Head of Year

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| **Grade** | MPR/UPR + TLR2c (8,279) |
| **Working hours** | Full time |
| **Start Date** | September 2025 or as soon as possible |

Should you wish to visit the school or talk to key staff prior to application then we would welcome the opportunity to meet you and show you around our school.

If you would like to arrange an informal chat with Mrs C Jakes, Deputy Headteacher, then please call 01256 322691 or email cjakes@aldworth.hants.sch.uk

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| 20th June 2025 | WC 23rd June 2025 |

***The Blue Coat School, Basingstoke is committed to safeguarding and promoting the welfare of children young people and vulnerable adults and expects staff and volunteers to share this commitment.***

**Head of Year**

**The Blue Coat School**

The Blue Coat School joined the South Farnham Educational Trust and is the second, secondary school alongside Brighton Hill School. As such, we are in a great position to be at the forefront of educational developments to provide the best possible school experience for our students.

There is a strong sense of community within the school and a real desire amongst staff to grow and develop our teaching and provision. We are committed to ensuring a truly inclusive, enjoyable and successful school environment for all children.

Every student has a place in our school and the team are committed to high standards and expectations in every aspect of our work. We aim to grow and develop as a school community to meet these expectations which will best prepare our students for a successful and happy life after their journey with us.

**Candidates**

We are looking for a new Head of Year who will initially be in either KS3 or KS4 and then move up through the school with the year group. We are able to accept applications from all subject areas but the ability to teach English, Maths or Science would be an advantage.

Current pastoral experience is not essential and you will manage a pastoral support officer and tutor team.

We welcome applications from a range of staff from more experienced teachers to those newer to the profession; we can somewhat shape the position for the correct person and will look positively on all applicants. The school actively encourages applicants from a range of backgrounds and is proud of the diversity of the staff.

The Blue Coat School is committed to safeguarding young people and we ensure that all our recruitment and selection practices reflect this commitment. All appointments are subject to full safeguarding checks, including an enhanced DBS check. Any candidates selected for interview will be subject to an online search as part of our due diligence checks. The school reserves the right to close the position early on receipt of a strong application, so if you are interested we would urge you to apply sooner rather than later.

To apply, please complete the SFET Teaching Application form (available on our website) and send by email to recruitment@aldworth.hants.sch.uk

For further information or enquiries, please use the above email address or contact us on 01256 322691.

**ROLE PROFILE**

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| **Department** | Pastoral |
| **Role title** | Subject Teacher: Head of Year  |
| **Role purpose** | * To provide leadership and management for a team of tutors and lead provision of pastoral and academic care so all students achieve their potential within an atmosphere in which students feel challenged, valued and secure.
* To develop a positive culture, ethos and attitude for your designated year group.
* To oversee the management of behaviour, attendance and academic progress.
* To proactively address any challenging student behaviour providing strategic planning, monitoring and review of actions.
* To form relationships with the school community and families to support the progress of your year group.
* To support the students’ emotional and academic development.
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| **Reporting to** | Assistant Headteacher |
| **Working time** | Full Time or Part Time as specified within the STPCD  |
| **Salary/Grade** | Classroom Teachers’ Pay Scale + TLR2c (8,279) |
| **Disclosure level** | Enhanced |

**Section B – Organisation**

| **Accountabilities** | **Accountability Statements** |
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| **Behaviour management and attitudes** | * Oversee the behaviour profile of all individuals, classes and the year group in order to set consistently high expectations.
* To work with Heads of Department to address behaviour and attitude to learning concerns. Identifying areas of focus to improve outcomes for your year group.
* To identity students who under perform and devise effective means to track and improve their behaviour.
* To meet with parents and/or other staff or agencies to support improvement in student behaviour.
* Liaise with SLT concerning serious incidents and recommending suitable sanctions.
* Ensure the anti-bullying policy is followed and that the profile of bullying is kept high and managed effectively.
* Work to ensure there is a strong sense of belonging to both the year group and the school by organising events and opportunities for students to bond and building pride in our school values.
* To ensure the standards of uniform are consistent and any issues are dealt with quickly and consistently with students and parents.
* To provide students with an empathetic response to their emotional needs.
* To work to ensure each member of the year group feels valued and recognised as part of our school community.
* To find opportunities to celebrate success with students in order to keep levels of pride and enthusiasm high.
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| **Assessment and achievement** | * To monitor the academic progress of the year group in order to secure and sustain effective learning.
* To have an over overview of the range of barriers to learning that impact student progress, with reference to behaviour for learning, in and outside of the classroom.
* To use data to identify and target students to improve their performance across subjects.
* To ensure that there is clear support and high expectation for all disadvantaged students and to work to avoid any identifiable student group falling behind in their education.
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| **Attendance and punctuality**  | * To liaise with relevant staff to ensure the year group meets the attendance targets.
* To work with families and outside agencies to reduce the number of persistently absent students.
* To monitor punctuality and take appropriate action where it falls below expectations.
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| **Liaison** | * To effectively respond to parental concerns and queries in a professional manner, offering suitable advice, support or information.
* To attend Childrens’ Service meetings for students of concern as required.
* To liaise with other schools in the process of transitioning students from one secondary school to another.
* To liaise, when required, with outside agencies e.g. counselling services.
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| **Safeguarding, Student safety and well-being** | * We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.
* To attend all Safeguarding and Child Protection statutory training as required by school policies and procedures.
* Be aware of Safeguarding processes and procedures, upholding professional standards at all time.
* Demonstrate empathy and kindness towards students and fellow staff members.
* To ensure high awareness amongst teachers and wider staff about safeguarding concerns and to regularly update CPOMS with relevant information which needs acting upon.
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| **Routine tasks** | * Monitor all relevant data associated with the smooth running and success of your year group, including behaviour and attendance.
* To promote the ethos of the school through leading high quality assemblies.
* Lead Year team meetings and liaise with tutors and relevant members of staff.
* Attending middle leader meetings.
* To ensure consistent follow up of expected protocols based on school policies e.g. uniform.
* Effective monitoring of students on report.
* Maintaining regular communication with parents/carers.
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**PERSON SPECIFICATION**

**POST**: Head of Year

**DATE**: May 2025

| **Criteria / Standard** | **E/D** | **Source of Evidence** |
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| **Qualifications** |
| Good Honours degree | E | Application |
| QTS | D | Application |
| Evidence of focused professional development | D | Application/Interview |
| Evidence of further study around behaviour/emotional development | D | Application |
| **Experience** |
| Experience of teaching secondary classes over a sustained period | E | Application  |
| Consistently good or better classroom practice. | D | Interview/Reference |
| Experience of teaching across the ability range of KS3 and 4.  | D | Application |
| Experience of working with external agency  | D | Application |
| Experience of public speaking/presenting | D | Application  |
| Experience of analysing data and responding to the findings | D | Interview |
| **Personal skills and attributes** |
| Excellent presentation and communication skills. | E | Application/Interview |
| Excellent organisational and analytical skills. | E | Reference/Interview |
| Ability to prioritise and work under pressure. | E | Reference |
| Ability to motivate and influence students. | E | Reference/Interview |
| Personal enthusiasm, persistence and resilience. | E | Reference/Interview |
| High expectations of students and self. | E | Interview |
| High credibility amongst colleagues | E | Reference |
| Strong attendance record | E | Reference |
| Ability to work with humour and optimism | E | Reference/Interview |
| Leadership skills to run an effective team | E | Reference/Interview |
| **Understandings** |
| To have a strong understanding of safeguarding policy and practice | E | Interview |
| To understand the local community and subsequent issues | D | Application |
| To be up-to-date on relevant issues e.g. disadvantaged students, County Lines, CSE | D | Interview |
| To understand differing approaches to proactively manage and change behaviour | D | Interview |
| **Suitability to work with children** |
| Responsible for promoting and safeguarding the welfare of children and young persons. | E | Reference |
| The post is subject to enhanced DBS checks |  | Document verification |