



Information pack for Pioneer Secondary Academy



Head of Year

Headteacher welcome

Dear Applicant

Thank you for your interest in joining Pioneer Secondary Academy. We are a school driven by high expectations, academic ambition, and a deep commitment to the personal development of every student.

At the heart of our ethos is our motto: "Mann Jeetay Jagg Jeet" – "Conquer your mind, conquer the world." This philosophy underpins our unwavering focus on excellence in all areas of school life. Our students are respectful, eager to learn, and ambitious for their futures, qualities reflected in our recent Ofsted report, which praised the calm, purposeful environment and strong relationships that define our community.

We set and uphold high standards of behaviour and mutual respect across the school. Our culture is one where every student is known, supported, and expected to contribute positively to our community, allowing learning to flourish in every classroom.

We are proud of the progress we have made and are unapologetically ambitious for our next phase of development. Staff at Pioneer benefit from a supportive leadership team, a culture of professional growth, and a shared commitment to raising standards through high-quality teaching and a strong, well-sequenced curriculum.

As a Sikh ethos school, we promote the values of Respect, Aspiration, Integrity, Seva (selfless service), and Equality, welcoming staff and students of all backgrounds and beliefs to thrive in a culture of inclusion and high achievement.

We look forward to receiving your application and to the possibility of you joining us on our exciting journey of improvement and excellence.

Shilain Keshani
Headteacher



About us

Pioneer Secondary Academy is a vibrant and ambitious school with a strong reputation for academic achievement and personal development. As part of the Sikh Academies Trust, we are rooted in Sikh values but proudly inclusive, welcoming staff and students of all faiths and none.

Our ethos promotes selfless service, respect, equality, and aspiration - values that shape our inclusive and respectful school culture. As a result of our strong values and sustained improvement, we are now an oversubscribed school, reflecting the trust our community places in us.

At Pioneer, we have high expectations for behaviour, learning, and personal conduct. Our RAISE values - Respect, Aspiration, Integrity, Seva, and Equality - underpin everything we do and create a calm, purposeful learning environment.

What Ofsted says

In our most recent Ofsted inspection (February 2024), inspectors praised our “calm and purposeful” atmosphere, strong relationships, and pupils’ positive attitudes to learning. The report also highlighted our ambitious, well-sequenced curriculum and high expectations for all.

A place to grow and thrive

We offer a broad curriculum and a rich programme of enrichment, supporting every student to thrive. Our staff work collaboratively to uphold high standards, drive improvement, and create a nurturing, high-achieving environment for all.



The role

Role: Head of Year

Salary: M1 - UPS3

Apply by: Friday 15 May

Start date: September 2026

The role: Pioneer Secondary Academy is seeking for a Head of Year to play a pivotal role in the school's leadership structure, responsible for the academic progress, personal development, and well-being of all students within a specific year group. You will lead a team of Form Tutors to create a cohesive, ambitious, and inclusive culture that aligns with the school's values and the UK Teachers' Standards.

Key Responsibilities:

Leading students in the Year Group

- Take responsibility for securing consistently high standards of behaviour across the Year Group by reinforcing the agreed expectations relating to uniform, conduct, attendance and punctuality.
- Foster positive behaviour and character development by recognising and celebrating students' achievements, ensuring an inclusive approach that values and highlights a broad range of accomplishments.
- Actively identify risks to student welfare and manage interventions or referrals in line with safeguarding policies.
- Lead year-group assemblies and promote a vibrant culture of social, enrichment, and extra-curricular activities.
- Manage in-year admissions (student induction, timetable, parent/carer communication).
- Build strong and positive relationships with our students, valuing their opinions and encouraging the development of our Character Virtues.

Academic Progress & Intervention

- Monitor and evaluate achievement data of all students across the year group, with a specific focus on DA (Disadvantaged) and SEND cohorts.
- Collaborate with the Senior Leadership Team (SLT) and department heads to design and implement strategies that address underachievement.
- Working closely with the SENDCo and external support agencies to maximise student achievement and wellbeing.
- Conduct reintegration meetings and take the appropriate actions including updating CPOMS, feeding back to staff and ensuring the agreed actions are put in place.

Leading, Managing and Developing the Year Team

- Lead on implementation of behaviour management strategies and the evaluation of their impact.
- Contribute to the school's quality assurance, working with tutors and leaders as appropriate.
- Effectively deploy the Year Group Parent Support Advisor (PSA) and tutors to meet the needs of the cohort.
- Stay current with educational developments and leadership best practices to drive continuous improvement within the team.

General Responsibilities

- Liaising with parents and carers, teachers and Heads of Department as necessary to promote achievement and well-being.
- Promoting social, enrichment and extra-curricular activities for the Year Group.
- Reviewing health and safety in all activities.
- Coordinate parent-teacher consultations and other year-specific events.
- Being routinely available before, during and after school to support students and staff as necessary.
- Understand and act in accordance with statutory responsibilities and professional duties.
- Engage in CPD, departmental collaboration, and uphold the school's safeguarding policies.
- Contribute to marketing and liaison activities such as Open Evenings, Parents' Evenings and transition events.
- Ensure that all communications are in line with school policy.

Professional Development & Benefits

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practise, with professional development and career planning at its centre. We invest in our staff with support, coaching and well-being

Commitment to safeguarding

Sikh Academic Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS record check.

Person Specification

Criteria	Essential	Desirable
Qualifications	Qualified Teacher Status (QTS) and a relevant Honours Degree.	Postgraduate qualification, Advanced Safeguarding Training
Experience	An established track record of high-quality teaching across the secondary age range. Experience as a Form Tutor or in a middle leadership role within a pastoral setting. Proven experience of raising attainment and improving student behavior/attendance.	Experience of successfully leading or coaching other staff members/tutors.
Knowledge	Deep understanding of statutory guidance (KCSiE) and the ability to identify and manage student welfare risks. Ability to analyse student data. Understanding of Health and Safety regulations and statutory professional duties.	Familiarity with external referral pathway. Proficiency in using school management systems like SIMS, or CPOMS. Knowledge of the latest OFSTED framework regarding personal development and behavior.

Skills and Abilities	<p>Ability to lead, manage, and motivate a team of tutors.</p> <p>Exceptional verbal and written communication skills for liaising with parents, staff, and external agencies.</p> <p>Strong administrative skills with the ability to manage competing deadlines.</p> <p>Ability to manage challenging conversations with students and parents with empathy and firmness.</p>	<p>Experience in leading staff CPD or workshops.</p> <p>Experience in public speaking or leading large-scale assemblies.</p> <p>Experience in coordinating school-wide enrichment or extra-curricular programs.</p>
Professional Attributes	<p>Punctuality, Availability, Reliability, and professional conduct; understanding of statutory responsibilities; ability to work collaboratively with colleagues and support staff</p>	<p>Engagement in continuing professional development; involvement in educational research or community projects</p>

How do I apply for the role?

Further information and an application form can be found on our school website: pioneersecondaryacademy.com. For more information, or to arrange a visit to the school (encouraged), please contact office@psa-bucks.com. Applications will be shortlisted and interviewed at the earliest opportunity. Early applications for this post are recommended.

PSA is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS record check.

Pioneer Secondary Academy reserves the right to interview and appoint this position ahead of any advertised application closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

Our values

Students at PSA are taught our core values of Respect, Aspire, Integrity, Seva and Equality. Our values are represented in the word 'RAISE' and consist of the characteristics that we believe underpin the development of our students.



Our Values Pioneer Secondary Academy

Respect

Show tolerance and empathy towards others.



Aspire

Set ambitious goals.
Have no limit.



Integrity

Always do what is right.
Be honest and trustworthy.



Seva

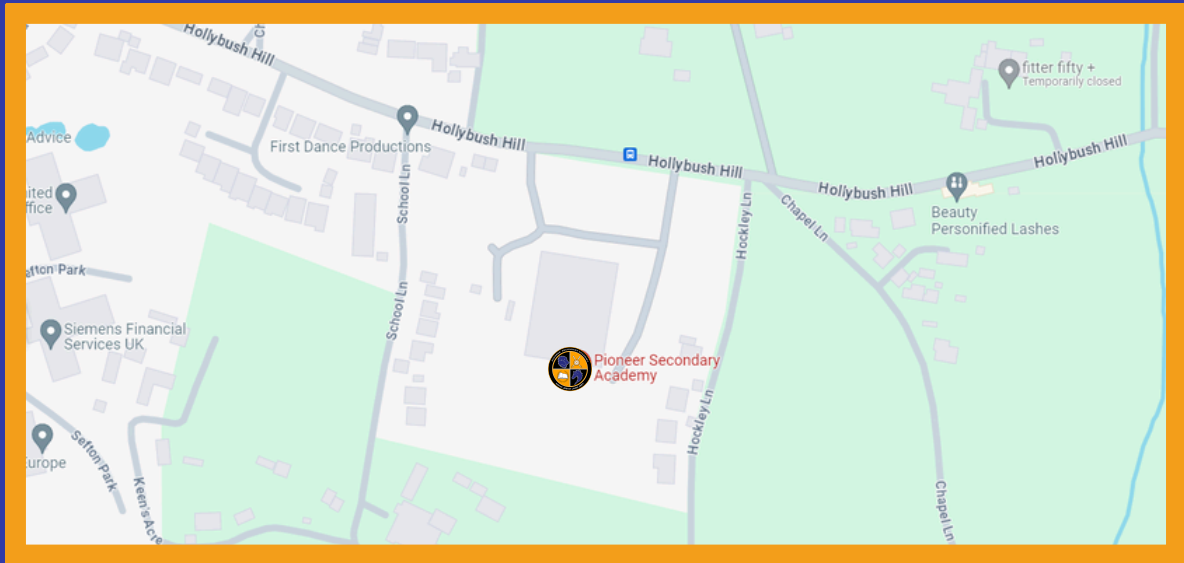
Always seek to help others.
Be selfless.



Equality

Embrace our differences.
Treat everyone fairly.





We are located in Stoke Poges, with transport links to Slough (106 and 107 bus). We are close to the A40 and M4 motorway. Heathrow airport is approximately 25 mins away by car.

Contact us:

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Stoke Poges, SL2 4QB

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office@psa-bucks.com

