

The people behind the magic.



JOIN OUR TEAM



Head of Year (Non-Teaching)

Salary: Band G (NJC point 20-24) **Full Time:** £33,673 - £36,581 **Actual Salary:** £29,124 - £31,639 per annum.

Contract: Permanent, term time plus 5 days.

Hours: 37 hours per week – Monday to Friday.

Closing Date: Tuesday 20th October 2026 at 9am.

Start Date: As soon as your notice period allows.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



Together
Learning Trust

THE SCHOOL

A SCHOOL TRANSFORMED



Ofsted called us "a school transformed" and honestly, that sums it up better than we could. Brooksbank has been part of Elland for generations. We're the second largest comprehensive in Calderdale, with around 1,500 students and our own sixth form. We're proud of where we've got to, but we're more excited about where we're going.

In 2022 we joined Together Learning Trust, and that's opened up new opportunities, for our students and for our staff. We're a school on the move, and we want people around us who want to be part of that.

The community spirit here is hard to miss. Students, families and staff genuinely care about this place, and that shows up every day, in classrooms, on the sports field, in performances and in the relationships that make a school feel like more than just a building.

Whether you're a teacher or support staff, if you're looking for somewhere with real community spirit, a team that has your back, and a school with genuine momentum, we'd love to hear from you.

#spiritofbbs



This is a school transformed. Pupils feel safe and are proud to be part of this vibrant school. They are welcoming to all, positive and speak confidently about their learning. Older pupils say how much their school experience has improved.

- OFSTED REPORT 2025

EXPLORE MORE



www.thebrooksbankschool.co.uk



thebrooksbankschool



@thebrooksbank



THE TRUST

When schools collaborate, incredible things happen.

Together Learning Trust is a group of schools that genuinely like working together.

That might sound like a small thing. It isn't. Nobody in our schools is working in isolation, trying to solve problems that someone two miles away has already solved. Expertise shared across nine schools belongs to all of them.

Primary schools, secondary schools, sixth forms and a special school that's around 5,800 young people across Calderdale and Kirklees. Rooted in West Yorkshire. Built around a belief that when schools work like this, something remarkable happens for children.

That belief comes from a clear set of values: integrity, excellence, and joy. Not about how children should live, but about how our Trust leads, how decisions get made, how people hold themselves to account and what it means to do this work well.

Each of our schools has its own identity, shaped by its community and its children. Being part of our Trust does not change that. It adds to it.

DAVID LORD, CHIEF EXECUTIVE OFFICER

Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."



- DAMIAN BALL
Assistant Headteacher, The Brooksbank School

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Head of Year (Non-Teaching)

At The Brooksbank School, we believe every student deserves the opportunity to *Aspire and Achieve*.

We are seeking an exceptional Head of Year (Non-Teaching) to join our dedicated pastoral team and play a key role in supporting students to thrive both academically and personally. This vacancy has arisen as a result of promotion, reflecting the school's commitment to recognising talent and providing opportunities for career development.

This is an exciting opportunity for a highly motivated and compassionate individual who is committed to promoting student wellbeing, raising standards and ensuring every young person receives the guidance, support and challenge they need to succeed.

As Head of Year, you will lead the pastoral care and academic monitoring of a designated year group, providing incisive intervention and support to help students overcome barriers to learning. You will champion high standards of behaviour, attendance and punctuality, while building strong relationships with students, families, staff and external agencies.

This is a varied and rewarding role that requires someone who can model exceptional standards, establish positive professional relationships and contribute fully to the caring and ambitious ethos of the school.

What the role involves in a nutshell:

- Monitor the academic progress, wellbeing, behaviour and attendance of students within the year group, implementing effective support and intervention strategies.
- Promote high standards of attendance, punctuality and behaviour across the year group.
- Work closely with teaching and support staff to identify barriers to learning and coordinate targeted interventions.
- Build positive relationships with parents/carers and external agencies to support student success.

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!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pension Fund.
- A Supportive and forward-thinking Leadership Team.
- Staff development through proactive personal and professional development.
- Working as part of a supportive team who want the best for all students.
- Additional holidays linked to service.
- Eye Care.
- Annual Flu Vaccines.
- Home & Technology Scheme.
- Rewards and discounts.
- GP Online and Prescription Service.
- Your Care Wellbeing Platform & EAP.
- Lifestyle benefits & discounts.

Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

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

ROLE PROFILE | Head of Year (Non-Teaching)

Accountable to:	Assistant Headteacher
Accountable for:	N/A
Job Family:	Support Specialist
Salary:	Band G (NJC point 20-24)
Hours:	37 Hours per week. Term time only plus 5 days

CORE PURPOSE

To lead and support the academic progress, behaviour, attendance, safeguarding and wellbeing of students within the year group, using strategic intervention, strong pastoral care and effective partnerships with families and staff to create a positive, inclusive and high-achieving learning environment.

The postholder is committed to delivering high-quality performance each day to ensure students and schools thrive. They act as an ambassador for the Trust, modelling its values and expected behaviours. They maintain credibility by consistently applying the technical expertise and professional standards required for the role.

KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

Pastoral Leadership & Behaviour Management

- ✓ Lead and embed a consistent, positive behaviour culture across the year group through effective implementation of behaviour systems, contributing to improved conduct, reduced exclusions and a safe, inclusive learning environment.
- ✓ Act as the first point of contact for pastoral and behavioural concerns, providing timely intervention to remove barriers to learning and promote student wellbeing.
- ✓ Deliver assemblies, enrichment activities and student leadership opportunities that promote engagement, personal development and a strong sense of belonging within the year group.

Attendance, Achievement & Intervention

- ✓ Monitor and analyse attendance, punctuality, behaviour and attainment data to identify trends, implement targeted interventions and accelerate student progress and engagement.
- ✓ Drive attendance improvement through proactive monitoring, direct intervention and close partnership working with the Education Welfare Officer and families.
- ✓ Work collaboratively with senior leaders, SEND and inclusion teams to coordinate targeted intervention strategies that improve outcomes for vulnerable and at-risk students.

Safeguarding & Student Welfare

- ✓ Lead safeguarding processes within the year group, ensuring concerns are accurately recorded, escalated and managed in line with statutory safeguarding procedures.
- ✓ Lead and contribute to pastoral, safeguarding and attendance meetings, ensuring clear action planning, accountability and measurable impact on student outcomes.

Partnership Working & Communication

- ✓ Develop effective partnerships with parents, carers and external agencies to strengthen student attendance, wellbeing, behaviour and academic achievement.

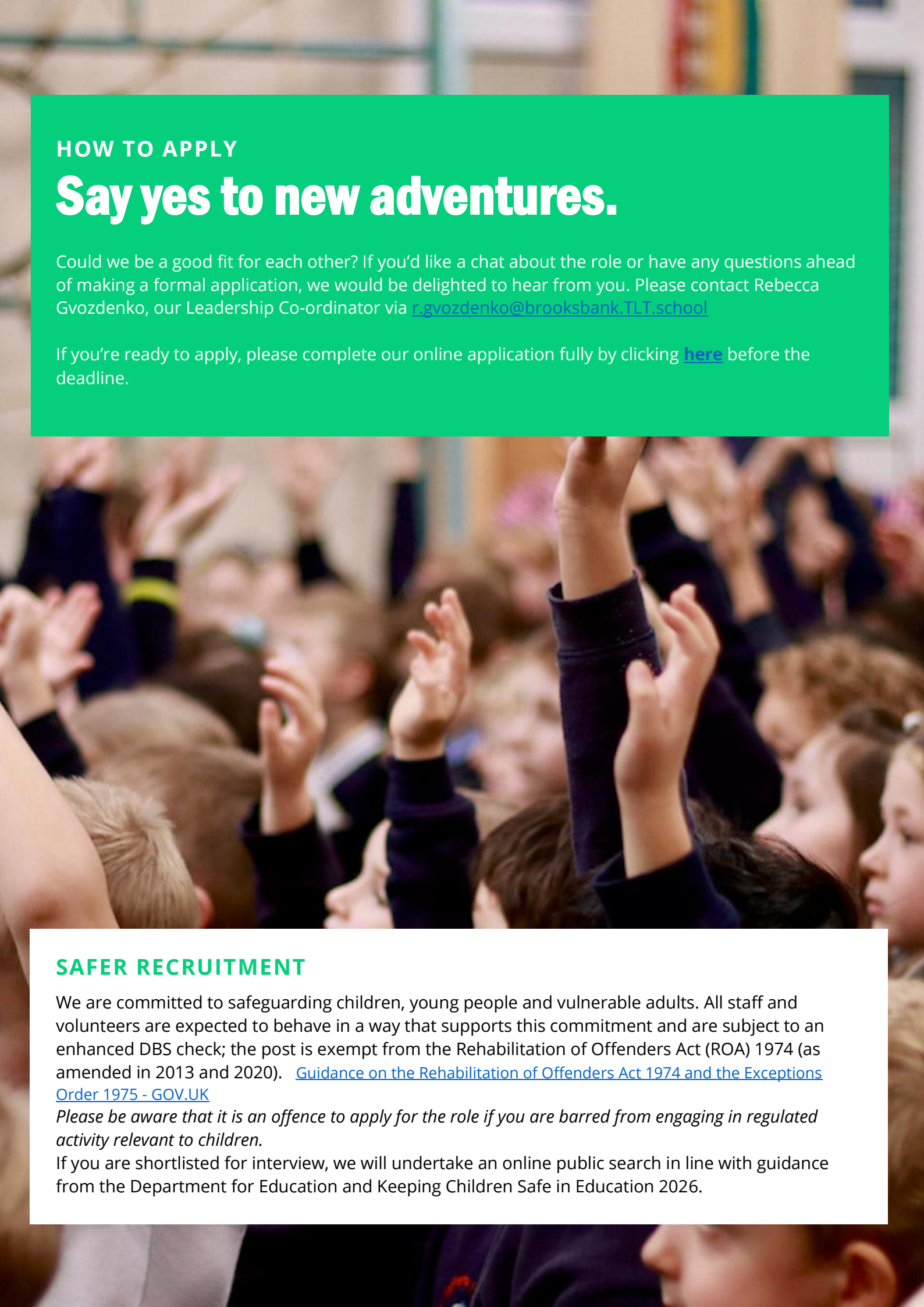
- ✓ Coordinate effective transition and reintegration processes to ensure continuity of support and successful progression for all students across key phases of education.

EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please visit [Competency Framework](#).

PERSON SPECIFICATION

Experience and Qualifications Required	Essential	Desired
GCSEs in English and Mathematics at grade C/4 or above, or demonstrate equivalent proficiency in both subjects during interview	✓	
Previous experience working with young people	✓	
Successful experience working in a school environment		✓
Experience working with safeguarding systems		✓
First Aid qualification (or willingness to obtain)		✓
Technical Skills Required		
Strong written and verbal communication skills, including producing clear reports, records and correspondence for staff, parents/carers and external agencies.	✓	
Confident in the use of Management Information Systems (MIS) and Microsoft Office (Word, Excel, Outlook) to monitor attendance, behaviour, attainment and safeguarding information and maintain accurate records.	✓	
Ability to analyse and interpret student data to identify trends, concerns and underachievement, informing targeted interventions.	✓	
Is able to demonstrate the ability to build positive relationships with students, staff, parents/carers and external professionals.	✓	
Is able to build and maintain positive, professional relationships with students, staff, parents/carers and external agencies to support student outcomes.	✓	
Ability to handle sensitive information appropriately, supporting safeguarding processes through accurate record keeping, reporting and adherence to statutory guidance.	✓	

A background image showing a large group of children in a classroom, many with their hands raised, suggesting an active learning environment. The image is slightly blurred, focusing on the movement and energy of the group.

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 have any questions ahead of making a formal application, we would be delighted to hear from you. Please contact Rebecca Gvozdenko, our Leadership Co-ordinator via r.gvozdenko@brooksbank.TLT.school

If you're ready to apply, please complete our online application fully by clicking [here](#) before 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; the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (as amended in 2013 and 2020). [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK](#)

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 2026.