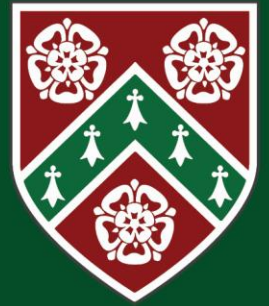


The people behind  
the magic.



JOIN OUR TEAM



HONLEY  
HIGH SCHOOL

# Head of Year (Non-Teaching)

**Salary:** Scale G (NJC point 20-24) **Actual Salary:** £27,016 - £29,350 per annum

**Hours:** 37 hours per week term time plus 3 days

**Closing Date:** Wednesday 4<sup>th</sup> September 2024

**Interview:** TBC

**Start Date:** ASAP



JOB PACK 2023

Together  
Learning Trust

THE SCHOOL

# THE HONLEY WAY



We are proud of the high quality of the education we offer here. We are traditionally one of the highest performing schools in the region and this is directly attributable to the hard work and dedication of our entire staff team. We want all of our children to be the best that they can be and so there is a continual drive to develop and improve as professionals. As Ofsted stated following our last inspection: *"Pupil outcomes are good because teachers have high expectations of what children can achieve and plan interesting tasks that engage pupils in their learning."*

But these crucial years of adolescence are more than just about passing examinations. The world is changing more rapidly than any one of us can predict, and if our children are to thrive in the world, they will need to develop personal skills and qualities alongside their academic qualifications. They will need a questioning mind, perseverance and resilience. They will need to be able to adapt, be flexible and not be too set in their ways. They will need imagination and creativity, self-discipline and independence, compassion and a sense of their responsibilities towards other people. These attributes are hard to measure but equally important, and we see it as our duty to develop students' character, as well as pursuing academic excellence.

We are nationally recognised for our sporting achievements and have a proud and enviable record in technology, drama and the creative arts.

Honley High is an excellent school and we are always aiming to develop, as our school motto has stated since we opened our doors over 90 years ago – 'we strive for the highest'. We place the interests of the child at the centre of everything we do and we will continue to improve and expand the opportunities that we offer our young people.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of the young people in our care.

**Liz Lord, Head of School**



*"I am pleased that the school has such high standards and expectations for the children and encourages them to meet these at all times; this sets the children up for later life. Whilst striving for these standards, the school maintains a nurturing environment."*

**- PARENT COMMENT**

EXPLORE MORE



[www.honleyhigh.co.uk](http://www.honleyhigh.co.uk)



[HonleyHighSchool](https://www.facebook.com/HonleyHighSchool)



[@HonleyHighUK](https://twitter.com/HonleyHighUK)

# When schools collaborate, incredible things happen.

**Together Learning Trust** is a thriving local group of six schools, three secondary and three primary, inspiring over 5300 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."*

**- LIZ WOODFIELD, HEADTEACHER,  
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Head of Year (Non-Teaching)

As Head of Year you will play a pivotal role in shaping the futures of the young people in a specific year group both academically and pastorally. You will monitor students' performance and provide incisive support and intervention for the year group that you lead. This is a diverse role with a spotlight on the individual to model excellent behaviour, establish and maintain positive and professional relationships, and support the ethos of the school.

### We're looking for someone with:

- excellent communication skills who will make a difference with their ability to build positive relationships with students, staff, parents and external agencies
- outstanding leadership skills who will focus on providing the young people in your care with excellent opportunities to enable them to achieve exceptional outcomes
- a positive outlook who is self-driven and has the ability to motivate others

### What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

- Automatic enrolment to the West Yorkshire Pension Fund
- Access to our Employee Assistance Programme
- Staff development through appraisal and CPD
- Access to a canteen
- Cycle to Work Scheme
- Great transport links – Honley Train Station is across the road
- Free onsite car parking
- Collaboration with Trust colleagues in similar roles
- Working as part of a creative and supportive team who want the best for all of our students

### What the role involves in a nutshell:

- Monitor performance of students in the year group both academically and pastorally to provide incisive support and intervention
- Supervise breakfast, break and lunchtime for the year group
- Promote good attendance, punctuality and behaviour across the whole year group through a variety of strategies
- Work closely with staff on intervention strategies, targeting students for intervention and supporting on issues which may present a barrier to learning

If our school sounds like a place in which you could really make a difference, then we'd love to show you around.

## JOB DESCRIPTION

# Head of Year (Non-Teaching)

<b>Responsible to:</b>	Assistant Headteacher
<b>Scale/Salary</b>	Grade G (scp 20-24) – 37 hours - term time only plus 3 days
<b>Main Responsibilities of the Role</b>	As a Head of Year (Non-Teaching), you will support student learning through the use of data, strategic intervention and monitoring in order to maximise student attainment.
<b>Main Duties and Deliverables</b>	<p><b>In the role of Head of Year (Non-Teaching) you will:</b></p> <ul style="list-style-type: none"><li>• Be a first response for everyday student problems</li><li>• Work in conjunction with the Assistant Headteacher to plan, implement and review the positive behaviour management policy across the school to ensure it is applied consistently and a positive climate for learning is always supported across the school</li><li>• Promote a positive behaviour ethos in all classes</li><li>• Monitor all students in the year group, both academically and with behavioural issues</li><li>• Work closely with the Inclusion Manager, SENDCO and the Assistant Headteacher on intervention strategies, targeting students for intervention (i.e., coursework completion) and other issues which may present a barrier to learning</li><li>• Utilise the school MIS in order to track and intervene with serial internal truants or students who are consistently late for lessons</li><li>• Have emphasis on intervention and student tracking throughout the day using the school's reward systems</li><li>• Supervise breakfast, break and lunchtime for the year group</li><li>• Supervise students prior to formal and internal examinations</li><li>• Attend Personal Educational Support Plan (PEPs) meetings when necessary</li><li>• Record safeguarding incidents, including the production of reports on students for multi-agency meetings</li><li>• Attend safeguarding conferences on behalf of the school and provide relevant feedback to the delegated person where necessary</li><li>• Attend, and where necessary chair, child protection related meetings to provide relevant information on students, including the coordination of minutes and future meetings</li><li>• Undertake referrals for students and/or their families as specific needs are identified</li><li>• Support the Education Welfare Officer in undertaking truancy sweeps and collecting students from home to attend the school</li><li>• Undertake weekly attendance checks for the year group and contact parents/carers to clarify reasons for absence</li><li>• Attend and actively contribute to the RAG (Raising Attainment) meetings to ensure that students of concern are identified early and appropriate intervention actioned</li><li>• Support the Inclusion Manager by contacting parents/carers to inform them of exclusions and cover the Reset Room on occasion</li><li>• Support a member of the Senior Leadership Team at all re-admission meetings</li><li>• Respond to calls on the internal radio system for support in lessons when a member of the Senior Leadership Team is not available</li></ul>

	<ul style="list-style-type: none"> <li>• Support out of school activities including residential trips, open/parents' evenings, proms and helping students with fund raising activities</li> <li>• Follow up intervention for students who receive multiple behavioural incidents including phone calls home, meetings with parents and carers</li> <li>• Attend and on occasion chair Attendance Panel meetings</li> <li>• Make Anti-Social Behaviour Contract referrals to the Police</li> <li>• Ensure that trip and events packs are completed, including risk assessments, for those events/trips which you are leading on</li> <li>• Complete the Individual Behaviour Plan (IBP) and Personal Educational Support Plan (PEP) process for students within your year group</li> <li>• Act as a link between the school and parents on non-departmental issues</li> <li>• Provide support for distressed pupils and provide one-to-one engagement with them where necessary</li> <li>• Take a lead role in managing the transfer of pupils across phases and transition</li> <li>• Work with the Senior Leadership Team to promote involvement in the student council and work with members of the student council to support their initiatives</li> <li>• Deliver motivational assemblies to the year group on topical issues/in line with the school's Themes of the Week</li> <li>• Encourage links with the community and local industry to develop appropriate contexts for applied learning</li> <li>• Manage liaison with feeder schools and other relevant bodies to gather student Information</li> </ul>
<p><b>Expected Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Support the ethos, vision, principles and values of the school</li> <li>• Treat colleagues, students and all members of the community with respect and consideration</li> <li>• Treat all students fairly, consistently and without prejudice</li> <li>• Set a good example to students in terms of appropriate dress, standards of punctuality and attendance</li> <li>• Support the ethos of the school by upholding the code of conduct, uniform rules, etc.</li> <li>• Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance</li> <li>• Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence</li> <li>• Read and adhere to School polices and implement School improvement plans</li> <li>• Participate in the development and management of the school by attending various team and staff meetings</li> <li>• Undertake duties as prescribed within the school's policies</li> <li>• Undertake professional duties reasonably assigned to them by the Head of School</li> <li>• Be proactive and take responsibility for matters relating to health and safety</li> <li>• To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example</li> </ul>

<b>Other specific duties</b>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer, Executive Headteacher or Head of School to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Executive Headteacher or Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that <b>it is an offence to apply for the role</b> if you are barred from engaging in regulated activity relevant to children.</p>	





## PERSON SPECIFICATION

To be assessed through application, reference, interview and certificate



Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths		✓
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Emergency First Aid or First Aid at Work Certificate		✓
<b>Experience</b>		
Previous experience of working with young people	✓	
Ability to work effectively with children of a relevant age group	✓	
Successful experience working in a school environment		✓
<b>Skills and Abilities</b>		
Excellent written and communication skills	✓	
Ability to efficiently manage and prioritise workloads	✓	
Ability to build positive relationships with all stakeholders, especially parents/carers	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise child safeguarding issues	✓	
Excellent communicator with strong interpersonal skills	✓	
Well organised, pro-active and able to thrive under the pressure	✓	
<b>Personal Attributes</b>		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
A commitment to inclusive education	✓	
Good sense of humour	✓	
Ability to think pragmatically and be solutions focused	✓	



## HOW TO APPLY

# Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, or a chance to visit the school ahead of making a formal application, we'd be delighted to hear from you. Please contact Nicola Pogmore our Personal Assistant to the Leadership Team via [n.pogmore@honley.tlt.school](mailto:n.pogmore@honley.tlt.school).

If you're ready to apply, please complete our application form and return it to [recruitment@tlt.school](mailto:recruitment@tlt.school) by the deadline.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.