George Eliot Academy
The best in everyone™
Part of United Learning

Candidate Briefing Pack

Non Teaching Head of Year

Dear Applicant

We are seeking to appoint a highly motivated, enthusiastic, experienced Head of Year with the ability to inspire our Pastoral department as soon as possible. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being (as evidenced by our benefits below), we encourage you to apply.

George Eliot Academy is a rewarding and professionally stimulating place to work. We are a mixed secondary school where pupils feel a real sense of belonging and there is a culture of mutual respect. We are passionate about our vision to develop successful pupils who are independent, well-rounded, behave well and with integrity and live happy and fulfilled lives.

Our vision is “We aim for excellence and improved pupils’ achievement, through an inclusive academic culture based on high aspirations and expectations. Our excellent daily practices embed

our culture of kindness, gratitude and hard work; our STAR values and family ethos shape the character of our pupils."

If you share our vision and would like to work in our close knit and family-orientated school, we would be delighted to hear from you.

How to apply- See Application pack

Our offer:

- You will be working in an Academy that "…. places kindness alongside ambition in the values it promotes" (Ofsted 2021)
- You will be working within an experienced, ambitious, forward thinking and highly effective team
- You will have the opportunity to work collaboratively with other United Learning schools
- We will support your ongoing continuing professional development
- You will be fully supported by your colleagues within the school to ensure you have the tools to deliver success and reduce your workload

You will be:

- An outstanding Head of Year
- Able to build effective working relationships with pupils, parents and staff
- A Team player
- Resilient and able to work under pressure

Benefits of working for United Learning:

- Access to a 24/7 confidential employee counselling and advice line
- Access to the Wisdom wellbeing app which can help you track your wellness, improve your mental health and includes workouts, podcasts and recipes
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments, optical services and consultants (eligible after 6 months' service)
- Westfield Rewards is a discounted shopping platform which offers access to an extensive range of discounts and cashback opportunities across a wide variety of well-known retailers and service providers (eligible after 6 months' service)
- 1 day's paid personal day in each academic year (available to both teaching and support staff)
- Cycle to work scheme
- Car lease scheme
- Free will writing service
- Teacher Pension Scheme / LGPS (approx. pension 23% contribution)

As a Head of Year, you have a unique opportunity to shape and support the successful futures of the pupils of George Eliot Academy.

George Eliot Academy joined United Learning in December 2023. United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across a wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. The groups aim is to ensure that the technology, finance, HR and data support is provided more effectively and efficiently that would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions ahead of submitting your application.

We very much look forward to hearing from you.

Homeira Zakary
Principal
George Eliot Academy

About United Learning

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 pupils and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

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Job Description for Head of Year

Hours of work: 37.5 per week, Monday to Friday, 8am – 4pm
Contracted weeks: 39 weeks
Salary: FTE 34,190 (pro rata £29,502)
Reporting to: Director of Key Stage

Role Purpose:

We wish to appoint a Head of Year working within a supportive and positive pastoral team under the Assistant Principal. You will ensure that pupils are supported to the best that they can be. The Head of Year will address matters that arise skillfully and promptly dealing with behaviour, attitude, standards and engagement. The successful candidate will engage with parents to build and maintain positive relationships with the community and maintain excellent records of intervention, supporting the graduated approach to pastoral support.

You will model good conduct, dress code and professionalism. You will be supportive of the school culture and instrumental in removing barriers to enable pupils to meet the demands of the classroom.

Main Duties and Responsibilities:

Support our Pupils

- To work as part of the Pastoral Team at the direction of the Line Manager to support pupils learning
- Monitor and intervene where appropriate and upload the Academy's standards including behaviour, attendance, attitude, uniform
- Carry out daily culture walks and monitor the Academy's climate and culture
- Communicate clearly with parents with regards to praise, sanctions and interventions
- Ensure prompt and accurate record keeping of pupil files and entries onto recording systems such as CPOMS, Classcharts and Arbor
- Undertake investigations into more complex cases as required to resolve points of conflict
- Develop the Academy's range of interventions to support pupils
- Support the Reflection Room Manager and provide cover in this area when needed
- Work with the Attendance team to improve pupil attendance through monitoring, phone calls, home visits and attending meetings as necessary
- Under the guidance of the Line Manager, work with individuals and groups of pupils to help them achieve to the best of their ability
- Complete welfare checks on key pupils and focus groups

Support the School and Community

- Demonstrate the importance of inclusion, equality and diversity when working with pupils and colleagues and when representing the school at all times.

- Build respectful and trusting relationships with pupils and families, acting as a role model for our professional behaviours and high aspirations.
- Proactively engage with activities outside the classroom, working as part of a team to oversee pupils and support with activities such as; breakfast club, play times and lunchtimes.
- Supervise pupils on visits and trips outside of school as required.
- Collaborate with teaching staff and department heads to ensure a smooth transition and effective communication about lesson progress and pupil behaviour.

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Person Specification Assistant Head of Year

Criteria	Essential	Desirable
Qualifications		
GCSE English and Maths (grade C/4 or higher)	Essential	Application
Willingness to participate in training, particularly First Aid/Team-Teach	Essential	Application/Interview
Level 3 or equivalent qualifications, relevant to the role	Essential	Application
Support Teaching and Learning Qualification	Desirable	Application
Experience		
Working with children across the age and ability range appropriate to the role	Essential	Application/interview
Working in a similar role	Desirable	Application/Interview
Supporting pupils with additional needs	Desirable	Application/Interview
Skills and Knowledge		
Ability to recognise potential barriers to learning and an ability to develop strategies to overcome these	Essential	Interview
Implementing different strategies to manage behaviour and social skills development	Essential	Application/interview
The ability to use IT effectively and familiarity with educational software and resources	Essential	Application/interview
The ability to establish effective, positive relationships with children, families and other professional colleagues	Essential	Application/interview
Knowledge of the role of external agencies and the role that they can play to provide support for pupils	Desirable	Application/Interview
Other		
Committed to the safeguarding of young people	Essential	Application/interview
Excellent written and verbal communication skills	Essential	Application/interview
Demonstrates a commitment to treating others fairly, consistently and with respect championing our inclusive culture	Essential	Application/interview

This job description will be reviewed periodically as part of the Performance Management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the pupils in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Every member of staff George Eliot Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

This post is subject to an enhanced DBS disclosure. We take the safeguarding of pupils and staff seriously at George Eliot Academy. All staff are expected to support this ethos.

How to Apply

Please complete an online covering letter (you will be prompted to do so after completing your profile) explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

The deadline for receipt of applications is **8am on Monday, 15 December 2025**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post.

Further information

To arrange an informal discussion regarding the role please email
enquires@georgeeliotacademy.org.uk

Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

- **Location:** George Eliot Academy
- **Start date:** As soon as possible
- **Starting salary**: FTE 34,190 (pro rata £29,502)

Benefits of working for United Learning:

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