



SURBITON

HIGH SCHOOL

Job Description

Job Title:	Head of Year 9/10/11
Job Purpose:	Responsibility for the welfare, academic progress and conduct of the Year 9/10/11 pupils
Primary Reporting Line:	Assistant Principal (Pupil Development and Well-being)
Secondary Reporting Line:	Senior Vice Principal
Co-ordinates with:	Pastoral Team
Remission:	5 Periods
Start date:	September 2026 or January 2027
Tenure:	Full-time, Permanent
Salary:	Competitive – based on the Surbiton High School Pay Scale, plus TLR

Surbiton High School is seeking an inspiring, dedicated and forward-thinking Head of Year 9/10/11 to join our vibrant community. This is an exciting opportunity for a passionate educator committed to exceptional pastoral care and eager to play a leading role in shaping pupils' wellbeing, personal development and academic progress.

As Head of Year, you will be at the heart of our pastoral provision - guiding pupils through key stages of their school journey, supporting their growth, and ensuring they flourish both inside and outside the classroom. This role is ideal for a teacher who wants to make a real difference, lead with compassion and purpose, and collaborate within a supportive and innovative pastoral team.

Applications from teachers of all subject areas are encouraged, though appointments will be subject to timetabling capacity.

Head of Year Responsibilities:

- Responsibility for the pastoral welfare of the pupils, in liaison with the Assistant Principal.
- Leading initiatives to encourage cohesion and belonging in the year group.
- Coordinating the work of the Assistant Head of Year and Form Tutors and facilitate half-termly meetings.
- Monitoring of individual pupils' achievements and progress.
- Oversight of the reporting and parent consultation process for the Year Group in liaison with the Senior Leadership team.
- Having a visible presence in the Year group, regularly visiting the Form rooms and communicating with pupils and Form tutors.
- Oversight of the content and delivery of PSHE, working with the Assistant Head of Year and Head of PSHE in developing a modern and vertical PSHE programme.
- Playing a leading role in the development of the School's wellbeing programme through SMSC (Spiritual, Moral, Social, and Cultural Education) and organisation of registration activities throughout the week.
- Oversight of Year Group and Form assemblies.



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- Oversight of monitoring form rooms and ensuring that form boards have relevant and up-to date information.
- In Year 9, guiding the pupils through choosing their GCSE options.
- In Year 11, having oversight of the A-level Option Choices process.
- Being available during the GCSE results week when your Year group is in Year 11 (Wednesday, Thursday and Friday).
- Liaising with the Director of Sixth Form, Head of Year 12 and the SLT on all aspects relating to progression to the Sixth Form, when Year group in Year 11.
- Supporting the entry of new pupils into the school.
- Communicating with parents as necessary and dealing with parental correspondence.
- Being an active supporter of pupils in the Year Group, attending co-curricular events and performances as appropriate.
- Carrying out any such duties as may be reasonably requested.

Classroom Teacher Responsibilities:

Learning and Teaching

- Planning and delivering inspiring lessons.
- Creating a stimulating classroom climate that will motivate pupils to learn, think independently, take risks, empathise with others, and perform to the best of their abilities.
- Maintaining and developing a deep and secure knowledge of your subject and the best practice pedagogy associated with its delivery.
- Supporting every pupil in their learning, making them feel included, secure and valued.
- Being consistent, fair and create an atmosphere of mutual trust and respect.
- Being aware of the learning needs of the pupils you teach and ensuring that each pupil is given every opportunity to fulfil their potential.
- Monitoring progress against prior attainment and employ effective intervention strategies when required.
- Following the guidance and schemes of work provided by the Head of Department.
- Undertaking high quality preparation, marking and report writing, in line with School policy, so that pupils achieve the highest possible standards.

General

- Contributing to the organisation and running of co-curricular and enrichment activities.
- Upholding the School's code of conduct and the values of Surbiton High School.
- Maintaining good order and discipline amongst pupils and be active in implementing the School's policies for rewards and sanctions.
- Attending formal parents' evenings and maintain effective communication with parents, as appropriate.
- Attending staff and departmental meetings, as required.



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- Undertaking supervisory duties, as required.
- Planning and running trips and visits, as required.
- Marking entrance papers and occasional vacancy entrance exams, as required.
- Carrying out any such duties as may be reasonably requested.

Professional Development

- Contributing, as appropriate, to departmental policies, schemes of work, digital learning resources as well as development planning.
- Actively participate in CPD training opportunities, sharing best practice with colleagues, as requested.
- Participating in the annual performance review, appraisal and development programme.

Subject Specific

- There may be particular responsibilities linked to the subject that may be added when necessary.



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Person Specification

The successful candidate will be likely to fit the following profile:

Applications are welcomed from teachers of any subject

Qualifications

- Good Honours degree
- A postgraduate teaching qualification including QTS is desirable, but not essential
- Evidence of further relevant professional development would be an advantage
- Prior involvement in pastoral care within a school setting
- Experience of leading and collaborating with colleagues

Skills and Knowledge

- Strong subject knowledge
- The ability or potential to deliver inspiring lessons at KS3, GCSE and A-level
- The ability to inspire, motivate and support pupils and colleagues in a successful and dynamic school
- Excellent organisational, administrative and ICT skills
- The ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- The ability to work collaboratively with colleagues

Attitudes and Personal Qualities

- Show commitment to best practice in enhancing all aspects of pastoral care at Surbiton High School and ensuring that all pupils are given the opportunity to flourish
- Committed to Surbiton High School's ethos and strategic vision
- Personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to build rapport and gain the confidence of pupils, staff and parents
- High expectations for pupil attainment, personal development and conduct
- High standards of personal presence and presentation
- A team player with leadership qualities and a reflective and flexible approach
- Attention to detail and the ability to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Ambitious and aspirational for oneself and for the school
- Committed to professional development and showing a willingness to undertake appropriate training for this role



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications: **Midnight, Wednesday 13 May 2026**
Interviews to be held week commencing: **18 May 2026**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Teachers' Pension or APTIS Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly, vibrant and ambitious community where people matter, results count and where passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice rated 'excellent in all areas' by ISI 2023.

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.