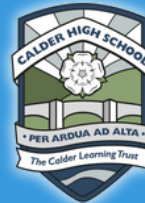
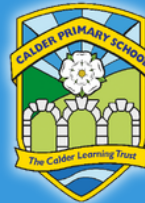


NEW VACANCY

The Calder Learning Trust



Head of Year

Everybody, Everyday

Located within the beautiful Calder Valley, West Yorkshire

Start date: September 2026

NJC scale S01-S02 pt 23-28, actual salary £30,774-£34,990
(pro rata)

37 hours per week, term time only plus 5 days

Permanent contract

Care, Commitment, Courage



Completed applications should be returned to hr@calderlearningtrust.com

Closing date: 9.00am Monday 22 June 2026

Interviews: week commencing 29 June 2026

Welcome from the Headteachers



The Calder Learning Trust is an all-through school, providing an excellent standard of education for students from 4 – 16 years. There are two phases to our school: Calder Primary School for ages 4 – 11 and Calder High School for ages 11 – 16. Whilst each phase is distinct, they blend seamlessly into one learning community, offering fantastic opportunities for all our students.

Located in the heart of Pennine Yorkshire, in the village of Mytholmroyd, approximately six miles west of Halifax, The Calder Learning Trust serves the Calder Valley community stretching from Halifax through Luddendenfoot, then Mytholmroyd, and beyond to the town of Hebden Bridge and the border of Todmorden. It is ideally situated both close to the countryside and with easy transport links to towns and cities for varied learning opportunities outside the classroom.

We aim for our students from Reception to Year 11 to become confident, responsible and articulate young people, supported within and beyond the curriculum and engaging in the fantastic range of opportunities available. These include The Duke of Edinburgh award, sporting events and competitions and Expressive Arts.

Our school values are 'Care, Commitment, Courage' and are woven through all that we do. Here at The Calder Learning Trust we aim for 'Everybody, Everyday' to be and do their very best so that they can realise their dreams and aspirations and we look forward to welcoming you to our school and offering you the opportunity to take an assisted tour.



Mr A Taylor
Headteacher, Calder High School



Mrs K Lambert and Mrs F Kennedy
Co-Headteachers, Calder Primary School

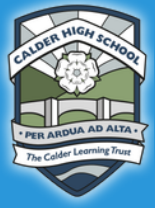
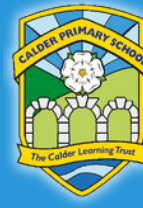


Prime Objectives of the Post

- Responsible for the pastoral care, safeguarding and welfare of a defined group of students and contribute to them making good academic progress.
- To contribute to the leadership and management of the Pastoral System to ensure an effective student support framework is in place and working well.
- To lead on the management and delivery of events and communications for parents and carers of the defined group and the defined group itself.
- Work as part of a team to assist in the strategic development of the Pastoral System.
- To lead and manage a year group of students and tutors as they progress through each stage from Year 8 to Year 11. This current position will be to support Year 8 in September 2026.

Responsible to: Head of Secondary Phase, Assistant Headteacher in charge of Behaviour & Attendance



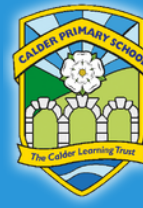


Main Duties and Responsibilities:

- Contribute to the leadership and management of the school pastoral system by adhering to the high expectations of the school and monitor standards during lesson time where timetabled.
- To provide pastoral support for students across dedicated year groups and support colleagues who lead other year groups.
- Maintain up-to-date and accurate records for individuals and groups as required, liaising with external agencies as appropriate.
- Manage arrangements for stakeholder events such as parents' evenings, assemblies, transition days and end of key stage residential.
- Contribute to the implementation and delivery of behaviour for learning policy.
- Line management of a defined group of form tutors.
- Using the current pastoral systems ensure strategies implemented have an impact on behaviour.
- Support students personal development through assemblies.
- To undertake cover for absent colleagues under the direction of the Assistant Headteacher for example A2E or any other duty deemed necessary.
- To be aware of and comply with policies and procedures such as Child Protection, Safeguarding, Health & Safety, Confidentiality and Data Protection.
- Undertaking day-to-day pastoral care and acquiring detailed knowledge of students within a defined group for students.
- Provide a point of contact for students, staff and parents/carers with regard to discipline and standards of uniform.
- Supervise students in and around the school during break and lunchtime.
- To participate in the organisation of an enrichment and extra-curricular programme for your year group.
- To actively contribute to meeting the aims of the school improvement plan and aims of the school.
- Early intervention through identification of poor behaviour and to produce reports to show the impact of intervention.
- To actively engage in the performance management process.



Job Description



Knowledge:

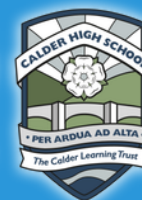
- Relevant experience of working with children/young adults in a professional capacity
- 5 GCSEs Grade 4/C or above including mathematics and English
- Experience of Arbor/Microsoft Office/MIS

Skills:

- Ability to plan and devise systems to implement, monitor and improve pastoral care
- Behaviour management skills
- Successful mentoring/SEAL strategies
- Planning and management of events
- Ability to analyse and interpret complex information, identify issues and devise strategies
- Ability to relate to others and be a positive role model for students
- Full working knowledge of all relevant legislation, codes of practice and policies
- Ability to contribute positively to change
- Strong communication, interpersonal, organisational and time management skills
- Influencing and negotiating skills
- Ability to adapt
- Problem-solving skills
- ICT skills
- Presentation skills



Job Description



Initiative:

- To participate in school based continuing professional development for self and others.
- To participate in in-service training sessions and staff meetings where appropriate.
- To assist in the training and development of new staff where relevant.

Demands:

- Able to work under pressure and meet deadlines effectively
- Commitment to working constructively as part of the wider school team.
- Data Protection Act

People Responsibilities:

Liaising with parents in a professional manner, Heads of Faculty, other Heads of Year, Safeguarding and Attendance Officers

Resources:

- ICT Equipment and consumables
- Schools Information Management System (Arbor)
- Access to sensitive records

Conditions:

- School environment

This job profile is not a restrictive outline, but indicates a range of duties. The post holder will be expected to be flexible in the range of tasks undertaken as appropriate to the post

Job Description



Staff Benefits

- **Wellbeing:** We subscribe to the Schools Advisory Service (<https://schooladvice.co.uk/>) to support staff with a variety of services such as online gyms, medical support and counselling . We deliver training to equip all staff with the skills to identify early signs of mental ill health in pupils and themselves.
- **CPD:** we have an extensive development programme both internally and externally to support your professional development whilst you are employed by the trust.
- **Sustainability:** We have good local transport networks including bus and rail
- **Priority places:** for children of staff at both Calder Primary and Calder High Schools as part of our Admissions Policy.
- **Childcare Vouchers** to support staff getting back to work.
- **Staff clubs** such as staff sketch club, staff book club and various other initiatives.



Person Specification



Qualifications & Skills

	ESSENTIAL	DESIRED	ASSESSMENT
5 GCSE or equivalent including mathematics and English at Grade 4/C or above	✓		A,C
Child Protection/Safeguarding Training		✓	A,C
Professional qualification relating to education, social or youth work Counselling, restorative practices		✓	A,C
Degree/Further Education qualifications relevant to education/working with young people		✓	A,C
Training and/or qualifications relevant to working with young people	✓		A,C
Evidence of mentoring training e.g. SEAL	✓		A,C
Ability to use and interpret academic data	✓		A,C
ICT competence including Arbor/Microsoft office	✓		A,I
·Excellent communication, literacy and numeracy skills	✓		A,I

Personal Development & Additional Learning

Evidence of Continuing Professional Development	✓		A, I
Excellent interpersonal skills	✓		A, I
Excellent organisational/planning skills	✓		A, I

This job profile is not a restrictive outline, but indicates a range of duties. The post holder will be expected to be flexible in the range of tasks undertaken as appropriate to the post.

Person Specification



Experience

	ESSENTIAL	DESIRED	ASSESSMENT
Ability to present information to a variety of audiences	✓		A,I
Ability to analyse and interpret information	✓		A,I
Report Writing and presentation skills	✓		A,I
Ability to relate to teachers, other professionals, parents and students	✓		A,I
Ability to lead a team	✓		A, I
Ability to work as a member of a team and work on own initiative	✓		A,I
Experience of working with young people in a school or a similar environment	✓		A,I
Uphold and put into practice the requirement to safeguard and promote the welfare of children in day-to-day dealings	✓		A,I
Evidence of using strategies to support whole school improvement		✓	A,I

Special Working Conditions

Positive role model for students	✓		A, I
Positive attitude to inclusion of all students	✓		A,I
Willing and able to work outside school hours/evenings as required.	✓		A,I

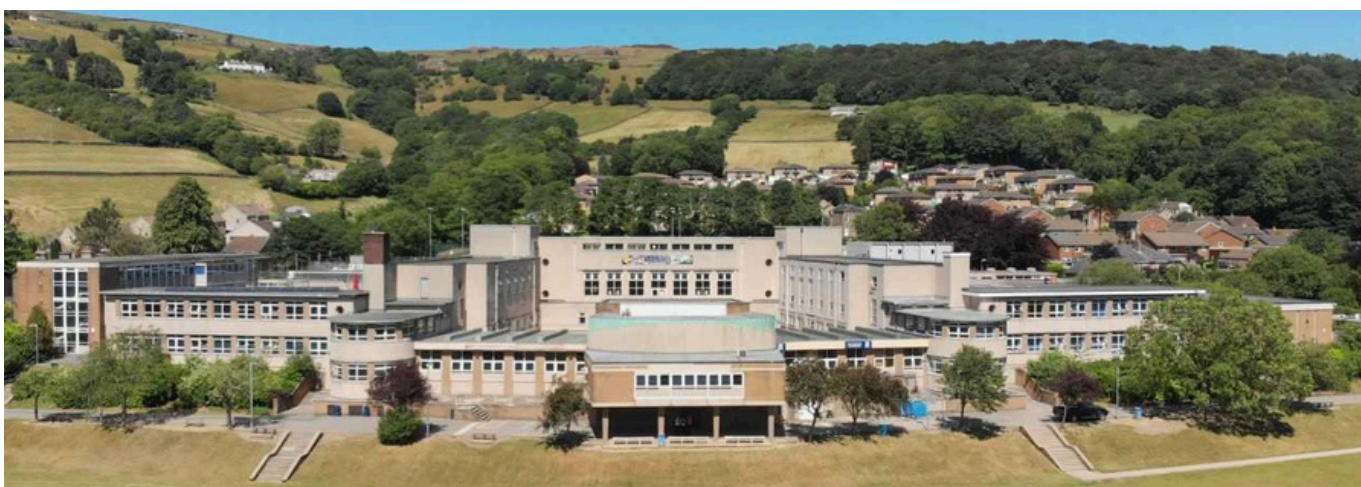
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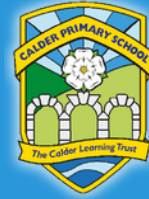
A - Application I - Interview C - Certificates

Person Specification



This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced Disclosure Baring Service check is required for all successful applicants.





Everybody, Everyday



We look forward to receiving your application

Please note if you are not invited for interview within 2 weeks of the closing date please assume you have been unsuccessful with your application.

The Calder Learning Trust
Brier Hey Lane
Mytholmroyd
Hebden Bridge
West Yorkshire
HX7 5QN

Tel: 01422 883213
Email for Applications: hr@calderlearningtrust.com
Website: www.calderlearningtrust.com

Facebook: The Calder Learning Trust
Twitter: @Calder_High @CalderPrimary