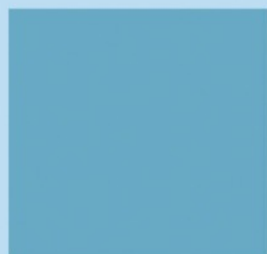
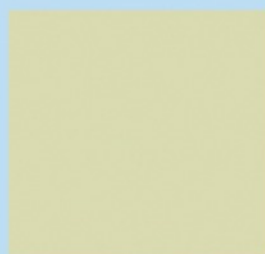




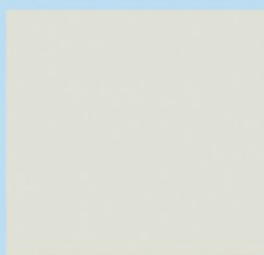
JARROW SCHOOL



Excellence in Education



Head of Year (Non-Teaching)



Jarrow School, Field Terrace, Jarrow, NE32 5PR
Tel: 0191 4283200
www.jarrowschool.com

01. Jarrow School

Jarrow School is a forward-looking school which opened in September 2003 after secondary reorganisation in the town. Stemming from values blending tradition within a culture of innovation, Jarrow School offers an education characterised by breadth and depth, embracing the culture of change.

One of the real strengths of the school is its size. It is large enough to ensure a rich and diverse curriculum, yet small enough so that every student is well known.

We encourage everyone in the organisation to do their best and to realise their potential. We believe that an open mind, independence of thought and wide opportunity will together enable our students, the citizens of tomorrow, to make well-informed judgements throughout life.

Our curriculum is exciting and challenging. We aim for the highest standards in all curriculum areas and the range of extra-curricular opportunities is wide. We also encourage visits to places of educational interest and in recent times students have enjoyed trips to London, France, Austria and Italy.

Jarrow School is a safe and caring place to be. Our teaching and support staff ensure that teaching and the day to day care of our students is first class. We maintained our 'Good' judgement in our most recent inspection (June 2022).

Inspectors from Ofsted commented that: 'The behaviour and attitudes of pupils at the school is a strength. Pupils speak politely to one another, listen to staff and are welcoming to visitors to their school.' 'Pupils are encouraged to contribute to the school community. These opportunities help pupils develop a sense of pride in their school. They feel happy and safe.'



Situated close to the northern city of Newcastle Upon Tyne and the coastal resort town, South Shields there is easy access to the UK's motorway and rail networks and Newcastle airport is 14 miles away.

Lying adjacent to green fields, the school was entirely rebuilt as part of the BSF scheme in 2009 and the site is managed under a PFI contract. We have first class facilities in all areas including a community swimming pool.



02.

Job Description

POST TITLE: Head of Year (Non-Teaching)
RESPONSIBLE TO: Organisational Behaviour and Pastoral Leader

Overall Objectives of the Post:

A Head of Year has the following main areas of responsibility:

- Leadership of a year group of students and a year team of staff.
- Responsibility for accurate record keeping for students in the year group.
- Responsibility for referring students to appropriate outside agencies and completing the necessary documentation.
- All issues involving attendance within the year group.
- Liaison with any other agencies in terms of support to any student where appropriate.
- Management of the implementation of the school Behaviour Policy within the year group.
- All areas regarding the support, care and guidance of students in the year group.

Key Tasks of the Post:

a) Curriculum:

- To liaise with Faculty/Curriculum Leaders and teachers to identify and overcome barriers to learning in young people.
- To provide cover for lessons across the curriculum when teachers are absent.

b) Leadership:

- In conjunction with Form Tutors to ensure tutorial work is undertaken with students.
- To monitor student planners and the Form Tutor role in relation to this.
- To ensure that school standards are adhered to during form time and to challenge any inconsistencies with staff.
- To assist the Organisational Behaviour and Pastoral Leader in being responsible for the orderly assembly of the Year Group.
- To prepare and hold assemblies with the Year Group as part of the school assembly programme.
- To be a high profile presence around the school, consistently delivering the school behaviour attendance punctuality and uniform policies in relation to the Year Group.
- To supervise students at all unstructured times of the day. To be part of the duty rota on a daily basis for both break and lunch times and be part of a rota for detention supervision. To also supervise the orderly exit of the students at the end of the day.

c) Records & Referrals:

- To supervise and direct the daily report system including the holding of thorough end of day surgeries to inspect and record students in daily reports and the interviewing of other referrals.
- To co-ordinate all information received from staff, parents and outside agencies regarding individual students and to ensure that this information is distributed correctly and to check that action is taken where and when necessary.
- To identify students who need extra support (liaise with SENCo), plan and implement intervention strategies with the Organisational Behaviour and Pastoral Leader/Deputy Headteacher Pastoral.
- To be responsible for the preparation of reports and references including confidential reports for example for social services, the education psychology team, reports for relevant meetings, including core groups and strategy meetings.

03.

Job Description Continued

d) Liaison:

- To liaise with outside agencies.
- In liaison with the Organisational Behaviour and Pastoral Leader to communicate with parents and outside agencies when appropriate.
- To arrange meetings with parents in order to acquaint them with school policy or to discuss the welfare and general problems of any particular student.
- To attend case conferences, and other relevant formal meetings such as Governors' meetings when called upon to do so.
- To attend school policy meetings as set down in the schedule of meetings.
- To lead year team meetings and action any responses from those where appropriate.
- Attend SEND and related meetings as necessary.
- To supervise the reception and placement of new pupils in consultation with the Senior Assistant Head Pastoral.
- To be part of a "call out" system.
- To be part of a team of people providing cover in the LSC and BSC as appropriate.
- To attend colleges and other off site providers with students to ensure consistency of behaviour.
- To have responsibility for year group attendance.
- To work with staff and other agencies where appropriate to deliver the school's policy on attendance. To assist in the early identification of those at risk of non attendance and to manage the rewards policy in relation to good attendance.
- To lead weekly meetings with relevant staff in order to identify any significant issues relating to any students in their year group and to track students who are in particular vulnerable groups such as CFC, or for students who are subject to other support or intervention such as CP, CIN, EH.
- To organise and oversee parental contracts in relation to behaviour and attendance as per policy and discuss further action where relevant with parents and CYPS.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

04. Person Specification

	Essential	Desirable	Method of Assessment
Educational Attainment	<ul style="list-style-type: none"> ▪ Degree and/or professional qualification in a relevant field 	<ul style="list-style-type: none"> ▪ Relevant further higher qualification(s) 	<ul style="list-style-type: none"> ▪ Application form ▪ Certificates
Work Experience	<ul style="list-style-type: none"> ▪ Recent and substantial experience of supporting young people in a school or community environment ▪ Recent and substantial experience of safeguarding and supporting vulnerable children and families in the home, school and/or community settings ▪ Experience of working as part of a multi-disciplinary team ▪ Experience of presenting sensitive issues in a wide range of forums ▪ Experience of representing an organisation at meetings ▪ Experience of partnership working to achieve desired results ▪ Experience of child protection and working within policies and procedures 	<ul style="list-style-type: none"> ▪ Leadership/management experience ▪ Experience of leading training ▪ Experience in mentoring/counselling children or young people ▪ Experience of teaching/covering lessons in a school setting 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> ▪ Knowledge of current relevant legislation, and school systems. ▪ Good communication involving oral, written and IT skills ▪ Ability to forge effective working relationships with young people and their families ▪ Ability to lead and manage groups of people 	<ul style="list-style-type: none"> ▪ Ability to contribute to course developments ▪ Knowledge of/experience teaching OCRB History GCSE 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References

05. Person Specification Continued

	Essential	Desirable	Method of Assessment
Knowledge/ Skills/ Aptitudes Continued	<ul style="list-style-type: none"> ▪ Excellent behaviour management skills ▪ Adept at problem solving ▪ Ability to work individually and as part of a team ▪ Ability to organise and prioritise work ▪ Awareness and understanding of diversity issues ▪ Concise report writing and accurate record keeping ▪ Ability to work within a statutory framework 		
Disposition	<ul style="list-style-type: none"> ▪ Commitment to the support and development of young people ▪ Ability to develop effective working relationships with adults and children ▪ Good interpersonal skills, tact, and awareness of the need for confidentiality ▪ Transparent and accountable ▪ Ability to work independently with minimum supervision ▪ Ability to work under pressure and to meet deadlines ▪ Calm and politely assertive ▪ Disposed to undertake professional development ▪ Self-motivated 		<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ References
Special Requirements	<ul style="list-style-type: none"> ▪ Ability to be flexible in working patterns ▪ Enhanced DBS clearance 		<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References ▪ DBS check

06. How to Apply

How to Apply

Please submit the application form accompanied by a letter of application in which you should explain why you are applying for the job. Please indicate in this letter how you feel your experience, training and personal qualities match the requirements of the post.

Please do not hesitate to contact the school if you would like any further information or to arrange a visit.

Applications to be returned to Mr P. Atkinson by either email to: headspa@jarrowschool.com (please do not use any of the other email addresses that appear in our literature) or by hard copy to the address below:

Mr P. Atkinson
Head Teacher
Jarrow School
Field Terrace
Tyne and Wear
NE32 5PR

Closing date for receipt of applications for this post:

9am on Friday 3rd July 2026

Jarrow School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks. In line with the guidance in Keeping Children Safe in Education, we may also carry out an online search as part of our due diligence on shortlisted candidates.

Proud to be a
Schools North East
Partner School



Healthy School



Jarrow School