



Blue Coat Church of England Academy

Head of Year (Non-Teaching)

35 hours per week (Term Time + 10 days)
NJC 24-28* (Dependant on experience)

We are seeking to appoint an enthusiastic, motivated and highly organised Head of Year to join our dedicated pastoral team. This is an excellent opportunity for an individual who is passionate about supporting young people and ensuring every student can thrive both academically and personally.

As a key member of the pastoral team, you will provide outstanding support for a designated year group, promoting excellent attendance, behaviour, wellbeing and safeguarding whilst helping to remove barriers to learning. You will work closely with students, families, staff and external agencies to ensure all young people are safe, supported and successful.

Key Responsibilities

- Lead the pastoral care and welfare of a year group.
- Act as the first point of contact for parents and carers on pastoral matters.
- Monitor and support student attendance, behaviour and wellbeing.
- Investigate and resolve student concerns, including bullying and safeguarding issues.
- Develop and implement pastoral support plans.
- Work collaboratively with staff and external agencies to support vulnerable students.
- Lead year group meetings, assemblies and rewards initiatives.
- Promote high expectations, positive relationships and an inclusive culture.

We are looking for someone who:

- Has experience working with secondary-aged students in a pastoral, behaviour, attendance or student support role.
- Has excellent communication and organisational skills.
- Can build effective relationships with young people, families and colleagues.
- Is committed to safeguarding and promoting student welfare.
- Has high expectations and a genuine commitment to helping every student succeed.
- Can work flexibly and effectively within a busy school environment.

Why Join Us?

We offer a supportive and collaborative working environment, high-quality professional development opportunities and the chance to make a real difference to the lives of young people every day. We are proud of our inclusive ethos, strong community values and commitment to excellence.

Closing Date: Friday 10th July 2026 at 11am

Interview Date (in person): Wednesday 15th July 2026

You will need to be available for the whole day on the interview day.

We welcome applications from all sections of the community and are committed to equality of opportunity.

Applications to be returned to applications@bluecoatacademy.org

Blue Coat Church of England Academy is committed to the highest standards of safeguarding and promoting the welfare of pupils. All staff and volunteers are expected to share this commitment. This post is subject to enhanced DBS disclosure and a 'prohibition from teaching' check will be completed for all applicants. We are committed to the active promotion of equal opportunities and welcome applications from all backgrounds.

***Actual Salary (Indicative) = Point 24= £30,695 Point 28= £33,937**