

The Herewoode Academy

JOB APPLICATION PACK

Head of Year

Salary: S01 (£35,570 - £37,563 pro rata, £30,952 - £32,687 actual per year)

Contract: Permanent, full time, term time only

Closing Date: Friday 13th November 2026 at 9am

Start Date: As soon as possible

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The **Herewoode** Academy



Welcome from the Head Teacher

Dear Applicant,

Thank you for your taking the time to read this pack and for your interest in joining our amazing team at The Herewoode Academy.

Our school is the heart and hub of our community. Our core purpose is to transform the lives our young people and to develop their knowledge, character, personality and understanding of the world to ensure they thrive and enjoy a happy life. This is all underpinned by amazing care compassion and support.

Undeniably, academic success is really important. However, our school is about more than that. It is about providing opportunities, enrichment, experiences and creating lifelong memories.

Furthermore, our staff are the vehicles which enable our students to thrive. There is therefore a comprehensive package of induction, support, professional development and workload strategies we employ to ensure staff are well looked after and developed too. There is a fully comprehensive perks package too which all employees are subscribed to.

Our school is on a journey to becoming a transformational provider of education. We are not the finished article and are always striving to improve so that our students get the best possible deal.

We value the relationship that we have with parents and carers. After all, we are a community of staff, students and parents working together to achieve the best for every child and young person who attends The Herewoode Academy.

To see our amazing school in action; to meet our amazing staff and students and to experience and bring to life what I have summarised above, I really welcome potential applicants to get in touch, come for a look around and ask any questions you may have.

I look forward to receiving your application.

Ash Modi
Head Teacher

About The Herewoode Academy

At The Herewoode Academy, we believe that every young person deserves to feel valued, supported and inspired to achieve their very best. Our school is a welcoming and inclusive community, where students develop ambition, character and confidence.

Everything we do is underpinned by our CARE values: Compassion, Aspire, Respect and Engage. These values shape our culture, guide our decisions and help create an environment where every member of our community feels a true sense of belonging. We encourage our students to demonstrate these values both inside and beyond the classroom.

We are passionate about providing a high-quality education that combines academic excellence with exceptional pastoral care. Through high expectations, strong relationships and a broad range of experiences, we empower students to become resilient, responsible and successful young adults.

At Herewoode, we are proud of our diverse community which celebrates individuality and values mutual respect. We are ambitious for our future and together with our students, families, staff and wider partners, we are committed to creating a school where every child can flourish, unlock their potential and develop the knowledge, skills and values needed to succeed in life.

Teaching and Learning

Our Teaching and Learning strategy ensures that all our young people are fully challenged and engaged though our offer of a rich and inspiring curriculum which enables each individual to explore their potential, build on their strengths and discover their passion. We do this by embedding a culture of respect, responsibility, resourcefulness and resilience. Our curriculum journey empowers students to make successful life choices and meaningful contributions to society.

Arts and Culture

Our Arts and Culture strategy develops vital life skills such as creativity, critical understanding, empathy and collaboration — all important for building resilient individuals and communities who believe that anything is possible.

Sports and Physical Activity

Our Sports and Physical Activity strategy ensures that every student has access to world class sports facilities and physical and health education — an offer which extends to the wider community; Our Health and Wellbeing strategy ensures that every member of the school community has the knowledge, tools and confidence to take care of their own health and wellbeing and to encourage those around them to do the same.

Careers and Employability

Our Careers and Employability strategy ensures that we provide timely and impartial careers knowledge which raises aspirations and unlocks every students potential to succeed These strategies, combined with excellent relationships, a strong team spirit and a drive for excellence in everything we do, underpins our ethos. Staff are not only skilled, but their dedication, enthusiasm and support for the students means that every child who attends the academy has the opportunity to maximise their own ambition and excel through the high standards of teaching and personal development.

Building a community to be proud of

We are proud of our excellent track record of collaborative place based leadership to date and have learnt an enormous amount about how to engage local people and the wider systems with authenticity and purpose. As such, the appetite for learning and building active, healthy communities is now shared by a growing network of partners and is demonstrated by our whole system approach which focuses on a wider geographical area than just New Parks.

Through our community based work we have recognised that traditional methods of creating change that involve 'top down' or 'bottom up' approaches lead to linear silos. Our approach of building communities from the inside out has avoided the silo effect and ensured common purpose towards whole system changes.

We have recognised that organisations and communities are interlinked and interdependent, therefore a system perspective is at the centre of all our work, not just within the realm of sport and physical activity but across the healthcare, social care and public health system as well as more broadly across the 'place shaping agenda'.

Our approach to place leadership applies equally to local leaders within communities and to organisational leaders, strategic influencers and political leaders. We believe and work on the principle that true collaboration has no hierarchy and builds on the logic that partnership is the union which enables all parties to do something together that they cannot do alone. Genuine collaboration within a complex system as required adaptive practice by all involved and we are developing this through all our strategies.

Working in such uncertain, diverse and complex communities where approaches do not yield their normal expected results. We have needed to work flexibly as we encounter unprecedented situations and as our understanding of the local community grows.

















Job description

Post: Head of Year

Responsible to: Senior Leadership

Purpose

To provide quality care, compassion and support, promoting physical, social, emotional and cognitive development to each individual student to ensure each child meets their potential. To be an ambassador for high standards and expectations in all facets of school life and to promote highly effective attitudes to learning and behaviour.

Key responsibilities

- To be responsible for the pastoral care of a specified year group
- To deal with safeguarding issues and act as a designated safeguarding lead. To liaise with the safeguarding team
- To develop and maintain effective relationships and partnership working with student, staff, parents and other stakeholders
- To implement the school systems and process in relation to attendance, behaviour and other key policies
- To monitor the performance of students in your year group
- To support our most vulnerable students and families
- To be a point of contact for students and parents and effectively participate in student management meetings
- To be the lead advocate for students in your year group demonstrating a "never give up" attitude and supporting to remove barriers to success
- To support the reintegration of students from suspension (internal and fixed term suspensions)
- To support the admissions process for students in your year group
- To undertake any other jobs, commensurate to the role as directed by the Head Teacher or line manager

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. & report all concerns
- To work in partnership with all staff seeking to reach acceptable outcomes that meet the needs of the students
- To work in partnership with staff and outside agencies to secure positive family support and involvement by maintaining regular contact with families/carers of students receiving support/intervention
- Promote a positive, optimistic attitude to learning and achievement and act as a role model
- Challenge and motivate pupils, and take advantage of opportunities to improve, promote and reinforce self-esteem
- Complying with the school's Safeguarding Procedures for any safeguarding issues or concerns
- Taking part in staff development programme and continuing professional development as required
- To supervise students at break and lunch where required

Person specification

	Essential	Desirable
Qualifications	• 5+ A*-C including English and Maths or equivalent	• Higher professional qualification
Experience	• Experience of providing support to young people	• Experience of pastoral/tutor/mentor role • Experience of working with pupils in an education setting • Knowledge and ability to work effectively and network with a wide range of supporting services in both the public and private sectors
Personal qualities	• Outstanding communication skills • Approachable • Ability to remain calm in stressful situations • Ability to establish good working relationships with staff and pupils • Reliable and punctual • A commitment to safeguarding and promoting the welfare of young people • Assertive, enthusiastic, motivated and committed	
Skills & Knowledge	• Effective time management skills • Adaptable approach to work and confidence to respond and deal with unanticipated problems • Ability to prioritise tasks • Ability to work effectively as part of a team and willingness to support others • Capability to work independently and use own initiative • An understanding of children with additional needs – education and pastoral • The ability to assess and review young people and family circumstances and plan appropriate responses • Ability to identify potential barriers to learning and how to overcome these	

Application details

Application forms

These can be accessed from the school website www.herewoodeacademy.co.uk. Wherever possible, please provide email addresses for your referees.

How to apply

Candidates should apply for this role through our website at www.novaeducationtrust.net/careers. Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

* *The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **Friday 13th November 2026 at 9am.**

Interview

Interview dates to be confirmed. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The Herewoode Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact **hr@novaeducationtrust.net** and we will be happy to discuss.

How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.



Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last few years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 94% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's KS2 SATs performance is strong whilst Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to well-being and engagement because we believe in enabling people to be at their best. We are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development.

Further information can be found at **novaeducationtrust.net/careers**.

A. Rahman

Ashfaq Rahman
Chief Executive Officer

About Nova Education Trust

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 19 academies (six primaries, 12 secondaries and one sixth form college), which includes our two partner schools in the Madani Schools Federation in Leicester.

The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

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Our values

We work with **honesty**, **integrity**, **humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant**, **creative**, **diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.

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Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

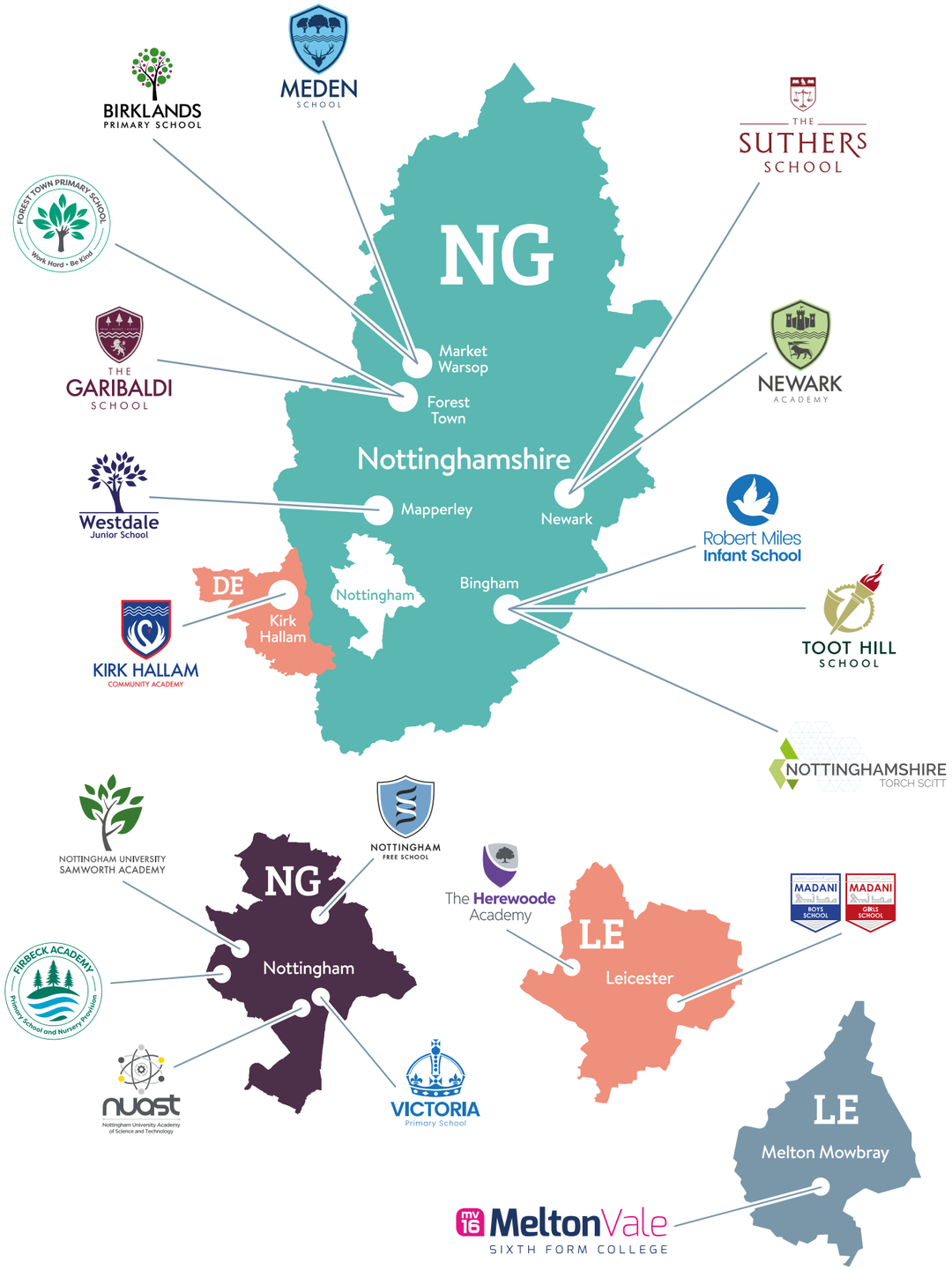
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



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Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our central team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.

Supporting our colleagues

We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

We put well-being and engagement front and centre:

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

We develop leaders who:

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

We will encourage and support you to develop and grow:

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

Providing access to range of fantastic benefits through 'Nova Perks', including:

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

Nova Perk Day

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid '**Nova Perk Day**' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

Sick pay

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

Pension

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

The Herewoode Academy

Ofsted Good Provider

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