



Moseley School  
and Sixth Form



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# Head of Year (KS3 or KS4) – Geography specialist desirable



Succeeding together



Dear Colleague,

We are delighted to advertise the position of Head of Year (KS3 or KS4), ideally with a teaching specialism in Geography, to start on 1 September 2026 or 1 January 2027.

This is a key pastoral leadership role within the school. As Head of Year, you will take overall responsibility for the academic progress, wellbeing and personal development of a KS3 or KS4 year group. You will lead and manage a team of Form Tutors, ensuring high standards of behaviour, attendance and pastoral care, and play a central role in shaping a positive and inclusive culture where all students can thrive.

We are seeking to appoint an exceptional Head of Year who can make a significant difference to the life chances of our students. Alongside your leadership responsibilities, you will be a dedicated and enthusiastic Teacher of Geography with strong subject knowledge and a clear passion for the subject. You will also play a key role in building on the strong standards already achieved in Geography.

At Moseley School & Sixth Form, our ethos is built on our RAISE values:

- **Resilience** – empowering students to overcome challenges
- **Ambition** – inspiring high aspirations and achievement
- **Independence** – fostering confident, self-directed learners
- **Supportive** – nurturing a caring and inclusive environment
- **Effective Communication** – encouraging clarity, collaboration and understanding

These values underpin everything we do and guide our mission to provide the best possible futures for our students and staff.

The job description and person specification give an indication of the scale and ambition of this role. If you have the passion, commitment and resilience to make a significant difference, I would be delighted to receive your application.

We warmly welcome visits to the school. Please contact [recruitment@moseley.bham.sch.uk](mailto:recruitment@moseley.bham.sch.uk) if you have any questions about the role or wish to arrange a visit.

**Your application must be received by 8am on Monday 15<sup>th</sup> June 2026**  
**Interviews will be arranged once shortlisting has been completed**

Best wishes,

Mr Simon Edwards  
**Head of School**

Mr Richard Reeve  
**Executive Headteacher**

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students

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## Post Information

<b>Post Title:</b>	<b>Head of Year (KS3 or KS4) – Geography specialist desirable</b>
<b>Salary/Grade:</b>	<b>MPS/UPS plus TLR 1a £10,174 pa</b>
<b>Contract Type:</b>	<b>Full Time</b>
<b>Contract Term:</b>	<b>Permanent</b>
<b>Contract Start Date:</b>	<b>1<sup>st</sup> September 2026 or 1<sup>st</sup> January 2027</b>

This is an exciting opportunity for an ambitious and experienced teacher to join our Head of Year team within a school that caters for keen and highly able students. The successful candidate will relish the opportunity to both teach and lead, taking responsibility for managing a tutor team within a KS3 or KS4 year group and ensuring consistent, high-quality pastoral support.

We are seeking to appoint an exceptional Head of Year (KS3 or KS4), ideally with a teaching specialism in Geography, who can make a significant difference to the life chances of our students. As a dedicated and enthusiastic Head of Year and Teacher of Geography, you will demonstrate a strong passion for your subject alongside excellent subject knowledge. You will play a key role in building on the strong standards already achieved in Geography.

We are extremely proud of the achievements of our students, both academically and across a wide range of wider opportunities, and we are looking for a colleague who shares our commitment to excellence and high expectations.

The successful candidate will:

- be a qualified teacher
- be able to support, inspire and enthuse students
- show evidence of continuing professional development
- have awareness and understanding of pastoral care
- be able to articulate the wider importance of pastoral care in developing young people
- be excited by the prospect of joining the head of year team and the wider school team

### **What we can offer you as an Employer:**

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement. This includes:

- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns



- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member
- Generous Pension Scheme
- Appraisal, leading to potential pay progression.
- Cycle to Work Scheme
- Paid and unpaid leave to support life events.

**Your application must be received by 8am on Monday 15<sup>th</sup> June 2026  
Interviews will be arranged once shortlisting has been completed**

**Disclaimer**

**By submitting this application form, you declare that all information provided is accurate and truthful. You further confirm that you have not used any artificial intelligence (AI) tools or software to generate, edit, or enhance any part of this application. Any application found to have utilized AI will be subject to disqualification.**

**Moseley School & Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, satisfactory references, and pre-employment checks in accordance with Keeping Children Safe in Education (KCSIE), including an online search as part of our due diligence.**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and amendments to the Exceptions Order 1975, 2013 and 2020.**

**Please note that in line with safer recruitment practices, shortlisted candidates will be asked to address safeguarding-related questions as part of the selection process. Moseley School & Sixth Form is an equal opportunities employer and welcomes applications from all suitably qualified candidates.**

**An online search will be carried out as part of due diligence on all short-listed candidates. References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.**



## Job Description

**Post Title:** Head of Year (KS3 or KS4) – Geography specialist desirable

**Salary/Grade:** MPS/UPS plus TLR 1a £10,174 pa

**Contract Type:** Full Time

**Contract Term:** Permanent

**Contract Start Date:** 1<sup>st</sup> September 2026 or 1<sup>st</sup> January 2027

**Working Time:** Full-time as specified within the current STPCD.

### **Core Purpose:**

- To lead and manage the tutor team for a KS3 or KS4 year group, ensuring consistent and effective pastoral support
- To lead and manage the PSHE curriculum for your year group
- Teaching key stages 3-5 in your subject area
- Participating in extra-curricular activities within your department

### **Responsibilities for all teachers:**

- Meet the relevant Teachers' Standards
- Promote the values and aims of the school
- Follow all relevant school policies
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- Create and maintain effective partnerships with parents and carers
- Treat students, parents and colleagues fairly, equitably and with dignity and respect
- To comply with the school's Health & Safety policy and statutory requirements
- Plan lessons and sequences of lessons for Geography, ensuring lessons have pace and variety, that learning is personalised to meet individual learning needs, and that teaching caters for the full range of learning styles of students
- Ensure that teaching reflects the diversity of backgrounds of students and promotes mutual respect
- Contribute to curriculum planning to help maintain a relevant, stimulating and innovative curriculum provision
- Take responsibility for personal continuing professional development to ensure that knowledge and skills are kept up to date with respect to subject(s), pedagogy and curriculum developments plus wider school, local and national issues
- Assess progress of students in line with policy and records to ensure regular feedback and encouragement is given to students to take responsibility for their own learning



- Instigate measures to address the causes of identified underperformance and monitor the effectiveness of those measures
- Submit assessments to the school database, and complete students' reports for parents' consultation deadlines in school calendar, ensuring they provide an accurate record of the progress of each individual and meeting high quality standards
- Complete registers to monitor attendance and punctuality and take action to address any issues
- Utilise appropriate behaviour management strategies in lessons in line with school policy
- Participate in lesson observation and other measures to monitor delivery of learning outcomes and quality of teaching and implement measures to address any improvement issues identified
- Participate in the appraisal process, identifying personal professional development priorities which will impact on students' learning

**Responsibilities of form tutors:**

- Provide support to a form group within our House system including the planning, preparation and delivery of tutor sessions
- Promote positive attitudes to learning through learning conversations with students and families
- Establish a learning culture for students with high expectations for attendance, punctuality, conduct and performance
- Monitor students' progress in terms of personal development and instigate measures to address any identified concerns
- Instigate measures to address the causes of identified underperformance and monitor the effectiveness of those measures
- Complete registers to monitor attendance and punctuality and take action to address any issues
- Utilise appropriate behaviour management strategies in lessons in line with school policy

**While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.**



**Person Specification**

**Post Title: Head of Year (KS3 or KS4) – Geography specialist desirable**

**Method of Assessment**                      **L** Lesson                      **I** Interview                      **T** Test or                      **P**  
**(MOA) AF** Application Form                      observation                      Exercise                      Presentation

<b>Qualifications &amp; Experience</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"> <li>• Qualified to degree level in relevant subject</li> <li>• QTS Status</li> <li>• Right to work in the UK</li> <li>• Relevant teaching practice and training with the subject area</li> <li>• Experience of teaching in a similar school</li> <li>• Experience of teaching Geography</li> <li>• Evidence of further professional development</li> <li>• Experience of leading and managing the tutor team for a KS3 or KS4 year group, ensuring consistent and effective pastoral support</li> <li>• Experience of leading and managing the PSHE curriculum for your year group</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Desirable</b></p> <p><b>Desirable</b></p> <p><b>Desirable</b></p> <p><b>Desirable</b></p> <p><b>Desirable</b></p>	<p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p>
<b>Skills &amp; Attributes</b>		
<ul style="list-style-type: none"> <li>• An excellent classroom practitioner</li> <li>• An excellent knowledge of the geography curriculum and its assessment at key stage 3 and 4</li> <li>• Ability to foster a positive classroom ethos which motivates students to fulfil their potential</li> <li>• Evidence of achieving good or better progress for students</li> <li>• Good written and oral communication skills</li> <li>• Excellent interpersonal and organisational skills</li> <li>• Ability to use ICT effectively for teaching and management</li> <li>• Ability to analyse data and make informed judgements</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p>	<p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I/L/P</b></p> <p><b>AF/I/L/P</b></p> <p><b>AF/I/L/P</b></p> <p><b>AF/I/L/P</b></p> <p><b>AF/I/L/P</b></p> <p><b>AF/I/L/P</b></p>
<b>Other Attributes</b>		
<ul style="list-style-type: none"> <li>• Clear vision and moral purpose</li> <li>• Commitment to multi-cultural education</li> <li>• Optimistic, enthusiastic and generous of spirit</li> <li>• Commitment to the safeguarding of children and young people</li> <li>• Resilience</li> <li>• Good judgement</li> <li>• Highly credible and lead by example</li> <li>• Evidence of ability to lead and work as a team member</li> <li>• Evidence of contributing to the wider life of a school through extra-curricular activities</li> <li>• Reflective practitioner</li> <li>• Ambitious and committed to own professional development</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p>	<p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p>

**Many specific responsibilities will require collaborative working with other members of the faculty and wider school community which the post holder is expected to develop proactively.**

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