

# St Bede's School

*'Christian Education at its Best'*



## Head of Year (Sixth Form)

TLR2B £6017

To start September 2025

**Application Deadline: 09:30 on 29 April 2025**

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

*Belonging*

*Education*

*Determination*

*Excellence*

*Service*

**Ofsted**  
Outstanding  
Provider



## About St Bede's

At St Bede's we are proud to serve roughly 1900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that pupils behave exceptionally well and they are happy and safe. They are unfailingly respectful to each other, to staff and to visitors and their positive attitudes mean that lessons are rarely disrupted. The inspection highlighted that leaders in subjects across the school have created an ambitious curriculum. Teachers have a very high level of subject knowledge and expertise which they use to provide pupils with explanations that are rich in details, bringing the subject to life.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved at GCSE. Both departments achieved fantastic results at 4 and 7 grades.

Measure	2023	2024
Attainment 8	58.63	59.34
Progress 8	+0.63	+0.72
EBACC	45%	47%
EBACC entered	57%	62%
4+ English	92%	94%
4 +Maths	94%	94%

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**

Please see our staff prospectus for further information about working at St Bede's.

*"Pupils enjoy their time in class and describe their lessons as 'inspirational'. The content of these inspirational lessons reflects the high expectations that staff have for what pupils can accomplish."*  
**Ofsted 2023**

---

## Sixth Form at St Bede's

We have a vacancy for a full-time head of year starting in September 2025 in our successful sixth form. The person appointed to this role will teach their specialist subject alongside this leadership responsibility.

The sixth form at St Bede's sits at approximately 300 students across year 12 and 13. We offer 27 different A level courses as well as 3 Cambridge Technical subjects. We also offer the Extended Project in year 12 as a 1 year qualification. The majority of our students progress to higher education at a range of institutions including Oxbridge and Russell Group universities. A smaller, but increasing, number gain apprenticeships in companies such as PwC, Sky and engineering and law organisations.

Our students are ambitious and strive for excellence whilst also valuing a sense of belonging and community that exists in the sixth form. Students have positive relationships with both staff and peers and we, as teachers, pride ourselves on knowing each student as an individual. We offer a range of exciting opportunities - academic, social and enrichment - in order to best prepare our students for the future and our annual RAG week (led by the senior student team) is a particular highlight for the whole school. Last year in the sixth form, we raised just over £25,000 for charities in the local area, the UK and globally.

Each head of year leads a tutor team of 8 tutors. They will be fully involved in further developing the mentoring system, tutorial programme and the pastoral care of their year group, as well as contributing to the life and ethos of the sixth form as a whole. This is an ideal post for any aspiring head of sixth form and will allow you to gain access to the whole sixth form cycle from recruitment and marketing to higher education and apprenticeship application experience.

**Please note, applications will be reviewed upon receipt and as such, this vacancy may close earlier than the deadline advertised. Early applications are encouraged.**

---

## **Job Profile**

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

The contractual basis of this post is the current School Teachers' Pay and Conditions Document.

### **Purpose**

To serve the mission of St Bede's as a Christian school by leading a team of teachers in providing tutorial support and pastoral care for a Year group of students and by using knowledge and understanding of the group's needs and perceptions to contribute to the formulation of school policy and strategy and to take action to support and develop the school's ethos.

### **Salary**

TLR2B

### **Responsible to**

Head of Sixth Form

### **Accountabilities**

- Leadership of tutors within the year team in their vital role, ensuring high performance through careful training, monitoring and management.
- Monitor and develop effective school systems to ensure that the academic and social progress of every student within the year group is monitored.
- Plan and create interventions for individuals and/or groups of students to ensure good progress, attendance or to provide short-term support with temporary issues.
- Plan and implement a range of measures to enhance and develop the ethos of the Sixth Form including creating a sense of positive Christian community.
- Work with the other members of the Sixth Form Leadership Team to plan and implement support strategies.
- To monitor and evaluate processes, specific to the Sixth Form including the UCAS application process and subject choices.
- Assist the Head of Sixth Form with the promotion of marketing, recruitment and induction into the Sixth Form
- To develop and coordinate the tutorial programme for years 12 and 13 in conjunction with other Head of Year within the Sixth Form.
- Be part of the extended safeguarding team.
- Act as "lead professional" in providing pastoral care for students in the Sixth Form, working directly with families and professional agencies when required.

---

***Responsibilities***

- Lead regular year team meetings.
- Induct new tutors and provide appropriate professional development for existing tutors.
- Monitor and review the work of tutors and support them to be even more effective.
- Provide emergency cover for Citizenship.
- Support tutors and students with the UCAS application process, alongside the Head of Sixth Form.
- Develop elements within the tutorial programme that will support students with effective learning habits and positive attitudes.
- Analyse data related to attendance, behaviour and progress. Use data effectively to identify areas for improvement and take appropriate actions.
- Work with the SENDCo to make arrangements for investigation of and response to special educational needs of individuals or groups of students.
- Assist the Head of Sixth Form to plan, deliver and develop a programme of assemblies and other activities as appropriate for students and staff in the Sixth Form.
- Communicate clear positive messages within the Sixth Form to support high standards, a sense of common purpose and Christian community particularly in relation to Sixth Form areas.
- Work with the Chaplaincy and RE department to provide opportunities and activities to support spiritual development.
- Work with the Attendance Officer and external agencies to ensure that attendance within the year group is meeting expectations.

## Person specification

	Essential	Desirable
<b>Christian Commitment</b>	<ul style="list-style-type: none"> <li>• Able to actively support the ethos and mission of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Personally committed and practising Christian, member in good standing of any denomination served by the school</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualifications or academic experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Track record as an effective tutor</li> <li>• Ability to be a credible figure among sixth formers</li> <li>• Good knowledge of current and future Post-16 curriculum developments</li> <li>• Able to deal with students sensitively but firmly</li> <li>• Able to set, monitor and evaluate future targets</li> <li>• Ability to respond to and manage an array of day to day pastoral problems</li> <li>• A credible manager and motivator of other staff</li> <li>• Experience of teaching up to KS5</li> </ul>	<ul style="list-style-type: none"> <li>• Track record as an effective Sixth Form Tutor</li> <li>• An effective sixth form practitioner in delivery of own subject</li> <li>• Knowledge of developments appropriate to the post, such as UCAS</li> <li>• Successful experience of curriculum development</li> <li>• Successful experience working with young people in a pastoral capacity (e.g. as form tutor, youth worker, voluntary work)</li> <li>• Experience of managing pastoral issues in relation to sixth form</li> <li>• Will have led a project within a department or year team</li> </ul>

## Person specification

Personal qualities	<ul style="list-style-type: none"><li>● Passion for learning, committed to excellence for all</li><li>● Credibility and confidence in dealing with people and situations</li><li>● Reliable and trustworthy</li><li>● Good communicator</li><li>● Good team leader, good listener and sensitive to people’s needs while able to direct and motivate</li><li>● Able to work well in a team</li><li>● Quick learner</li><li>● Relates to and understands students well</li><li>● Good sense of humour &amp; able to enjoy work</li><li>● Calm and organised under pressure, able to prioritise</li><li>● Resilient and determined</li><li>● Creative and imaginative</li></ul>

---

## How to apply

If you would like to apply, please complete our application form for teaching posts and send it to us with a supporting statement (no longer than 2 sides of A4) which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

[peopleteam@st-bedes.surrey.sch.uk](mailto:peopleteam@st-bedes.surrey.sch.uk)

If you have any queries please ring the People Team on 01737 214048 or send an email to [peopleteam@st-bedes.surrey.sch.uk](mailto:peopleteam@st-bedes.surrey.sch.uk)

**The deadline for receipt of completed applications is 09:30 on 29 April 2025.**

We look forward to hearing from you.

Our data protection policy for job applicants is available [here](#).

