

# Year Leader Recruitment Pack

Dear Applicant

Thank you for considering this post at All Saints Catholic High School, part of the St Clare Catholic Multi Academy Trust.

All Saints Catholic High School is a mixed 11-18 Catholic Academy serving the City of Sheffield. As a Catholic School, our values are fundamental to everything that we offer as a place of education. These are captured by the acronym RUAH:



All Saints is a welcoming faith community living by the values of :

- **R**espect for ourselves, others and our environment.
- **U**nderstanding, accepting and celebrating the uniqueness and diversity of our All Saints' family.
- **A**ffection for all members of our school and wider community in every situation.
- **H**umour in our interactions with each other, showing loving kindness to all.

Our school community demonstrates excellence through :


- Every member of the All Saints' community valuing, respecting, including and loving one another. Together, we engage positively with each other and our wider community, including our hardest to reach.
- Recruiting, developing and retaining a quality, highly skilled and diverse workforce who value learning, are committed to continuous self-development and create a safe and secure school environment.
- A challenging, engaging and wholly inclusive curriculum that fosters high aspirations and inspires joy. Student achievement significantly exceeds national averages.

This post offers an opportunity to join a committed and well qualified staff body who engage with a diverse student population, drawn from across the city. The school is oversubscribed each year at Year 7 and is popular with students for post 16 Level 3 courses.

The school values professional development for all staff at every career stage. In addition, we currently support teacher training and those in the Early Career Framework. We expect our staff to have the highest expectations of both themselves and those whom they teach or support. As cited in the Report from our recent OFSTED Inspection in October 2023. *"A strong ethos of warmth and respect pervades this school. Opportunities are taken to reinforce this throughout all aspects of school life."* Our Inclusion Team delivers excellent care and challenge, working with the teams of form tutors. Together we all work to make a difference to the lives of our young people.

I hope that you will consider that you have the skills and experience to make an application for a role in our school.

Yours sincerely

  
S P Pender  
Headteacher

## Year Leader

**Closing Date :** Sunday 31 May 2026  
**Interviews:** Week commencing 8 June 2026

<b>Hours</b>	<b>39 hours per week</b>
<b>Contract</b>	<b>Permanent. 41 Weeks per year</b>
<b>Salary</b>	<b>Sheffield NJC Scale points 26 - 28 £38,511 - £40,445 Actual Salary £36,704 - £38,548</b>
<b>Start Date</b>	<b>As soon as possible.</b>

All Saints is a highly successful, oversubscribed, 11-18 Catholic Voluntary Academy within the St Clare CMAT. At the last OFSTED inspection in October 2023 the school remained Good. As a wholly inclusive school community we share a clear and ambitious vision for high quality education for all. Staff at all career stages are supported to access innovative and research led CPD and there is a culture of continuous development.

We wish to appoint a highly motivated individual to join our Inclusion Team as a Year Leader. This role is an exciting opportunity to make a difference to the lives of students in the year group by leading on developing their academic, pastoral and personal development through high quality support and intervention.

We are seeking an individual who has a proven track record of supporting students, is able to build and sustain positive relationships with students, families and staff and can inspire and challenge young people.

This is an important role within our Inclusion Team which will require a high-profile status amongst our students and demand strong relational and behaviour management skills.

We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

If you have any queries, please contact Miss Herridge, PA to the Headteacher, by email to : [c.herridge@allsaints.sheffield.sch.uk](mailto:c.herridge@allsaints.sheffield.sch.uk)

## Job Description

### All Saints Catholic High School

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<b>Title of Post</b>	Year Leader
<b>Responsible To</b>	Assistant Headteacher - Behaviour and Relationships
<b>Grade</b>	Scale Points 26-28

#### Purpose of the post

- To promote and monitor the spiritual, moral, cultural, mental/psychological and personal development of every student within the year group.
- To monitor standards of student achievement and support student progress within the Year through high quality pastoral care and tutorial programme.
- To support and develop a high performing Tutor Team.
- To be accountable for the impact of intervention on engagement and achievement of individual students within the year group.
- To support safeguarding for all students in the year group.
- To ensure Student Voice is heard and considered as an Evaluation Tool and lever for improvement

#### Key Tasks to Achieve Outcomes

- Contribute to and uphold the Catholic ethos and aims of the school.
- Lead and inspire a team of Form Tutors to implement the school's shared values and vision through the year system.
- Develop, enhance, and monitor the tutorial work and student support offered by form tutors.
- Promote the achievement of students within the year group.
- Use student data to monitor and support student progress, ensuring intervention is taking place when students are not on track to meet their potential is effective.
- Monitor the learning behaviour of students and take a lead role in the development of effective intervention and behaviour management strategies to improve learning behaviour in discussion with subject teachers, subject leaders, learning support leaders and the behaviour and intervention lead.
- Ensure effective communication/consultation with the parents of students; contribute to parents' evenings and information events specific to the year group.
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- Identify students within the year who have educational needs and monitor the provision provided by subjects and significant others.
- Promote, monitor and evaluate engagement of all students (particularly disadvantaged and SEND cohort) in extracurricular and other personal development activities.
- Ensure, through the involvement of form tutors and others that the factors which may inhibit a pupil's progress, are addressed.

## Key Tasks to Achieve Outcomes

- Ensure, through the involvement of form tutors and other colleagues that day-to-day problems are swiftly addressed.
- Contribute information to student progress reviews to the Student Achievement and Support Team.
- Contribute to the planning and delivery of school liaison activities.
- Contribute towards the effective delivery of the assembly-based tutorial programme including, on occasion, leading this delivery; monitor the quality of follow up support provided by form tutors.
- To provide information about individual students' circumstances to other staff as appropriate for them to meet their learning needs.
- To create structures and strategies to capture student voice in order to impact positively on school development and effective learning.
- Attend to students' needs and provide advice to assist in their safe personal, social and health development in conjunction with other staff with child protection responsibilities.
- Take a lead role in supporting the effective transfer to students to and from other schools and partner agencies and in supporting the integration of those who have been long term absent.
- Actively develop the expertise and knowledge to support the effective and successful transition of students across key stages.
- Manage in association with other student support staff the supervision of students excluded from, or otherwise not working to, a normal, full timetable.
- Monitor and evaluate students' responses and progress through observation and discussion with teaching staff and other support workers.
- Support safeguarding for all students in the year group through close liaison with the safeguarding lead.
- Be responsible for the co-ordination of work for students who are suspended.

## Indicators of Performance:

- Students in the Year make academic progress that is in line with or better than their indicators of potential
- The learning behaviour and attitude of students in the year group has a beneficial effect on standards of achievement
- The quality of student support in the year group is a contributory factor leading to whole school improvement

The Assistant Headteacher for Behaviour and Relationships will evaluate the totality of the performance of the Year Progress Leader by:

- Analysing, internally and externally produced academic performance data for students in the year group
- Analysing learning behaviour data for students in the year group collected via normal school monitoring and recording processes
- Analysing the academic and learning behaviour data of students in the year group compared to whole school performance and by reviewing evidence from the subject.

## Person Specification

### All Saints Catholic High School

Specification	Essential	Assessment Methods
Qualifications	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Level 3 qualification</li> <li>• Excellent numeracy and Literacy skills</li> <li>• Excellent organisational and ICT skills</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Degree or equivalent level 4 qualification</li> <li>• Experience of working with SIMS</li> </ul>	A R
Contribution to the Catholic ethos of the school	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Commitment to the ethos and development of the Catholic School</li> </ul>	A I R
Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of working with young people in an educational setting and to have shown a strong interest and success in dealing with young people and their pastoral welfare</li> <li>• Experience of working as part of a team</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of leading a year group at secondary level</li> <li>• Experience of working with challenging young people</li> <li>• Experience of liaising with a multidisciplinary team</li> <li>• Experience of a safeguarding role</li> <li>• Experience of working in a secondary school</li> <li>• Experience of monitoring students' attendance, behaviour and academic performance</li> <li>• Experience of mentoring young people</li> <li>• Experience of academic mentoring and developing intervention packages</li> <li>• Experience of using data to identify and track under-performing students</li> <li>• Experience of formulating and implementing policy and procedures</li> <li>• Experience of working with a range of stakeholders</li> </ul>	A I R

<p>Knowledge/Skills (Ability to)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to this role</li> <li>• Understanding of and commitment to inclusive education</li> <li>• Understanding of the importance of monitoring attendance, behaviour and academic performance</li> <li>• Be able to promote high standards of behaviour and discipline with all students in the school and to have a strong public presence</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Be able to develop and deliver CPD for other staff.</li> </ul>	<p><b>A I R</b></p>
<p>Personal Qualities</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Be able to manage a demanding workload, meet deadlines and give freely of your time</li> <li>• A good sense of humour</li> <li>• Attention to detail</li> </ul>	

Key	
A	Application Form
I	Interview
R	Reference

## About All Saints Catholic High School

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Telephone	(0114) 2724851
Email	<a href="mailto:enquiries@allsaints.sheffield.sch.uk">enquiries@allsaints.sheffield.sch.uk</a>
Website	<a href="http://www.allsaints.sheffield.sch.uk">www.allsaints.sheffield.sch.uk</a>
Chair of Governors Headteacher	Mr C Farragher Mr S Pender
School Population	Year 7 – Year 11 : 1033 Year 12 – Year 13 : 360
Group Size	Group 7

**All Saints Catholic High School is part of St Clare Catholic Multi Academy Trust, one of two Catholic trusts in the Diocese of Hallam**

### Academic Organisation

Administered through a departmental structure, the curriculum is designed to offer a balanced range of courses to all of our pupils, irrespective of the level at which they may start. In the lower school particular emphasis is placed on the teaching of the basic skills and on helping our pupils towards a deeper understanding of the principal areas of human experience.

At present in Year 7 and Year 8 the year is split into two bands for English, Religious Education, Physical Education, Design & Technology and Mathematics. French or Spanish are taken by all students in Y7 and Y8. Science is set by ability across the whole year group after Year 7. Other subjects in this Key Stage are taught as class groups or in sets. From Year 9 students make choices of subjects to study outside the core offer.

The Integrated Resource and physical modifications to the building allow pupils with a range of special educational needs to be admitted to the school. Specialist staff work in collaboration with subject teachers to support these pupils in both mainstream lessons and withdrawal groups.

### Support for Students

As one would expect in a Catholic school, the organisation of the school is tailored to ensure quality care is given to each and every pupil throughout our school. Students are organised in Year Tutor Groups. Form Tutors play an essential role in the care structure and additional input is given by a range of support services. Five Year Leaders each look after 7 forms. The school management system allows tutors to gain a comprehensive view of performance of pupils in their care. Post 16, there are 16 forms, working to a Director of Post 16 and two Assistant Heads of Post 16.

### Staffing

The school seeks to employ the best teachers as a matter of policy, whilst preserving the Catholic ethos of the school. The Governors restrict some teaching posts to Catholics; most Religious Education staff are Catholic, but other jobs have no such restriction. A significant proportion of staff are non-Catholics. Currently there are 101 teaching staff and 86 Support staff.

## **Management Structure**

The Leadership Group currently consists of the Headteacher, a Deputy Headteacher and seven Assistant Headteachers. The school has three Directors in post who have strategic responsibilities for Core curriculum areas, working with Subject and Curriculum Leaders.

## **Building and Facilities**

The school completed a £16 million Building Schools for the Future programme in 2011, which has given it high quality teaching spaces.

There are outstanding sports facilities which include a double basketball court hall, a single basketball court hall, a Sports Science classroom, a general classroom for Physical Education teaching, a sensory room and four changing areas. Outside there are 10 multi-use synthetic pitches. The centre is used by the community and a commercial company in the evenings and at weekends.

## **OFSTED**

The last OFSTED inspection in October 2023 judged the school to be Good. A Section 48 Inspection in 2023 judged the school's provision to be Good, with some outstanding features.

## **Initial Teacher Training**

The school is actively involved with two local universities in the training of student teachers in a number of subject areas. It also works in partnership with two providers for School Direct and SCITT places. Approximately 20 students have substantial placements each year and a larger number work with the school on short-term projects. There is a developing research culture within the school, with all departments engaged in development work.

## **Community Links**

The school has developed strong relationships with parents, parishes and the local community in general. Contact with our local parishes is close and our priests regularly come into school to celebrate Mass. The Chaplaincy Co-ordinator works in close co-operation with the Religious Education Department and the Year Teams to develop the Christian ethos of our community.

## **Co-location**

All Saints is co-located with Seven Hills School, an Outstanding Local Authority school for children with learning difficulties, on the same site; this shares some facilities with All Saints' students.

## **Safeguarding**

All Saints is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

## All Saints Catholic High School School Prayer

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Lord Jesus Christ, we rejoice that we are part of this School.  
Help us to realise our calling, our vocation, our service of you.  
Wherever we are, wherever we go, may we be a constant sign of the joy of the resurrection, a witness to your Gospel, a bringer of Peace.  
May we always be guided and helped by the intercession of all the Saints of heaven.  
May we, as they, give our lives in your service and the service of your creation.  
We ask this through the same Christ Our Lord

Amen



# All Saints Catholic High School

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## Vision Statement

Our school community demonstrates excellence through :

- Every member of the All Saints' community valuing, respecting, including and loving one another. Together, we engage positively with each other and our wider community, including our hardest to reach.
- Recruiting, developing and retaining a quality, highly skilled and diverse workforce who value learning, are committed to continuous self-development and create a safe and secure school environment.
- A challenging, engaging and wholly inclusive curriculum that fosters high aspirations and inspires joy. Student achievement significantly exceeds national averages.

## Mission Statement

We are a Catholic community whose mission is to fully prepare our students for the wider world and to send them into it equipped for life and for the service of others. We come together from diverse backgrounds, united by Christ, by the highest aspirations and by a thirst for excellence to instil in our students a respect for themselves, for others and for their environment. We take our inspiration from Jesus' commandment to "love one another".

## Values Statement

All Saints is a welcoming faith community living by the value of :

- Respect for ourselves, others and our environment.
- Understanding, accepting and celebrating the uniqueness and diversity of our All Saints' family.
- Affection for all members of our school and wider community in every situation.
- Humour in our interactions with each other, showing loving kindness to all.

