group in relation to uniform and ensuring tutor team is proactive in doing the same, including liaison with parents.
- To develop and maintain a strong ethos which aligns with the school values of Aspiration, Kindness and Community.
- To regularly and actively promote opportunities for students in the year group which support Personal Development e.g. student leadership, charity fundraising, participation in extra-curricular (PDEX) clubs and educational visits.
- To act as a figurehead and role-model for all students in the year group, delivering assemblies which make expectations of student attitudes and standards explicitly clear, e.g. anti-bullying, protected characteristics etc.

Teaching - the following are common to all teachers in the school:

- To contribute to the teaching of specialist and other subjects if required in accordance with the requirements of the National Curriculum and of the school, including contributing to the delivery of PHSE programmes, participating in the design of appropriate syllabuses, liaising closely with the PHSE Co-ordinator, monitoring and controlling the effective use of resources and implementing appropriate assessment procedures.



3. GENERAL RESPONSIBILITIES

- To carry out a share of supervisory duties in accordance with published rosters.
- To participate in appropriate meetings with colleagues and parents relative to the above duties.

4. NOTES

- The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it shall be so construed.
- This job description is not necessarily a comprehensive definition of the post. It is subject to renegotiation at the instigation of the Headteacher and is not exclusive of the full range of professional duties.