



Seahaven Academy

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Candidate Briefing Pack

Job title: Head of Year (non-teaching)

Closing date: 12th July 2026

Interview date: TBC

Message from the Principal

Thank you for your interest in joining Seahaven Academy. I am delighted to introduce you to our academy, and I hope that this application pack provides you with an overview.

We are proud of the history of our school and the integral part it has played in our local community but also looking very firmly to the future and setting our sights on being an exceptional school for the students in the Newhaven area.

Since becoming an academy, the students, staff, governors and parents have worked tirelessly to make Seahaven what we want for our students: a safe place to learn and succeed beyond all expectations. At Seahaven Academy we take safeguarding extremely seriously in all aspects of our school life. We make excellent behaviour a priority in our school, committing to providing 'disruption-free learning' for all students. We believe that it is essential to take back those wasted moments staff spend on dealing with low level disruption and ensuring they are spent on teaching instead. We make no apologies for our no-nonsense approaches and strict routines but instead combine these with the best pastoral care and support students could receive, through our dedicated staff supporting every aspect of our students' school life. Teaching and Learning is what we live, sleep and breathe at Seahaven. We believe that learning takes place both inside and outside the classroom and will always go 'the extra mile' to do whatever we can to allow our students to be successful, but without compromising our very high standards.

We know where we are heading, and we are aiming to get there with an enduring positivity and enthusiasm for our work. We understand that a good work-life balance is a key factor in getting the best from everyone and have staff focusing on solving problems and embracing challenge. Staff morale is very high, and we are a proud school. If you like the sound of our mission to transform the futures of all our students, then Seahaven may well be the team for you to join. We welcome you to arrange a visit to see the school in full action.

Our school is part of United Learning, which means our teachers benefit from the best pay in the sector, three extra INSET days protected for your own planning, guaranteed paid personal days, great training for your career, and more.



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Good luck with your application and thank you again for considering Seahaven Academy for the next stage in your career.

Best wishes

Mark Newnham-Reeve

Principal -Seahaven Academy



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Job Description

Job title:	Head of Year (Non Teaching)
Location:	Seahaven Academy
Salary:	£32,663.00 FTE, £28,184.00 prorated
Pension:	United learning contribution is 17.9% (support staff)
Contract type:	Full Time, Permanent, 37.5hrs per week, Term time only
Responsible to:	Director of Year

The Role

We are looking for an enthusiastic and highly efficient Head of Year to join our school. The successful candidate will combine leadership of attendance, behaviour and safeguarding across their designated Year Group.

The role includes creating a positive culture through insisting on high standards of student behaviour, supporting students, staff and parents of their year group, and monitor and improve students' behaviour and attendance within their year group. This is a busy but rewarding environment where every role in the school contributes to our students achieving their best possible outcomes. Further information is included in our job pack on the school website.

Our staff are committed to honing their skills through coaching, Teaching and Learning communities and using evidence-based approaches to create expert lessons. We believe that 'Knowledge is Power'. We are currently using the Rosenshine principles and Teach Like A Champion to underpin our professional development and teaching through explicit/direct instruction.

The successful candidate can be sure of working with a team of extremely dedicated staff in a very motivating, forward-thinking environment. The school is committed to providing exceptional CPD at all levels including programmes for ECTs, recently qualified teachers and middle leaders.

About You

The successful candidates must...

- Have the highest expectations and standards
- Be flexible and resilient with an unrelenting 'can do' attitude
- Have excellent communication skills
- Be able to work as part of a team or stand-alone
- Have the ability to be a good role model to young people
- Be able to manage work load and prioritise effectively
- Be committed to the importance of education
- Be committed to personal and professional development



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Role Purpose:

- The Head of Year (HOY) position will combine leadership of attainment, attendance, behaviour and safeguarding across their designated Year Group.
- The HOY will create a positive culture through insisting on high standards of student behaviour.
- The HOY will pastorally support students, staff and parents of their year group. The HOY will monitor and improve students' behaviour and attendance within their year group.

Role Tasks:

- To actively monitor behaviour across the designated year group, responding to areas of concern and contributing to strategic planning to improve it
- To create a culture of high standards and expectations across the year group
- To actively monitor attendance across the year group and ensure that strategies are put in place to make improvements where needed
- To take a proactive role in monitoring and working with individual students to ensure their behaviour is not adversely affecting their learning or the learning of others.
- To actively engage with parents to ensure barriers to learning through attendance and behaviour are overcome
- To work with Form Tutors to ensure that tutor group activities are well organised and coordinated to ensure best use of time
- To take a lead role in the organisation and leading of assemblies
- To lead daily rollcall giving clear and positive messages and ensuring high standards throughout
- To champion your Year Group at every opportunity and create a genuine sense of belonging for all students
- To ensure high standards of student uniform
- To manage the induction of new students to Seahaven Academy
- To investigate incidents as they arise, liaising with relevant staff and outside agencies when required
- To communicate effectively with parents and carers including phone calls, texts, emails and letters
- To organise parent meetings
- To undertake home visits as appropriate
- To support the SLT in RESET and on-call
- To support and develop programmes which give student leadership opportunities
- To support and promote the whole-school rewards policy and systems across the year group
- To contribute to Senior Leadership Team meetings and planning on an invitational basis
- To be highly visible around the school
- To keep up to date with legislation around children protection, exploitation and safeguarding





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- To work with other staff in the coordination of support for those students who need to overcome barriers to fulfilling their potential and attaining the highest outcomes possible
- To support the Academy's vision of becoming a year-on-year, high performing, fully inclusive school

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

United Learning are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for an enhanced DBS disclosure.



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Person Specification

Qualifications		
GCSE English and Maths (grade C/4 or higher)	Essential	Application
Experience		
Strong classroom practitioner	Essential	Application/Interview
Excellent pastoral care (e.g. as Form Tutor)	Essential	Application/Interview
Developing strategies to improve student outcomes	Essential	Application/Interview
Previous experience of dealing with complex pastoral issues	Desirable	Application/Interview
Knowledge of successful intervention strategies	Desirable	Application/Interview
Knowledge of successful attendance solutions	Desirable	Application/Interview
Previous work with partnerships or other outside agencies	Desirable	Application/Interview
Personal Characteristics		
Excellent communication skills	Essential	Application/Interview
Excellent IT skills	Essential	Application/Interview
Ability to form good relationships students, staff and parents	Essential	Application/Interview
Ability to manage 'difficult conversations'	Essential	Application/Interview
Willingness to take on new, potentially challenging situations	Essential	Application/Interview
Unbiased, holistic approach	Essential	Application/Interview
Positive, 'can do' attitude	Essential	Application/Interview
Very high standards and expectations	Essential	Application/Interview
Sense of humour essential!	Essential	Application/Interview
Very high personal standards and expectations	Essential	Application/Interview
Very high expectations of, and aspirations for Seahaven students	Essential	Application/Interview
Problem- solving attitude	Essential	Application/Interview
Strategic reasoning	Essential	Application/Interview

The information contained above is to help colleagues understand and appreciate the work content of their post and the role they are to play in the organisation. It outlines the main duties and responsibilities of the post, but not every detail. Broad headings imply the inclusion of all the usual associated duties. This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.





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Ofsted Report



Inspection of Seahaven Academy
Haven Way, Newhaven BN9 9TD

Inspection dates: 11 November 2025

Overall effectiveness	Expected Standard
Achievement	Expected Standard
Attendance and Behaviour	Expected Standard
Curriculum and Teaching	Expected Standard
Inclusion	Expected Standard
Leadership and Governance	Expected Standard
Personal Development and well-being	Expected Standard

What it's like to be a pupil at this school

Pupils enjoy coming to this harmonious school. Its inclusive ethos fosters a clear sense of belonging among pupils and staff. Consequently, pupils feel a real sense of community here. The pastoral support that staff give to pupils is a strength. As a result, pupils feel safe and well cared for. They learn to become responsible, respectful citizens. Pupils have a mature understanding of topics linked to equality and diversity. Should any bullying or discrimination occur, pupils trust that staff will listen and deal with it effectively.



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The school's values to 'be kind, be confident and be ambitious' underpin all aspects of daily life. Pupils are keen to meet the high expectations that staff have for their achievement. They are motivated to work hard and succeed. Disadvantaged pupils, and those with special educational needs and/or disabilities, benefit from strategies that address their individual barriers to achievement. Overall, pupils achieve well. However, at times, there are some inconsistencies in how well the curriculum is adapted to support pupils' learning.

Effective partnerships with parents and carers are at the heart of ensuring that pupils thrive socially and academically. Pupils benefit from positive relationships with caring and committed staff. Typically, pupils work with focus and purpose. Classrooms are calm and orderly places, conducive to successful learning. During social times, pupils chat with their friends and play sports. While attendance is improving, some pupils still do not attend as often as they should.

Pupils value the opportunities that the school provides to develop their confidence, skills and talents. They benefit from the wide range of interesting clubs available, including the pop-up library and the eco-club. Pupils relish taking on leadership roles, such as being a member of the school council or a librarian. They play an active role in their school and the wider community. A palpable ethos of care and teamwork pervades here.

Full report can be accessed [Seahaven Academy > About Us > Ofsted](#)



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How to Apply

To join our dedicated and talented team, click apply here. [Vacancies](#) | [Jobs](#) | [Seahaven Academy](#)

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.

The closing date for this post is **12th July 2026**.

We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their application as soon as possible.

For more information about this role, please contact:

Name / title: HR Department

Telephone number: 01273 517601

Email address: hr@seahavenacademy.org.uk



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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 seek to improve the life chances of all the children and young people we serve and make it our mission to bring out ‘the best in everyone’ – pupils, staff, parents and the wider community. We uniquely comprise schools in both the state and independent sectors.

As a Group, we can offer more to both staff and young people than any single school could offer alone. 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 interaction between independent and state schools in the country, creating benefits for all the schools involved.

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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