



Recruitment
Information Pack

**Head of Year
(Non-Teaching)**

Start Date: September 2026





Vision

To be a community that develops personal growth, excellence and achievement for all

End Goals





Thank you for your interest in the position of Head of Year.

Our school has been on a continuous upward trajectory for a number of years. In the summers of 2022 and 2023, our Year 11 cohorts achieved Progress 8 scores putting us in the top 10 in the county. In the summer of 2024, based on student progress, we placed in the top 8.1% of schools nationally.

As a community that develops personal growth, excellence and achievement for all, we are incredibly proud of everything the school has become and what we have achieved in the last few years: our well-rounded young people who have gone on to purposeful and challenging further education, some of the best GCSE results in the county and our recent Ofsted report (February 2026).

The Ofsted report states *“The school is a warm, welcoming community where pupils are respected and well cared for. Pupils flourish academically. Pupils take their learning seriously and relish the challenge of academic study. Classrooms buzz with learning.”* We were delighted to achieve Strong Standard in Leadership & Governance, Curriculum & Teaching and Achievement.

We are also hugely proud of our staff who are relentlessly hardworking, supportive of one another and passionately committed to securing the best possible life chances for the young people we serve.

We pride ourselves on high expectations of students, recognising and rewarding students for getting it right every day, being at the forefront of latest research, ensuring nothing but the best for our pupils and staff. We have a restorative justice approach to managing student behaviour and always believe that a young person can bounce back from a mistake and transform their behaviour.

We are seeking an individual with a fervent passion for supporting young people to be the best they can possibly be and with a ‘do whatever it takes’ attitude. You should be prepared to challenge and support our students as and when required.

This role is an exciting opportunity for you to join our pastoral team as a non-teaching member of staff and help further our vision. You will be Head of one year group or two year groups depending on their position within the school. It will require huge amounts of perseverance and a constant drive for innovative excellence but will also be incredibly rewarding and will offer exciting progression for the future.

I look forward to receiving your application.

Alexander Lewis- Headteacher





Long Stratton High School Job Description

Name:	
Job Title:	Head of Year
Salary range or job grade:	NJC salary range 12-17 [37 hours 8:00am-4:00pm] Term-Time + 1 week (£24,707.87 to £26,802.14)
Responsible to:	Assistant Head – Behaviour and Attitudes
Responsible for:	Pupils achieving their potential by providing support to overcome barriers to learning both inside and outside school.
Effective Date:	September 2026

Duties and Responsibilities

The purpose of this post is to support pupils in your year group(s) achieving their potential through proactive support and intervention for all things that could inhibit maximum achievement.

1. To be a first response for everyday pupil problems including when pupils are upset or distressed.

AMBITION

KINDNESS

RESPECT

INTEGRITY

2.	To contact parents to inform them of individual pupil's behaviour as part of an effective line of communication between school and home and to liaise with the relevant staff on actions to be taken.
3.	As a Designated Safeguarding Lead, report and help to resolve any issues relating to safeguarding as quickly as possible.
4.	To support and sometimes lead reintroduction meetings as directed by the Assistant Head – Behaviour and Attitudes & Deputy Headteacher.
5.	Use specialist knowledge/experience to provide appropriate support to pupils in relation to their individual needs, e.g. behaviour management strategies.
6.	To contribute to raising standards by ensuring high expectations are promoted for pupils, and in particular commitment to learning
7.	Liaise with parents and external agencies/providers as necessary (such as CAMHs, Social Workers, MASH and Police).
8.	Support and counsel pupils: this requires being available during lunchtime and breaks for pupils to talk through and report any issues that they have.
9.	Deal with any issues raised by pupils during discussions promptly and inform relevant staff of the issues and the actions taken, ensuring external support as necessary
10.	As a Designated Safeguarding Lead, manage the child protection and child in need cases in your year group(s).
11.	Maintain regular contact with the parent(s)/carer(s) of pupils in need of extra support, to keep them informed of their child's needs and progress, and to secure positive family support and involvement
12.	To coordinate the induction of new pupils who arrive mid-year
13.	To administer appropriate sanctions.
14.	To support in the transition process from KS3 to KS4 and KS4 to post 16 provision.
15.	To carry out any other reasonable requests as directed by the Headteacher.

Support for the School	
Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.	
Ensure all pupils have equal access to opportunities to learn and develop.	
Attend meetings as required.	
Support the Assistant Headteacher – Behaviour and Attitudes	
Contribute to the organisation of offsite isolations and notifying parents.	
Investigate incidents that happen during the school day or journey to and from school or trips, and update pupils/parents of outcomes.	
To use BromCom and CPOMS to record pupil information, including positive and negative behaviour and Safeguarding Information	

Work as an effective member of the Pupil Development Team and identify opportunities for working with colleagues and sharing the development of effective practice with them.

General

To be Safeguarding trained, including as a DSL

To be a trained first aider and fire marshal

To undertake training, relevant to the role, as appropriate

To participate in the performance management programme

General Information:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Review:

This job description will be reviewed regularly 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 mean expectations of the school in relation to the post-holder's professional responsibilities and duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signature:

Date:

**Head of Year
Person Specification**

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with 5 GCSE Level C and above (including Maths and English)	✓		✓	✓		✓
	ICT literate with good keyboard skills	✓		✓	✓	✓	
	Evidence of recent continuing professional development,		✓	✓	✓		
Skills and Experience	Administration duties in an office environment		✓	✓		✓	✓
	Use of MS Office, including Excel and Word	✓		✓		✓	
	Maintenance of accurate records & filing systems, computerised and manual	✓		✓		✓	
	Experience of working in an educational environment in a multi academy Trust		✓	✓		✓	✓
	Record of good time management skills and ability to prioritise work effectively	✓		✓	✓	✓	✓
	Work constructively as part of a team, understanding roles and responsibilities and your own position within these.	✓		✓		✓	✓
	Ability to relate well to student and adults, including external contacts	✓		✓		✓	✓
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓		✓		✓	✓
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	✓		✓		✓	
	Ability to identify own training and development needs	✓		✓		✓	✓
	Professional approach to duties and presentation.	✓		✓		✓	
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	✓				✓	
	Other	Hold a full driving licence.		✓	✓	✓	
Capacity to work during school holiday periods			✓			✓	
A helpful, calm and organised manner.		✓		✓		✓	✓
Dedicated to academic excellence across the school		✓					
Motivate and help students progress		✓					



Excellent teaching and the strongest relationships are the foundation stones of our school and staff have the highest expectations of our students. There are no limits to what they can achieve when we all (students, staff and families) work in collaboration.

Head of Year

Closing Date: 9:00am 13th July 2026

Interviews will be conducted as soon as we have a strong field.