



Head of Year (non-teaching) APPLICATION PACK

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Simon Ward
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

- To apply, please visit our website and apply through My New Term.
- Our website: [Our Vacancies - Altus Education Partnership](#)

Deadline

The deadline for the post is **Friday 6th February 2026** (to arrive no later than 12.00 midday).

Interviews are expected to take place on **12th February 2026**.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid on the **School Support pay spine, Scale Point 25 – 29 (£36,363 - £39,862)**. **Actual Salary range for TTO is £31,418 - £34,441.**

Start Date

As soon as possible

For an Application Pack

1. Visit www.altusep.com
2. Contact Caroline Sullivan – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Role Description

Job Title:	Head of Year (non-teaching)
Reports to:	Assistant Headteacher
Staff Responsibility for:	N/A
Contract:	Permanent – 37 hrs a week – Term Time Only
Salary:	School Support pay spine, Scale Point 25 – 29 (£36,363 - £39,862). Actual Salary range for TTO is £31,418 - £34,441
Start Date:	ASAP

Overall Purpose of the Post

This pivotal role involves ensuring the academic progress, behaviour, and well-being of students in the assigned year group. The successful candidate will be a key figure in the school's pastoral system, providing strong leadership and support to students, personal tutors, and the wider school community.

This role is perfect for individuals passionate about supporting young people in their personal and academic growth, ensuring that each student receives the guidance and care they need to succeed.

Key Responsibilities

Students

- To be responsible for the welfare, development and progress of a year group.
- To ensure that the students are praised for good work and behaviour and that the school's Reward System is actively promoted.
- To develop an atmosphere that is happy, controlled and which reinforces the school's ethos.
- To administer the school's programme of sanctions in accordance with the Behaviour Policy applying a consistent, firm but fair approach.
- Monitor and evaluate behaviour.
- To lead on attendance and punctuality by inspecting attendance records and checking reasons for absence, truancy and lateness.
- To lead with the maintenance of appropriate students' records.
- Engage the support of parents/carers and arrange meetings to discuss the welfare and progress of any particular student.
- Take steps to minimise bullying and support victims of bullying.

- Relate to students with a range of problems, circumstances and diverse social and cultural backgrounds.
- Endeavour to ensure that students remain in lessons or return to their lessons as soon as possible following interventions.
- Attend relevant meetings for individual students to meet their needs
- Introduce and promote initiatives to raise standards of uniform, behaviour, punctuality and attendance, including appropriate awards.
- Liaise with relevant external agencies regarding the needs of groups of students or individuals in their year group.
- Assist with the Admission process of students and monitor their integration into school
- Assist with the Managed Transfer process
- Complete all paperwork and liaise with parents for students on Internal, External and partner School exclusions
- Administer First Aid where required and contribute to the effective monitoring and support of students physical health, wellbeing and safeguarding needs
- Fulfil allocated duty responsibilities in accordance with school expectations, maintaining a safe, orderly, and supportive environment for students

Staff

- To develop an effective team approach with Form Tutors to meet the pastoral needs of students.
- Monitor, assess and develop the roles of the Form Tutors providing support and advice including updating them of changes to school policies.
- To organise Year Team Meetings, circulating minutes and undertaking any follow-up action required.
- Liaise with external agencies such as the EWO, Youth Justice Service.
- To lead and conduct assemblies involving outside speakers, other staff, Form Tutors and students according to an agreed rota.
- Assist with the supervision and organisation of staff duties when appropriate.
- Liaise with other schools to arrange student transfers and placements.
- To work with the Safeguarding Lead in order to identify and to support students emotional and social needs.

Curriculum

- Work with and through Curriculum Leaders & Faculty Leaders, Staff, Form Tutors and colleagues to maintain effective Behaviour for Learning.
- Organise and attend Parents Evenings and provide support to Form Tutors as required.
- Assist with the supervision of students out of lesson times including before and after school.
- Be familiar with and implement all relevant school policies including those for Child Protection, Equal Opportunities, Behaviour and all aspects of Inclusion.
- Keep careful records of intervention and action taken including using SIMS and communicate any appropriate information to the various stakeholders.
- Undertake other duties as required in supporting the implementation of the School Improvement Plan and ASA.
- Publicise successes by giving out certificates, awards and rewards and through newsletters and newspapers.
- Represent the school at external meetings.
- Co-ordinate programmes of extra-curricular and voluntary activities for the year group such as trips, charity work and inter-form competitions.

Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
1.	Minimum GCSE Grade C or above Qualifications in English and Mathematics.	E	√	√
2.	Training/experience in counselling strategies.	D	√	√
EXPERIENCE				
3.	Experience of working as part of a team and using own initiative	E	√	√
4.	To have experience of preparing reports for a variety of audiences	E	√	√
5.	To have experience of working with students, parents/carers and outside agencies.	E	√	√
6.	A range of relevant in-service training during the last three years which includes accreditation	D	√	√
7.	Leadership and Management experience	D	√	√
8.	Experience of leading a successful improvement initiative and its impact on standards	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Ability to articulate a sound educational philosophy consistent with the school's aims	E	√	√
10.	Ability to work with children at all levels.	E	√	√
11.	Ability to work to own initiative	E	√	√
12.	Track record of being a team-player	E	√	√
13.	Willingness to champion the needs of individual students including the disadvantaged	E	√	√
14.	Ability and willingness to work with a wide range of people	E	√	√
15.	To be prepared to work flexibly, e.g. undertaking home visits in/after school hours.	E	√	√
16.	Excellent interpersonal and communication skills.	E	√	√
17.	Strong organisational skills	E	√	√
18.	Strategies for raising standards	E	√	√
19.	Strong ICT skills with knowledge of all relevant Microsoft Packages	E	√	√
20.	Confidential approach at all times.	E	√	√
21.	Willingness to undertake further training, including first aid training	D	√	√
22.	To have attended relevant pastoral and counselling, child protection courses.	D	√	√

PERSONAL CHARACTERISTICS				
23.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
24.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
25.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



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