



## Appointment of

# Head of House / Year (Non-Teaching Role)

Required 1<sup>st</sup> September 2026

Full time hours (Monday – Friday, 8:30am-4:30pm)

However, we are 'happy to talk flexible working'

### Pay Scale

Bucks Pay Scale 6, point 31 – 35

**(£37,772 - £41,272 per annum) pro-rata for 37 hours per week at 39 working weeks per annum, plus attendance at INSET days, and some afternoon CPD.**  
Plus, an additional responsibility allowance (currently £5,875 per annum)

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## The Role

**Wycombe High School is a prestigious girls' grammar school, dedicated to providing an outstanding education and nurturing environment for our students. We pride ourselves on our commitment to excellence and the holistic development of our pupils.**

We are seeking to appoint an organised and efficient Head of House/Year (HoHY) to lead on the academic experience of their year group and to promote House ethos/spirit and House activities. To lead, develop, hold accountable and support a team of tutors and other staff to ensure the achievement, wellbeing and development of students in their Year Group and House. The HoHY will hold an additional responsibility for attendance across Years 7-11, working closely with the Inclusion Officer and other Heads of Year to ensure that barriers to attending school are identified early on and the provision for individual students is clearly mapped.

The successful candidate will be a highly effective and inspirational leader, with the ability to build positive relationships with students, parents, carers, teaching staff and external partners. This role is central to the pastoral leadership of the school, supporting students to achieve high standards of behaviour, attendance, wellbeing and academic success.

The HoHY will lead and develop a strong House ethos, promoting a culture of aspiration, inclusion and achievement.

They will work closely with tutors, support staff and fellow Heads of House to ensure that every student is supported and challenged to reach their full potential, both within and beyond the classroom. The successful candidate will provide outstanding guidance and support to students, working collaboratively with families, subject leaders and pastoral colleagues.

They will monitor student progress, attendance and behaviour, implementing effective intervention strategies where required and ensuring that students have full access to the curriculum and wider school opportunities.

The HoHY will contribute to the strategic development of the school through the creation, implementation and evaluation of House Development Plans and self-evaluation processes. They will lead tutor teams, oversee tutor time provision, deliver assemblies and House events, and support the development of student leadership opportunities across the school community.

**Key Dates** Deadline for applications: as soon as possible  
(please note we reserve the right bring forward interviews & close the advertisement early)

[Apply Here](#)



## The Role (Continued)

The successful candidate will contribute to staff development, mentoring and professional review processes, ensuring consistently high standards of pastoral care and student experience.

We are an ambitious and supportive school community, where staff contribute enthusiastically to all aspects of school life. This is an exciting opportunity for an experienced and motivated professional to make a significant impact on student outcomes and wellbeing while working as part of a dedicated and collaborative leadership team.

**“At Wycombe High School, staff wellbeing is at the top of our agenda. We are proud to work alongside Mind, the mental health charity, and were consecutive Gold Award Winners for 2022-2023 and 2023-2024. This award is given to employers who have ‘successfully embedded mental health into their policies and practices’.”**



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# The Person

**We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics we are looking for include:**

- Understanding of effective pastoral care and the factors that influence student wellbeing, attendance, behaviour and achievement.
- Experience of working with young people and supporting their personal, social and academic development.
- Able to establish high expectations and promote high standards of behaviour, attendance, engagement and conduct.
- Excellent organisational and administrative skills, with the ability to prioritise workload and manage competing demands effectively.
- The ability to work calmly under pressure and make sound professional judgements in a busy school environment.
- Strong interpersonal skills and the confidence to build positive and productive relationships with students, parents, carers, staff and external agencies.
- Effective communication skills, both written and verbal, with the ability to engage constructively with a wide range of stakeholders.
- Experience of monitoring student progress, attendance and wellbeing, and implementing appropriate support and intervention strategies.
- The ability to lead, motivate and support tutor teams and student leaders, fostering a positive and inclusive culture.
- A commitment to promoting student leadership, personal development and participation in the wider life of the school.
- Able to analyse information and use data to identify trends, monitor outcomes and support decision-making.
- Able to work collaboratively as part of a pastoral leadership team and contribute positively to whole-school improvement.
- Experience of working in a school, college or youth-focused setting is desirable.
- A high level of confidence and competence in the use of ICT and relevant software systems.
- The ability to work in a changing environment and respond positively to new challenges and initiatives.
- Committed to the ethos, vision and values of Wycombe High School.

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# How to apply

Details can be found on our website:

[www.whs.bucks.sch.uk/about-whs/vacancies](http://www.whs.bucks.sch.uk/about-whs/vacancies)

To apply for this post, please complete the application form via MyNewTerm in which you should:

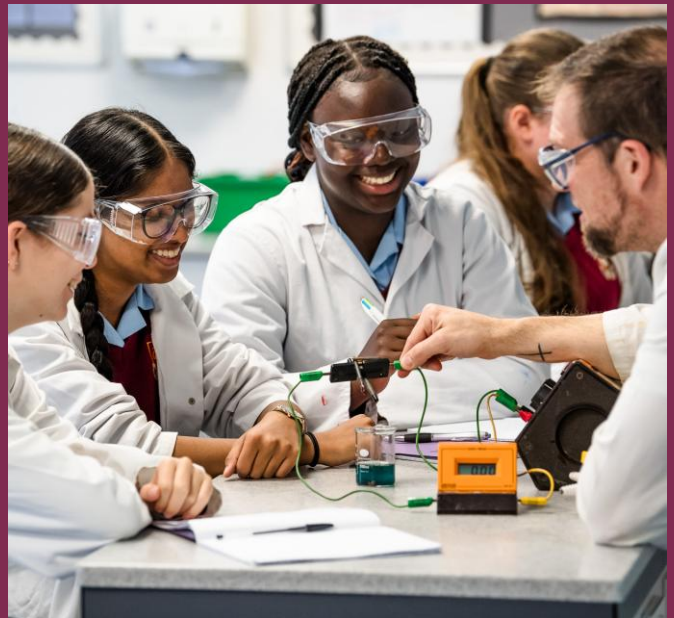
1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

Address any queries via email to:

Mrs N. Renyard, Headteacher  
Wycombe High School,  
Marlow Road, High Wycombe,  
Bucks, HP11 1TB  
Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)



## References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

## Safeguarding

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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# Pay and Conditions

## Pay Scale

**Bucks Pay Scale 6, point 31 – 35 (£37,772 - £41,272 per annum) pro-rata for 37 hours per week at 38 working weeks per annum.) Plus, a generous additional responsibility allowance (currently £5,875 per annum)**

Successfully appointed candidates will automatically be enrolled into the Local Government Pension Scheme, into which the School pays very generous employer contributions of 22.1%.

We provide an Award-winning Employee Assistance Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support. We are proud to be Mind Wellbeing Index Gold Award Winners for two consecutive years in 2022-2023 and 2023-2024. We were also voted The Sunday Times Parent Power 'Secondary School of the Year 2023'.

## Equal Opportunities

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to UK legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

## Smoking And Alcohol

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

## Dress Code

The school has a dress code for staff:

Staff should dress in a business-like and professional manner, appropriate to the education profession. Staff regularly meet parents, external agencies and visitors to the school and, as such, are the professional face of the school. They are also role models for young people and operate under statutory duties of care.

## Flexible Working Strategy:

The school is proud to have a Flexible Working Strategy to help support a work/life balance. We are 'happy to talk flexible working' with regards to all our roles.

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# Benefits



## Working In Partnership With Mind

We have worked alongside Mind (the mental health charity) since 2018 and have been awarded their **GOLD** award for employers who have: 'successfully embedded mental health into their policies and practices'



## Disability Confident Committed Employer

A guaranteed interview for applicants who meet the minimum shortlisting criteria.



## Employee Assistant Programme

This is a free, independent, confidential service for staff, their partners and dependents up to the age of 21, giving 24/7 access to counselling, legal, medical and financial advice and support.



## Generous Employer Pension Contributions (22.1% employer contributions)

Support staff are auto-enrolled in the Local Government Pension Scheme which offers exceptional employer contributions and benefits.



MHFA England

## Mental Health First Aiders

We currently have five trained members of staff who are available to offer support and guidance to employees who need it.



## Domestic Abuse Champion

A fully trained member of staff is available onsite, signposting to specialist services or organisations.



## National Whole School Wellbeing GOLD Award 2024

Working with 'Raising Attainment With Wellbeing' we have been awarded the National Whole School Wellbeing Gold Award, acknowledging that we put wellbeing at the heart of learning, teaching and leadership.

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# Workload and Wellbeing Initiatives



## Staff Workload and Wellbeing Initiatives

We have a thriving Staff Association, and four Mental Health First Aiders, who organise social events for school employees such as:

- Employee Assistance Programme
- Christmas Party
- End of Term Celebration
- Yoga (subsidised, onsite classes)
- Social breaktimes, with food provided to staff
- Onsite subsidised canteen
- Corporate leisure centre membership (reduced cost to staff)
- Onsite free car parking and Cycle Scheme registration (salary sacrifice for tax-free bicycles)
- Salary sacrifice scheme for laptops
- Bingo!
- Ten Pin Bowling
- Inset Day wellbeing sessions (e.g. staff quiz, nutritionist talk, Army team-building day, menopause workshop...)

## Teachers' Workload Initiatives

- Condensed days for parents' consultations, with a collapsed P5
- Revised Assessment Policy to support with marking
- Weekly 'Learning & Teaching' briefings
- Disaggregated Inset Days plus two Academy Days
- Early finish at the end of each term
- Dedicated Subject Leader for PSHEE
- The Virtual Staffroom, a platform for staff to keep connected online
- A Flexible Working Strategy to support work/life balance
- Staff encouraged to put their 'out of office' email at the end of the day



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Candidates will be advised as soon as possible if they have been successfully shortlisted for interview.

Candidates who have not heard from us within seven days of the closing date should assume their application has been unsuccessful on this occasion.

AT WYCOMBE  
HIGH SCHOOL

WE LOOK

**BEYOND**

We look beyond the  
traditional grammar school.

We look beyond league tables  
and examination results.

We look beyond stereotypes  
and conventions.

We look beyond a world  
where futures are fixed.



Wycombe High School, Marlow Road,  
High Wycombe, Bucks HP11 1TB

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