

Salary:	NJC Pay Scale, Grade G
Responsible to:	Senior Leader
Date of Job Description:	June 2026

Purpose of the Role:

To lead Key Stage 3 towards the realisation of its full potential through the strategic management of pastoral care and student support. This role combines high-level leadership of the Key Stage with the practical, day-to-day responsibilities of an Assistant Head of Year to ensure student progress, positive behaviour and supportive contributions to school life.

Main Tasks and Responsibilities

Key Duties (Head of Key Stage Focus):

1. To lead the development of student support, monitoring, and intervention strategies within Key Stage 3.
2. To be responsible for the day-to-day management and operation of pastoral provision within the Key Stage, including the effective deployment of support staff.
3. To work with the School Leadership Team to formulate strategic plans for Key Stage 3 that reflect the needs of students and the school's objectives.
4. To lead and manage action planning for the year groups within the Key Stage to ensure student needs are met.
5. To monitor student attendance, behaviour, and progress against set targets, ensuring follow-up procedures are strictly adhered to.
6. To identify and take action on issues arising from performance data and reports, setting deadlines and reviewing progress on interventions.
7. To produce accurate reports for senior staff, the Governing Body, and external agencies regarding Key Stage performance.
8. To foster a sense of identity and community within the Key Stage, leading assemblies that celebrate student achievements and support school ethos.
9. To lead developments in the monitoring and support of pupil progress, keeping up to date with national developments in pastoral leadership.
10. To attend Student Support Panel meetings.

Key Duties (Assistant Head of Year & Student Support Focus):

1. To perform all the roles and responsibilities attributed to an Assistant Head of Year, providing daily contact, mentoring, and support for students.
2. To liaise with parents/carers and outside agencies (e.g., Social Care, Virtual School) to ensure complex pupil needs are met.
3. To lead on day-to-day strategies to improve student progress and behavior, working closely with other team members.
4. To oversee support packages for children as relevant to the role and maintain updated confidential records.
5. To work with the student support leadership team to ensure Early Help is established for children with a designated lead professional.
6. To undertake supervision duties before, during, and after the Academy day as required.
7. To participate in and support the organisation of school events such as open evenings and awards evenings.
8. To provide cover for absent classroom staff as necessary.

Indicative knowledge, skills and experience

1. Knowledge/Skills equivalent to national qualification Level 3 or equivalent experience.
2. Additional specialist knowledge of working with high-profile and complex child protection/safeguarding concerns.
3. Successful experience in pastoral leadership or student support, preferably in a secondary school setting.
4. Ability to understand and use data to support student progress and identify barriers to learning.
5. Experience of communicating with empathy and sensitivity in emotional situations where students or staff may be distressed.
6. Ability to lead and motivate a team of form tutors, acting as a positive role model.
7. Ability to think and act strategically while remaining self-organised and capable of managing a varied workload.

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained.
- To ensure compliance with GDPR and maintain confidentiality.
- To adhere to FCAT's Safeguarding policy and Health and Safety Policy at all times.
- To attend mandatory training and participate in performance development.
- To work in support of the Team FCAT Work and Wellbeing Charter.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.