



Pendle
Education Trust

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**HEAD OF YEAR
(TEACHING)
APPLICATION
PACK**

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INTRODUCTION

WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to contribute to the local communities that our schools are at the heart of.

We have five schools within our family:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child in our family should only be a short walk away from a great school. Our values of Belong, Be Brave and Be Our Best support our vision and are evident in everyday life in our schools

In practice this means that we care passionately about all the children in our schools and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies - all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other leaders working in education.

We are a flexible and supportive employer and would consider job share or part-time working applications. Please visit our website for more information about Pendle Education Trust.

JOIN US

COLNE PRIMET ACADEMY



Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work recently completed and opened from September 2024.

We currently have 875 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



#PROUDTOBEPIMET



Mrs Julia Pilkington
Principal

VACANCY

HEAD OF YEAR (TEACHING)



Pendle
Education Trust

Salary	MPS/UPS plus TLR 2.1 (£3,527)
Role Details	Full-time, but part-time applications are welcome.
Start Date	September 2026
Closing Date	9am on Monday 20th April. We reserve the right to close the vacancy early. Applications will be considered as they arrive.
Interview Date	TBC during w/c 20th and 27th April



#PROUDTOBEPRIMET

JOB DESCRIPTION

HEAD OF YEAR (TEACHING)

We welcome applications from all subject areas but the ability to teach English, Maths or Science would be an advantage.

The purpose of this role is to lead a team of Form Tutors and a Pastoral Support Assistant to implement strategies for students that will bring positive change. In this key role, you will develop behaviour plans, lead assemblies, engage with parents and external agencies, ensuring the students are 'Proud to be Primet'. You will ensure standards are consistent across the Year teams.

Additional TLR Responsibilities

- To lead a team of Form Tutors and Pastoral Support colleagues to address the needs of pupils and their parents/carers who require additional support to overcome the barriers to learning, including attendance and behaviour
- To track, monitor and evaluate the progress of students in Year Group to raise achievement in the whole cohort and amongst identified groups to narrow any gaps in attainment
- Foster positive A2L grades, encourage the use of Positive Points and rewards for students
- Enact and respond to student and parent voice activities
- Contribute to the development of a whole school approach in creating and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and school life
- Monitor pupil attendance and implement policies to improve attendance
- Support the identification of alternative provision and managed moves for relevant students and manage the arrangements for any students following a different timetable
- Oversee the investigation, recording and resolution of student disciplinary incidents
- Develop and implement individual support plans and strategies to support achievement
- Develop and lead on the CAFs of identified students
- Provide leadership for students through assemblies and year based activities, maintaining high standards in line with the school's ethos and expectations
- Facilitate the sharing of information between the school and external agencies and act as the point of contact for specialist support services

JOB DESCRIPTION

HEAD OF YEAR (TEACHING)

Teaching Responsibilities

- Be up to date, plan and prepare high quality teaching on a range of programmes in Science, delivering effective learning for students
- Develop and share resources for the course/subject, including maintaining effective links across the Trust for resources
- Deliver enrichment and enhancement activities
- Effectively assess and cater for differentiation within lessons
- Maintain comprehensive, up to date, student/course/subject records and provide information as requested
- Ensure close liaison and good communications with other staff in matters concerning students
- Use Trust systems to track and communicate student progress

Student Responsibilities

- Value and support students to achieve their full potential
- Having high expectations of behaviour and academic achievement for all students
- Effectively manage the behaviour of students using positive behaviour strategies to ensure learner's engagement in lessons
- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment
- Carry out the role of a form tutor

Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
- Value diversity and promote equality
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
- Contribute to cross-Trust events
- Adhere to Trust policies and procedures including Health and Safety
- Be responsible for safeguarding and promoting the welfare of children and young people
- Any other duties that the Principal considers appropriate

PERSON SPECIFICATION

Qualifications and Attainments

Qualified Teacher with QTS - **Essential**

Degree in a relevant subject area - **Essential**

Training, Experience and Knowledge

Successful teaching experience in a relevant subject area - **Essential**

Thorough knowledge of the National Curriculum - **Essential**

Demonstrate a student centered approach to teaching, including an appreciation of inclusive provision and practices - **Essential**

Ability to implement creative strategies for raising attainment in literacy and numeracy - **Essential**

Knowledge and experience of writing lesson plans, developing resources and assessing student's work - **Essential**

Experience of working in partnership with parents/carers to facilitate effective links between home and school - **Essential**

Personal Skills and Attitudes

Display initiative, be positive and enthusiastic - **Essential**

Demonstrate a commitment to equality and diversity - **Essential**

Possess excellent communication and relationship building skills - **Essential**

Be a team player - **Essential**

Demonstrate a flexible, adaptable, resilient and results orientated approach - **Essential**

Ability to lead and manage own workload effectively, and take responsibility for own professional development- **Essential**

Suitability to work with children and young people - **Essential**

ABOUT THE PASTORAL SUPPORT TEAM



Clare Swain
Senior Deputy Principal



Carl Thomas
Assistant Principal



Jack Farmer
Assistant Principal



Suzanne Tomlinson
Head of Year



Sally Heap
Head of Year



Aleena Faraz
Head of Year



Katie Lake
Head of Year

Each year group at Primet is supported by a dedicated pastoral team, led by a Teaching Head of Year who works in close partnership with a non-teaching Pastoral Support Assistant. Every team also benefits from the guidance of a linked Senior Leadership Team member and is strengthened by a committed group of Form Tutors.

This position offers an exciting opportunity to join a well-established and highly experienced pastoral team. You will play a key role in shaping the school experience for our students, supporting their wellbeing, and contributing to an environment where every young person can thrive.

PRE EMPLOYMENT CHECKS

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you would like to submit an application, please download the application form found on the Join our Family page at www.pendleeducationtrust.co.uk

Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.





Pendle
Education Trust

Pendle Education Trust
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Company Registration Number

08263591

Place of Registration

England and Wales