

The Role

Title:	Head of Year
Contract:	Permanent
Hours:	Full Time
Salary:	MPS/UPS
TLR:	2.14 £8,912
Start Date:	The successful candidate may commence employment in either January or April 2027 depending on availability and mutual agreement.
Closing Date:	Friday 9 October 2026 at Midday
Interview Date:	Thursday 15 October 2026

An exciting opportunity has arisen for a highly motivated and enthusiastic teacher to join our exceptional pastoral team. Our vision is for USH to be a happy place where all students are challenged to achieve. This role is fundamental to making this vision a reality. We welcome applications from candidates of all subject disciplines.

Each of our 5 Heads of Year lead a team of 8 tutors and are supported by our Pastoral Support Worker team, Heads of House and a dedicated Senior Leadership Team link. Our Inclusion team work closely with each year group, providing daily support and medium-term interventions to ensure all students are on successful pathways.

This role is ideal for someone ready to step into middle leadership, as well as for experienced middle leaders looking to broaden their leadership skills. Colleagues with more experience will be supported to pursue an NPQSL (with access to internal coaching) or to take part in the locally run Southampton Aspiring Senior Leaders Programme.

USH is a heavily oversubscribed community school with just over 1050 students and 140 staff. We are incredibly proud of our family ethos and our success in delivering values-led education. Our students are vibrant, aspirational and well-behaved. We are known for our excellent career progression routes and we attract professionals who are willing to contribute to our sustained success.

USH is a Leading-Edge School, consistently ranked high in Hampshire schools for overall achievement. USH is pleased to be an SSAT Pastoral Leadership Delivery Partner. The school was delighted to be awarded SSAT accreditation for Engaging with Evidence and Research in 2026 and for Transforming in Professional Learning in 2025.

If you are motivated to make a difference to the lives of young people and have a commitment to excellence, then this could be the job for you. Please do not hesitate to contact us if you have any questions about the role or would like to come into school to see the USH family in action.

The successful candidates will:

- Be highly motivated and demonstrate an ability to learn
- Be able to support the development of schemes of work within the department
- Be prepared to lead extra-curricular and educational visits

APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school prior to applying. Please contact our recruitment team via email or telephone 02380 325333. Full details and application forms can be downloaded from our website: http://uppershirleyhigh.org/staff_vacancies.

Please return your completed applications to recruitment@ushschool.org.

To give your application the best chance at being short-listed, where at interview you can demonstrate suitability for the role, please ensure you read the person specification and job description and give examples in your application. Should you be new to the education sector or do not have direct examples related to the person specification, do please provide examples from a similar experience.

Please submit your application as soon as possible as we may invite candidates to interview before the closing date.

SAFEGUARDING

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.



01

CPD
Excellent CPD opportunities to support you through all stages of your career.



06

Vivup provides benefits and discounts for cinema trips, leisure activities, days out, travel bookings, high street vouchers and more.



INDUCTION



An individual induction programme for all new staff to support your transition to USH.

02



EYE TESTS



Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses.

07



NETWORK

We have strong network groups for all staff across the city and Hampshire to support all roles.

03



WELLBEING

Free confidential telephone and face to face counselling for staff and family members. Access to the Trust Health and Wellbeing pages.

08



FLU JABS



FREE Flu vaccinations for all staff on site.

04



FLEXIBLE TIME



All teachers are able to manage their PPA time flexibly and work off-site if they choose.

09



APPOINTMENTS

Flexible and generous approach to appointments and family events.

05



WELLBEING GROUP

A dedicated staff group looking at workload and wellbeing, meets regularly to review workload and develop the USH Wellbeing Charter.

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Job Description – Head of Year

Title:	Head of Year
Hours:	Full time
Salary:	MPS/UPS
Responsible to:	SLT

Job purpose:

To lead the development of the year group in line with the strategic priorities of the school. To set and maintain high standards of academic excellence and behaviour with the year team.

Strategic direction and development:

- To support and promote school improvement
- To ensure all students within the year group demonstrate the USH Values
- To articulate the USH vision to all stakeholders
- To lead and support the development of a team of tutors to be able to deliver transformational pastoral care.

Key Duties:

- To be the identified lead for the Year Group and take overall responsibility for the coordination of student pastoral care
- Be responsible for the welfare of students within the year group. This includes: following up incidents; maintaining detailed records and student files, particularly in the use of the MIS system; having meetings with parents during or after school as required, sometimes with other senior staff members; arranging consequences where appropriate; and communicating with parents
- To carry out data analysis to allow effective intervention to support students with their academic progress and behaviour.
- To lead learning walks, lesson observations, student panels, attendance discussions, phone calls and meetings with parents.
- Meet fortnightly with the Attendance Officer, identifying students whose attendance and punctuality to school is a concern and implement specific interventions where appropriate
- To line manage a team of tutors and a Pastoral Support Worker.
- Liaise with the Guidance and Learning Support team where appropriate to identify appropriate support.
- Liaise and meet with external agencies as appropriate to support all vulnerable students
- Liaise with tutors to ensure effective tutoring to support the students in the year group
- Monitor and evaluate the standards of achievement and progress of the Year group by using student data and information, meeting with the Data Lead and contributing to Leadership discussions
- Create new timetables for new students or adapt timetables for other students where appropriate
- Organise and lead meetings with tutors and parents, regarding students of concern, vulnerable students and any students who are under-performing
- Identify the success of USH students and promote this to the wider USH community
- Support the students and tutors by promoting House competition, leading assemblies and monitoring tutor groups where appropriate
- Monitor tutor time and take action where appropriate to ensure highly effective tutoring
- Lead and coordinate Parents Evening, using strategies to engage as many parents as possible

Support for Students:

- To develop an understanding of the needs of identified students
- To support the behavioural and emotional needs of the students in line with school policies
- To promote inclusion and acceptance of all students
- To provide feedback to students in relation to progress, achievement and behaviour
- To assist in educational visits for students with additional needs and other school events where appropriate
- To work as part of a team in relation to individual students, liaising, advising and consulting where appropriate
- To be aware of school policies and procedures, including those relating to confidentiality and Child Protection and highlight and discuss any safeguarding concerns at the weekly meetings, taking key action where required

In addition to the responsibility areas above the role also includes the school teacher job description below

Job Description – Teacher

Title:	Teacher
Hours:	Full time
Salary:	MPS/UPS
Responsible to:	Head of Department

Job purpose:

- To have commitment and enthusiasm and work closely as part of a team.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in your lesson, in accordance with the aims of the school.
- To aim to make your subject effective and high profile within the school and community.
- To prepare, develop and deliver appropriate schemes of work, which provide challenging lessons that stimulate students and allow them to succeed.
- To provide information to parents about the achievements and progress of their child as required through parents' evenings and reports.
- Have excellent subject knowledge and understanding of current developments.
- To effectively inspire students and improve their achievement.
- To be focussed consistently, inspiring confidence and commitment from students and colleagues.
- To use self-evaluation in a well- informed manner and effective analysis of performance.
- To co-ordinate joint planning and the effective sharing of good practice.
- To teach effectively across the full age and ability range.
- To be aware of and meet the developmental needs of staff within the department.
- Have ambitious aims for the subject and its relevance to the students attending USH.
- To communicate these aims effectively to students and staff.
- To take on the role of a tutor within the team and be responsible for the academic and pastoral well-being of a tutor group.
- To take an active interest in their own personal development and keep professional skills up-to-date.
- To complete all other reasonable tasks as directed by the Headteacher or line manager.

Key Duties:

Achievement of students

- Enable almost all students, including, where applicable, disabled students and those with special educational needs, to make rapid and sustained progress in the subject over time given their starting points.

- To enable the students to develop and apply a wide range of skills to great effect, including reading, writing, communication and mathematical skills that will ensure they are exceptionally well prepared for the next stage in their education, training or employment.
- To focus where standards of attainment of any group of students are below those of all students nationally, to close the gap over a period of time.
- To make teaching in your subject at least good, which ensures that all students make sustained progress.
- Supporting and owning excellent subject knowledge, resulting in planning astutely, setting challenging tasks based on systematic, accurate assessment of students' prior skills, knowledge and understanding.

Curriculum Provision

- To provide highly positive, memorable experiences and rich opportunities for high quality learning.
- To deliver a subject which impacts on student behaviour.
- To add to student achievement and where appropriate to moral, social and cultural development.
- To liaise with the Line Manager to ensure the delivery of an appropriate comprehensive, high quality and cost-effective curriculum programme which is in line with the School Values.
- Deliver a subject which provides constant opportunities for discovery and challenge and where students take greater responsibility for their learning.
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

Curriculum Development

- To participate in and contribute to curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Line Manager to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development of the subject is in line with national developments.
- To work collaboratively with other departments to develop cross-curricular links which support the school's specialism and promote achievement.

Teaching standards

- To engender in your department and self the agreed standards for teachers:
- To make the education of students the first concern.
- Be accountable for achieving the highest possible standards in work and conduct.
- Set high expectations which inspire, motivate and challenge students.
- Promote good progress and outcomes by students.
- Demonstrate good subject and curriculum knowledge.
- Plan and teach well-structured lessons.
- Adapt teaching to respond to the strengths and needs of all students.
- Make accurate and productive use of assessment.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Fulfil wider professional responsibilities.
- Act with honesty and integrity.
- Keep knowledge and skills as teachers up to date and be self-critical.
- Develop professional relationships.
- Work with parents in the best interest of their students.
- To ensure the effective monitoring and evaluation of teaching and learning within the department.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To contribute to the School procedures for lesson observation.

- To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To ensure that the Department's monitoring and evaluation procedures meet the requirements of Self Evaluation and the Strategic Plan.

Assessment of and for learning

- To ensure that marking and constructive feedback is frequent and of a consistently high quality, leading to high levels of engagement and interest.
- To promote students' high levels of resilience, confidence and independence when they tackle challenging activities through high level teaching.
- To ensure that accurate and up-to-date assessment information concerning student progress is maintained.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the requirements of self evaluation.
- To produce analysis reports on examination performance, including the use of value-added data.
- To ensure students are entered as appropriate for external examinations through liaison with the Exams/data officer.
- To ensure that students' work is regularly assessed in accordance with the school's assessment policy.
- To ensure that homework is set and marked on a regular basis.

Additional Duties

- To take responsibility for, and demonstrate commitment to, own professional development.
- To engage actively in the performance management review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Supporting the school:

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

Other Duties:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that Trust policies and procedures are implemented and followed.
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety.

Person Specification

Candidate is able to provide pertinent evidence of their previous education, training and experiences	Essential or Desirable
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Professional experiences and qualifications:

1. A minimum of 3 years as a Teacher and Form Tutor	Essential
2. Experience of successfully working with external agencies	Desirable
3. Successful experience as a leader	Essential
4. Experience of, or willingness to be trained in safeguarding	Essential
5. A knowledge of current educational issues especially in relation to pastoral care and child protection	Essential
6. Evidence of excellent outcomes for young people within your own teaching	Essential
7. A recognised teaching qualification and qualified teacher's status.	Essential
8. Evidence of continued professional development and a commitment to further professional development	Essential

Knowledge & Understanding:

1. A thorough understanding of factors which impact on the lives of young people	Essential
2. Understanding of inclusion, behaviour and attendance issues	Essential
3. Knowledge of how to deal with a range of different pupil behaviours	Essential
4. Understanding of the principles of child development and learning processes	Essential
5. An excellent understanding of data and how it can be used to secure achievement	Essential
6. Excellent behaviour intervention strategies	Essential

Professional Skills and Abilities:

1. Excellent record keeping systems and procedures	Essential
2. Ability to manage change	Essential
3. The capability to provide a clear sense of direction and purpose to achieve aims	Essential

4. Strong written & verbal communication skills	Essential
5. The capacity to listen, empathise and resolve conflict	Essential
6. Excellent time management	Essential
7. Confident delivery and presentation to a variety of audiences	Essential
8. Emotional awareness and integrity	Essential
9. Strong and inspirational leadership	Essential
10. Highly developed interpersonal skills	Essential
11. Dedication to the wellbeing of young people and a recognition at times this may require work beyond the school day	Essential
12. A self-starter capable of innovative and original thought	Essential
13. A flexible approach	Essential