

CARE
ASPIRE
INCLUDE



HEAD OF YEAR (PROGRESS LEADER)

Join Us

The Romsey School
Greatbridge
Romsey
Hampshire
SO51 8ZB

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jobs@gatewaytrust.org
www.romsey.hants.sch.uk

#WEAREROMSEY

Key Information / Gateway Trust

We have one role available.

The Head of Year (Progress Leader) role is suitable for Experienced teachers.

The Position

Post Title:	Head of Year (Progress Leader)
Academy:	The Romsey School
Pay Range:	Main/Upper Pay Range + TLR 2C
Line Manager:	Headteacher through designated SLT Link
Team:	Pastoral Team
Year Group:	KS3 / KS4
Start Date:	1st September 2026
Closes:	Midnight 4th May
Final Interview:	TBC
School Visit	Contact HR to arrange

HR Administrator - Applications & Procedure

Hazel Hampton:	hhampton@theromseyschool.org
	01794 517527



www.gatewaymat.org

'If you have the knowledge, let others light their candles in it' - Margaret Fuller.

The Gateway Trust was established in 2019 and is a small multi academy trust consisting of two Secondary Schools, five Primary Schools and Gateway Central Services, including Little Sunlights nursery. It is a trust looking to grow and develop, focussed on making a difference to the unique communities that each school / setting serves.

As the trust grows and develops, opportunities to work across settings may become available. This particular post however is based at The Romsey School.

For your reassurance, whilst we enjoy the freedom of Academy status for our school settings, we tend not to deviate significantly from STPCD and Hampshire terms and conditions. We are always very happy to answer any further questions that you may have at any stage of your application to come and work with us.

The Gateway Trust is built on strong values, with a collaborative approach to positively impact young people and communities. While each of our schools maintains its unique identity, we work together to provide support, guidance, and leadership to ensure excellence

Gwennan Harrison-Jones
CEO- Gateway Trust

The Romsey School



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11-16 Comprehensive School

**Head of Year (Progress Leader)
with the ability to teach PSHE and or Girl's PE
Full Time
MPR/UPR
TLR 2C
Permanent contract
Required from September 2026**

We are seeking a dynamic and compassionate Head of Year to join our Pastoral Team. This is an exciting opportunity for a skilled classroom teacher with the ability to teach PSHE and/or Girls' PE, who is passionate about student wellbeing, behaviour and achievement.

You will provide leadership and day-to-day management of a year group, setting the ethos, supporting Form Tutors, and working closely with families, staff and external agencies to ensure every pupil reaches their potential.

The successful candidate will be:

- A strong pastoral practitioner with excellent organisational and communication skills
- Committed to high expectations for behaviour, attendance and progress
- Confident in analysing data to drive targeted interventions
- Passionate about inclusive practice and safeguarding

The Romsey School is a high attaining comprehensive school, committed to high quality inclusive education. Staff really enjoy working at Romsey, our recent OFSTED Report June 2023 (graded 'Good'), highlights; "Staff say that senior leaders are considerate of their workload and well-being".

At the heart of The Romsey School is our mission for a lived experience of 'Compassionate Excellence', meaning that we aspire, care and include in all that we do. This set of values extends to everyone within our community, and this includes staff as well as our students.

Learn Together at The Romsey School

We have regular professional learning opportunities which includes subject

Head of Year (Progress Leader)



knowledge development. We are fully committed to your Growth and CPD development, offering access to The National College and working with our Research Lead Team.

Have Your Aspirational Career Goals Encouraged at The Romsey School

We actively encourage pursuing your professional development through the Department for Education (DfE) '**National Professional Qualifications**' (NPQs) route. Alternatively, have you thought about becoming a Chartered Teacher through the Chartered College of Teaching? If so, The Romsey School can support you through this.

In return, The Romsey School will provide you with:

- A supportive and experienced Pastoral Leadership Team
- High-quality CPD and leadership development
- A positive school culture with strong community values
- Access to the staff benefits programme which includes the 'cycle to work' scheme
- Focus on staff wellbeing, including 24/7 Employee Assistance Programme, free flu vaccination and eye care vouchers.
- Opportunities to be included within the school community by joining one of several groups of staff within the school that lead on significant initiatives such as:
 - Student leadership
 - Extracurricular sports clubs
 - Duke of Edinburgh Award
 - A variety of trips and educational visits, which includes international trips to places such as Kenya, Iceland, Spain, and Paris.
- Discounted lunches from our excellent in house kitchen.
- Access to and an Employee Discount to our on-site nursery, Little Sunlights
- On-site, free staff car parking.

If you are interested in this position, we would love to hear from you. Please submit your application as soon as possible as we reserve the right to interview exceptional applicants before the closing date.

To apply, please see <https://mynewterm.com/jobs/137239/EDV-2026-RS-43744> to submit an application online.

The Gateway Trust is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

Closing date: **Midnight 4th May 2026**

Interviews: TBC

Job Description – Head of Year (Progress Leader)

Department:	Pastoral Leadership Team & Teaching Team
Responsible to:	Headteacher through their SLT link
Principal Purpose:	To provide leadership, management and motivation of a year team, to secure high-quality tutoring of individuals and groups, enhanced communication across the school and improved standards of learning and achievement for the pupils.

Principal Responsibilities

1. To take responsibility for the general and specific needs for guidance, support and progress for the year group.
2. To lead the team of form tutors, to establish the ethos and tone of the year group, to develop high expectations in tutoring, to evaluate and develop tutoring practices, and to exchange information on individual pupils.
3. To support tutors in ensuring they are clear about tutoring objectives with individuals and groups, and to help tutors to choose appropriate tutoring methods to meet the needs of different pupils.
4. To help all members of the school community associated with the year group to develop constructive working relationships.
5. To deal with matters of pupil welfare and discipline, liaising with the Form Tutors, Pastoral Support Worker, SLT Link/Senior Pastoral Leader (and involving outside agencies) where appropriate.
6. To deal with parental queries or problems with pupils which are brought to his/her attention, interviewing pupils and/or parents as appropriate.
7. To liaise with Heads of Faculties, with regard to the performance of individual pupils and the assessment and monitoring of pupils' attainment and to liaise with form tutors to ensure that pupils' internal assessment records are regularly updated.
8. To report in writing each year to the Headteacher, on the work and progress of the year group as part of the school's annual self-review.
9. To support the Senior Pastoral Leader with the management of the work of the attached Pastoral Support Worker.

Additional Specific Responsibilities

1. Relating to pupils

- a) To lead year tutors in the analysis of data on individual pupils within the Year group, determining which pupils require particular attention/interventions to ensure they reach their potential. This data includes analysis of the progress, attendance and behaviour of the year group.
- b) In liaison with the Special Needs Co-ordinator, to ensure that pupils with special needs are identified, to ensure that appropriate arrangements are made for them and to monitor their progress.
- c) To maintain good discipline in the Year group, adopting appropriate sanctions and liaising with the SLT Link/Senior Pastoral Leader over breaches of discipline.
- d) To keep detailed records of pupil behaviour and interventions on SIMs to prepare the necessary paperwork in the case of pupil exclusions and case conferences, keeping pupil record cards and files up to date and in good order.
- e) To take responsibility for year group assemblies.
- f) To account for the year group in the event of a fire/fire drill or bomb alert.

2. Relating to Staff

- a) To co-ordinate the team of tutors, guiding their work to secure high standards of pastoral care and worthwhile use of tutor time.
- b) To maintain close liaison with tutors over contacts with parents, supporting where appropriate.
- c) To pass appropriate information to staff and ensure that confidential material is securely stored.
- d) To liaise with the Co-ordinator of Careers/PSHE to monitor the effectiveness of and to assist with vocational guidance of pupils as appropriate.
- e) To be responsible for the training, development and guidance of form tutors, taking particular responsibility for any inexperienced or new staff.
- f) To attend Pastoral Leadership Team meetings to discuss new policy/procedures.

3. Relating to Parents

- a) To ensure the smooth introduction of new pupils to the school by supporting with the organisation of transition, tutor groups, timetables.
- b) To lead parents' evenings and arrange individual interviews with parents, following monitoring as appropriate. Promote the attendance of vulnerable families at this event.

Relating to External Agencies

- a) To liaise with outside agencies.

- b) To compile reports for external agencies.

General Class Teacher Duties

1. To carry out the duties of a classroom teacher as detailed in the Teachers' Pay and Conditions documentation, The Teaching Standards and in The Romsey School's Job Description for a classroom teacher.
2. To carry out any additional responsibilities as may be required by the Headteacher.
3. To work within agreed school and Faculty policy guidelines regarding teaching, record keeping and assessment of pupils.
4. To teach throughout the age and ability range, following appropriate schemes of work for all years and ability levels.
5. To attend various school meetings as required within directed time.
6. To participate in relevant INSET activities and review methods of teaching and learning, and programmes of work.
7. To participate in the development of schemes of work and resource material for the faculty.
8. To participate in cross-curricular developments within the school.

Specific Year Duties

Year 7	Y6 liaison with the Senior Pastoral Leader, new intake parents evening, induction programme, parental shadow
Year 8	Organising pupil guides (Parental tours, interview candidates), Setting up the Real Game
Year 9	Options, liaison with careers advisor, appointment of Peer Supporters
Year 10	Support for Enterprise Week and liaison with person responsible. Support for appointment of prefects
Year 11	Supervision and management of prefects, Year 11 Prom

Community activities

To contribute and promote community activities within the ethos of the Community School.

Extra-Curricular activities

To contribute to the programme of extra-curricular activities taking responsibilities for groups or events as delegated by the Curriculum Leader.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.

School Teaching and Learning Ethos:

Our Mission

Our lived experience of compassionate excellence means that we aspire, care and include. These values result in young people who are inspired, confident and fulfilled. Students leave our school ready to rise to the challenges of their future.

We Aspire - to inspire confidence, ambition and a desire to go further than others might think is possible.

We Care - to be able and willing to help, nurture and support both ourselves and each other.

We Include – to appreciate our similarities and differences leading to a feeling of belonging.

THE ROMSEY SCHOOL SENIOR TEAM

WHY WORK WITH US?

Annie Eagle (Headteacher)

Thank you for having an interest in coming to work at The Romsey School. Romsey School is a very special place. It is a place which prides itself on aspiration, on its exceptional Student Support, superb Teaching & Learning and on the highly effective relationships that we have across our community. Our culture is based on mutual respect and members of our community strive to be the best we can be every day. [This link](#) will give you more details about our school values and our curriculum intentions.



As you will learn, our overarching vision is that we deliver “Compassionate Excellence” for all our students through the values of “Aspire, Care & Include”. We aim to ensure that our youngsters leave our school confident, inspired and fulfilled, ready to rise to the challenges of their future.

We hope that after reading this pack you will be excited about applying to become part of the continuing success that is The Romsey School. We are a great team, looking for likeminded people to join us. If you would welcome an initial discussion about this role and/or a tour of the school, please contact HR via jobs@gatewaytrust.org

Chris Cove (Deputy Headteacher)

The Romsey School is a place that lives its Values; Aspire, Care & Include. The staff are incredibly supportive and strive to ensure that students are successful in all aspects of school life. They do this through creating a safe and engaging environment for students to learn whilst ensuring they develop both academically and personally both in and out of the classroom. The Senior Leadership Team are excellent at nurturing staff whilst driving the school forward with an aspiration to create a world class education for our students. I look forward to meeting you and welcoming you to The Romsey School in the near future.



Chris Stephens (Deputy Headteacher)

Working at Romsey is incredibly rewarding because the school truly embodies a ‘High Challenge, Low Threat’ ethos, creating an environment where both staff and students can thrive. Our students are a joy to work with, they are enthusiastic, approachable, and eager to learn, which makes every day fulfilling. I also greatly value the strong culture of professional development here; the support I’ve received has enabled me to grow in my career and take on exciting new opportunities.



Alison Clarke (Assistant Headteacher – Pupil Premium & Personal Development)

I love the shared excitement at Romsey, finding out what works, what makes students and staff motivated to achieve, and most importantly to be happy. Romsey is an inclusive school where teachers and support staff of all career stages are excited about the learning and outcomes in the classroom and beyond. We enjoy working in our school because members of the community are valued and nurtured, feeling a sense of belonging where they can work and grow in an inclusive and supportive environment.



David Fawcett (Assistant Headteacher – Teaching & Learning)

Having worked in a number of schools around Hampshire, The Romsey School is a place where both student learning and staff development are front and centre of its drive towards being exceptional. The spirit around the campus is infectious with both students and adults hungry to learn and improve. The school has such a community feel. It is a place where students shine, and staff meticulously develop their craft, working in synergy to be the best they possibly can be. The Romsey School is special and unique, full of opportunities, full of talent, and a place where working with our strong leadership team can help move our school beyond what can be imagined.



Head of Year (Progress Leader)

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Donna Page (Assistant Headteacher - SEND, Diversity & Inclusion)

If you are looking for a supportive team, amazing children and a lovely location - Romsey is the place for you. When I researched job opportunities and then interviewed, I was so excited by the vision of 'aspire, care, include' and I still am. It's not just 'lip-service' of a vision, it is what we do, what we believe and how we run our school.

Adam Bettiss (Assistant Headteacher - Behaviour, Safeguarding and Attendance)

Romsey is a school that is genuinely at the heart of the community it serves and not just in the physical sense. We Aspire, Care and Include in equal measure and the care shown by the student support team for our entire community (parents, pupils and staff) is second to none. It is this unrelenting desire by all staff to support each and every pupil to reach and exceed their potential that gets me through my lengthy commute each day.



Nick Chafer (Senior Leader)

I've been here for 27 years and the main reason why I love it so much? The people and the community. Working here is a joy and allows you to develop a whole spectrum of skills to really make a difference. As a school we have continually evolved, and we are all pushed to constantly ask ourselves if we could be doing things better. The Senior Leadership Team at Romsey is a creative and supportive one. We have a strong focus on empowering all colleagues to develop and evolve teaching and learning and we believe in improving, not proving. As a group we have challenging and also creative conversations, along with lots of laughs.



Simon Lawrenson - Associate Assistant Headteacher

Having been part of The Romsey School community for the past nine years, I feel incredibly proud to work in a place where students and staff are genuinely supported to grow and thrive. My role gives me the privilege of overseeing attendance, leading our Year 7 cohort, working closely with Upper School Progress Leaders, and championing our culture and diversity work. What inspires me most is the shared commitment across the school to creating an environment where every student feels valued, included, and motivated to succeed. Romsey is a special place—full of energy, ambition and heart—and it's a joy to contribute to a community where people truly belong.



N.B. The current senior team's roles and responsibilities are available on request.

EXTRA APPLICATION INFORMATION

Safer Recruitment

Gateway Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Data Protection Data Protection Act 1998.

You should be aware that the information you have provided will be stored on Gateway Trust/The Romsey School secure database and will only be used to process your application. It will not be passed to any other organisation.

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the HR Department on jobs@gatewaytrust.org

Selection Procedure

The shortlist will be drawn up soon after the deadline. Further details will be sent to those candidates called for interview. Failure to send your application form to the above address may invalidate your application.

Equality Monitoring

All applicants are requested to complete a Confidential Equality monitoring form.

The Romsey Charter

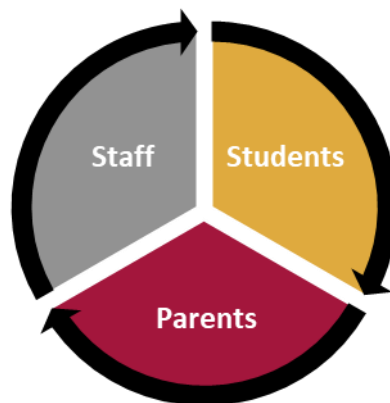
Our lived experience of '**Compassionate Excellence**' means that we **aspire**, **care**, and **include**. These values result in young people who are **inspired**, **confident**, and **fulfilled**. Students leave our school ready to rise to the challenges of their future.

All members of our community have the RIGHT:

- To feel and be safe in their working environment
- To be treated fairly, with respect and without prejudice
- To have a voice, to be listened to and to be included
- To deliver and receive a high quality education
- To be encouraged to explore, develop and flourish
- To be able to make mistakes and to have the chance to learn from them
- To be able to ask for, receive and offer support

All members of our community have the RESPONSIBILITY:

- To deliver our curriculum intentions for all learners
- To support students & guide them on how to improve
- To monitor pupils' wellbeing and to raise concerns
- To model standards and professionalism at all times
- To communicate respectfully with other staff, pupils & parents



- To meet the expectations for all Romsey Students
- To take care of our environment (local & global)
- To be honest and take responsibility for our actions
- To seek help and support from others as needed
- To communicate respectfully with other pupils, staff & parents

- To support their child in their learning, and the school in maintaining high standards
- To support and trust in the decisions made by the school staff
- To provide boundaries, model and encourage good behaviour
- To support their child in meeting the expectations for all Romsey Students
- To communicate respectfully with other parents, pupils & staff