





Job Pack : Head of Year



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I am thrilled that you are considering joining SEARCH Education Trust! We are a dynamic family of schools committed to positively transforming the lives of our students. Our philosophy is simple yet powerful: “stronger together.” By fostering collaboration and innovation, we empower both our students and staff to achieve excellence.

The Search Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our vision is to grow strong, sustainable, successful school communities which:

- **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning.
- **Empower** young people to be entrepreneurial and creative leaders of the future
- **Aspire** for young people to discover how they can be the best they can be
- **Reach** out to everyone, celebrate diversity, and leave no one behind
- **Collaborate** to develop a community of shared practice and effective partnerships for school improvement
- **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

These values form the foundation of our SEARCH vision. They define our community and create a space within the education system where schools can collaborate, grow, and flourish together.

Having been part of this incredible Trust for 15 years, I am deeply proud to now lead our group of ever-strengthening and expanding schools. I have seen firsthand the transformative power of our collective efforts and the boundless opportunities we provide for staff and students alike.

When you choose the SEARCH Education Trust, you are choosing to be part of an ambitious, supportive, and evolving community. Here, you will be valued, encouraged, and empowered to develop your unique talents. We are committed to supporting you every step of the way on your journey with us.

We are eager to welcome passionate, dedicated individuals who share our vision and values. Thank you for considering SEARCH Education Trust as your next career move. We look forward to receiving your application and to the possibility of working together to make a lasting impact.

Yours faithfully,

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job description

Post:	Head of Year
Grade	L7 - L11 Inner London £69,942 to £76154
Contract	Permanent
Responsible to:	Deputy Headteacher

Purpose

We require a Head of Year to lead student attainment within our pastoral structure. This will be an excellent opportunity to lead on student inclusion, development and progress as the school expands, developing tutoring structure and ensuring achievement for all.

Principal Accountabilities

- Lead student motivation and attainment within the year team;
- Lead the tutor team within your year group - work to ensure excellent attendance and punctuality within the year
- Develop academic mentoring to ensure the highest standards of progress for all students
- Identify under-achieving students and work to support their progress through working with curriculum teams and the Learning Support team
- Attend and run Multi-Agency meetings for the year group
- Become a pastoral leader of the students within the year group
- Develop interventions within the year group to ensure the progress of all groups
- Support child protection and, where necessary, liaise with external bodies to ensure students are well supported at all levels
- Contribute to the development of a pathways curriculum that challenges and meets the needs of all our students
- Lead year group assemblies
- Lead and develop the learning of young people in the year group through ensuring the consistent application of school policy
- Develop and maintain excellent relationships with parents to ensure that students are fully supported and able to enjoy and achieve
- Ensure that the year group is a centre for positive motivation, where students support one another and there is a spirit of healthy inter-house competition
- To work with SEND, EAL teams to ensure the year group is a centre of challenge and support for student

Main Activities and Responsibilities

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Class Teacher Responsibilities

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description.
- To be responsible for teaching across both key stages.

Form Tutor Responsibilities

- To undertake the main duties of a form tutor outlined in the school's guidance document 'The Role of the Tutor'.

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Planning and delivering improvement which will translate school aims and policies into actions
- Identifying, planning, timetabling, running, staffing and monitoring intervention and small groups, supporting students in need of intervention
- Implementing the Local Authority's and Governing Body's policies on equal opportunity issues for all staff and pupils, safeguarding and Health and Safety
- Facilitate the efficient organisation, management and supervision of school routines.

Curriculum Development

To lead:

- in advising on the development of creative and inclusive schemes of work for all subject
- in identifying the progress of students with Special Educational Needs, and taking appropriate action to support learning
- identifying, running and monitoring interventions to ensure that all students reach their potential and are able to access the curriculum
- the development of policies and practices in to reflect and build upon the genuinely inclusive ethos of the school
- staff training in supporting inclusive teaching.

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.



Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date of issue:

Signature of postholder:

Name of postholder:

Signature of CEO/ Head Teacher:

Person Specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
Evidence of continuing professional development		✓
Experience and skills		
Demonstrable experience of improving student outcomes	✓	
Experience of having made a significant contribution to the success of an school through its student outcomes and ethos		✓
Understanding of innovative approaches to teaching and learning	✓	
Understanding of the National Curriculum and OFSTED Framework	✓	
Demonstrable experience of high quality teaching and learning	✓	
Experience as a form tutor and/or pastoral work		✓
Positive effective strategies for behaviour management	✓	
Experience of optimising the attainment and progress of students	✓	
Ability to use data and ICT effectively to assess performance and raise achievement	✓	
Experience of working with children with significant barriers to learning	✓	
Experience of organising subject-based activities		✓
Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEND		✓
Well-developed interpersonal and organisational skills and the ability to work collaboratively, leading to the achievement of department aims	✓	
Teaching and Learning		
Outstanding learning secured for students through outstanding teaching and a calm, orderly environment	✓	
Effective, rigorous and sensitive relationships with students that secure positive emotional health and excellent behaviour and attitudes	✓	
Vision and values		
Vision and values aligned with the school's high aspirations and high expectations for children, staff and families	✓	
Willingness to engage with parents in order to encourage their close involvement in the education of their children	✓	
Clear understanding of the ethos and strategies to establish high standards of outcomes and attitudes and behaviour in an area of socioeconomic challenge, and commitment to relentlessly securing those standards		✓
Knowledge of the school Strategic Plan and KPIs and the role to be played by the pastoral team		✓
Resilience and motivation to support the school through day-to-day challenges while maintaining positivity and professionalism	✓	
Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed	✓	

Rigorous use of data to inform and shape teaching and learning in order to secure outstanding outcomes for all students	✓	
Strong organisational skills	✓	
A deep commitment to the safeguarding and wellbeing of all students	✓	
Relationships with Stakeholders		
Commitment to working with others to secure the best outcomes for children	✓	
Skilful management and understanding of how to secure strong relationships with other school staff, families and other external relationships		✓
Work-Related Personal Qualities		
Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children and young people and raising standards	✓	
Demonstrate personal and professional integrity, including modelling values and vision	✓	
Commitment to support the aims of the Trust	✓	
Flexible and able to manage workload and competing deadlines, prioritising appropriately, using initiative and maintaining good humour	✓	
Evidence of commitment to and understanding of collective responsibility	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	

Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Head of Year – Heartlands High School

Salary: L7 - L11 Inner London £69,942 to £76154

Location: Haringey

Contract term: Permanent

Closing date: 9am Monday 13th April 2026

Interview Date: TBC

Heartlands High School is a vibrant, inclusive, and high-performing secondary school located in the heart of Haringey. Committed to providing an outstanding education for all students, we foster a culture of high expectations, ambition, and success.

We are seeking a passionate and dedicated Head of Year to join our team and contribute to our mission of nurturing confident, resilient, and well-rounded young people. This is an exciting opportunity to work in a supportive and forward-thinking environment where staff are valued, and professional development is a priority.

If you are an enthusiastic and committed individual who shares our vision, we would love to hear from you!

We can offer you

- A very positive and happy working environment
- The support of a highly committed and professional staff team
- Exceptional professional development opportunities
- Collaborative and committed colleagues

At Heartlands High School, ambition is at the heart of everything we do. We are driven by a relentless commitment to excellence, blending a strong ethos with a results-focused approach. Our school is a place where both students and staff thrive, supported by first-class training, development opportunities, and clear pathways for career progression within our evolving Trust.

We set high expectations because we believe in unlocking every individual's full potential. Our culture of exemplary behaviour ensures that teachers can focus on what they do best—delivering outstanding lessons that inspire, challenge, and empower.

With state-of-the-art facilities, Heartlands High School is a vibrant, oversubscribed school and the first choice for many families in the local community. Our diverse student intake reflects the rich culture of the area we proudly serve. Everything we do is underpinned by our SEARCH values: **School Matters, Effort, Achievement, Character, and High Aspirations**. These principles drive our success and fuel our ambition to provide the very best education for our students.

If you share our passion for excellence and want to be part of a dynamic, forward-thinking team, we would love to hear from you. Get in touch to find out more about this exciting opportunity!

If you would like to find out more about the position, we would love to talk to you.

For further information, please contact Miss Henry, PA to SLT
bailey-olivia.henry@heartlands.haringey.sch.uk

Completed application forms must be submitted by 9am Monday 13th April 2026

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school.

Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.