



# Candidate Information Pack

Head of Year 7

May 2026 start - Permanent Role

**MPS/UPS (M1 £38,248 - UPR3 £56,715)  
+TLR2c (additional allowance of £8697)**



# Our Story

**Thank you for your interest in this important role. As we mark our tenth anniversary since opening in September 2015, we invite you to apply for a position at one of the nation's top-performing state schools!**

TKA, as we are fondly referred to, was opened back in September 2015 as part of a unique partnership between Kingston University, Kingston College and The Royal Borough of Kingston Upon Thames - they still form our Trust Membership today.



Mrs Sophie Cavanagh  
Headteacher, TKA  
Executive Director, KET

We have accomplished a great deal in the relatively short time we have been open. We have a track record of achieving stellar GCSE and A-Level results, firmly securing us as one of the top-performing non-selective schools in the country. We have quickly also become the school of choice for young people with special educational needs.

In January 2022, we welcomed Fern Hill Primary School into our founding Trust - Kingston Educational Trust. Our distinctive Trust composition means that we are uniquely placed to develop, grow and support all of our staff.

This is an exciting time to develop your career with us as we continue on our journey of excellence. For further details about the role you are applying for, please see the information included in our specific Job Packs, including details of how to visit us in person. We'd love to meet you.

## Head of Year 7

The Kingston Academy is seeking an enthusiastic and dedicated Head of Year 7 to join our wider pastoral team. Our Head of Year 7 plays a central role in ensuring every pupil makes a confident, successful transition from primary school into secondary education. The post-holder will lead the pastoral, academic and personal development of the Year 7 cohort, building strong relationships with pupils, families and staff so that students feel safe, known and ready to thrive from day one. This is a pivotal position within the school's pastoral structure and contributes directly to the school's inclusive ethos and high expectations.

This role is open to colleagues who can demonstrate relevant experience in supporting pupils pastorally and helping them thrive. The post would also suit colleagues who have experience of supporting transition, for example through primary-secondary liaison, planning and delivering induction or bridging work, coordinating pupil support plans, engaging parents and carers, or organising transition events. We also welcome applications from suitably qualified and experienced teachers who are keen to make a difference at this vital point in a young person's school journey and who can combine warmth and care with clarity, consistency and high expectations.

While we anticipate that the Head of Year 7 will be a fixed role (in contrast to our other Head of Year positions, which typically move up with their year groups), we are committed to supporting colleagues' professional development and are keen to agree with the successful candidate how their progression is continually developed will as part of the wider pastoral team.



**"TKA is ranked top 9th state school nationally"**  
The Daily Telegraph

# Role Information

A full job description is available [here](#). The successful candidate will be expected to undertake the following key responsibilities:

- Provide strategic and day-to-day leadership for Year 7, setting high expectations for behaviour, attendance, punctuality, effort and achievement, and establishing a strong year-group identity and culture.
- Teach a timetable of lessons in their subject specialism, delivering high-quality teaching and contributing to pupils' academic progress, while modelling consistently high standards of classroom practice.
- Lead and oversee the transition into secondary school, coordinating induction and settling-in processes, liaising with feeder primary schools, and ensuring effective information transfer so pupils are well-supported from the outset.
- Champion inclusion, wellbeing and safeguarding within Year 7, working closely with the SEND/Inclusion team, DSLs and pastoral colleagues to identify barriers to learning and put timely support in place for pupils with additional needs.
- Use data to monitor and improve outcomes, tracking attainment, progress, attendance and behaviour for individuals and groups; identifying trends; and implementing targeted interventions to secure rapid improvement.
- Build strong relationships with parents and carers, maintaining proactive, solution-focused communication, leading key meetings where required, and ensuring families are well-informed about progress, expectations and available support.
- Manage behaviour systems and pastoral processes for Year 7, including referrals, restorative approaches, sanctions and rewards, ensuring consistency and fairness in line with school policy.
- Work effectively with tutors and the wider pastoral team, providing guidance, sharing key information, and ensuring tutors are supported to deliver strong daily pastoral care and routines.



**"TKA is one of the top 50 happiest schools in the UK"**

The Times

# Role Information

## Application Process

Applicants should complete an application using the link on the right of this page. Shortlisted applicants will be invited for an assessment day which will comprise of a lesson observation, pupils panel and interview. We reserve the right to close the application portal prior to the close date included on the advert. Visits can be arranged by contacting Emily Kyrianiou, Assistant to our Executive Director

## Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Lesson Observation in subject specialism (external candidates)
- Pastoral In-Tray Task
- Data and Written Task
- Pupil Panel
- Presentation and interview with Head Teacher and/or other Senior staff.

To find out more about our school, including further information about our what it's like to work with us, please visit our linked [\*\*Recruitment Brochure\*\*](#)

To make a direct application, please visit our vacancy page (hover over image) on mynewterm:



# How to Apply

## **Safeguarding and Safer Recruitment Statement**

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

## **Equalities Statement**

At The Kingston Academy, we believe that diversity enriches our school community and enhances the educational experience for all. We are committed to creating an inclusive environment that respects and celebrates the unique backgrounds, perspectives, and talents of our staff and students. We welcome applicants from all walks of life and are dedicated to providing equal opportunities for everyone. Join us in fostering a culture of diversity and inclusion where every individual is valued and empowered to thrive.

