



Guilsborough Academy

Guilsborough Multi Academy Trust



Head of Year

Candidate Information Pack

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Letter from the Principal

Thank you for expressing interest in our Academy, particularly regarding the exciting new position of Head of Year.

I understand the significance of making informed decisions when considering a new opportunity. To help you learn more about us, I encourage you to visit our website at <https://www.guilsborough.northants.sch.uk/> where you can access a wealth of information, including recent newsletters.

For those considering applying, we will be offering tours to provide a first-hand experience of the academy and its values. If you would like to schedule a tour, please reach out to our HR department at hr@guilsborough.northants.sch.uk.

Our Ofsted report, available [here](#), outlines our clear behaviour system and effective safeguarding processes.

While many of our staff members have longstanding tenures, I became the Principal of Guilsborough in September 2020 and was warmly welcomed. The supportive atmosphere among colleagues in their dedication to our students has been a highlight. Positive messages from parents/carers, showcased on our website, further attest to our commitment to ensuring students consistently achieve their potential. Colleagues who have been with us for an extended period often cite the students, their fellow colleagues, and the available training and career development opportunities as reasons for their continued commitment.

I firmly believe that by attracting exceptional staff, prioritising their well-being, and fostering an environment conducive to their growth, we can continue to provide our students with the high-quality education they deserve.

If you believe that Guilsborough Academy aligns with your aspirations, we welcome your application.

Best wishes for the future.

Simon Frazer
Principal of Guilsborough Academy



About Us



At Guilsborough Academy, learning is designed to be both enjoyable and academically challenging - a belief reflected in our positive culture, excellent teaching and the high aspirations of our students. We place learning at the heart of everything we do and encourage curiosity, resilience and a genuine love of learning, helping students to become confident, independent and reflective learners.

As an inclusive 11–19 community, we educate students of all abilities and from a wide range of backgrounds. We value diversity, celebrate success in all its forms and provide carefully tailored support to ensure that every individual is able to thrive and fulfil their potential, both academically and personally.

Alongside strong academic outcomes, we offer a broad programme of enrichment and personal development opportunities that support students to grow beyond the classroom. This is complemented by an excellent careers programme, including our CEIAG award, which ensures students are well informed, ambitious and well prepared for their next steps in education, employment or training.

We work hard to promote and support student and staff wellbeing and are proud to be a Carnegie Gold Standard Accredited organisation for mental health for both students and staff. We are also pleased to have signed the DfE Education Staff Wellbeing Charter, a sector-wide commitment to protect and promote the mental health and wellbeing of everyone working in education. This recognition reflects our strong safeguarding culture and our commitment to creating a safe, nurturing and supportive environment in which everyone feels valued, respected and able to succeed.



Guilsborough Academy

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**SCHOOL
MENTAL
HEALTH
AWARD**

2024-27

Advert

Contract Type:

- Permanent
- 35 hours per week, 39 weeks per year (term time, plus 5 training days)
- Monday to Friday 8:30am to 16:00pm

Salary:

- Grade J, Point 27 to 31.
- Starting point 27 £38,220 FTE
- Actual salary £31,201
- £1,000 Welcome Bonus *

**Terms and conditions apply*

Start date:

- As soon as possible

How to apply:

Please apply via our My New Term Platform [here](#)

Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and by completing this application form, you confirm that you have read the DBS Code of Practice and the Safeguarding & Child Protection Policy which is available on our website. An enhanced DBS check, two satisfactory references, identity and medical checks are mandatory for all posts within Guilsborough Multi Academy Trust. Our Safeguarding and Child Protection policy is available [here](#). We are also committed to meeting the requirements of disability discrimination and other legislation.

Situated in the idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

Head of Year

We are seeking a dedicated, passionate and highly organised Head of Year to provide outstanding pastoral leadership and support for students within a specific year group.

This is a key role within our pastoral structure, focused on student wellbeing, behaviour, attendance and safeguarding, working closely with students, families, staff and external agencies to ensure every child feels safe, supported and able to thrive.

Key Responsibilities

- Lead and manage the pastoral support for a designated year group
- Promote positive behaviour, attendance and engagement in learning
- Provide targeted support for students facing pastoral, behavioural or emotional challenges
- Work closely with families, external professionals and internal support services
- Monitor and track student progress, behaviour and wellbeing, intervening where appropriate
- Support safeguarding and child protection processes in line with school policy
- Be a visible, consistent and trusted presence for students across the school day

The successful candidate will:

- Have an unwavering belief in the unlimited potential of all students
- Have a proven track record of achieving outstanding student attainment outcomes
- Possess the skills and determination to make a significant difference to the lives of Guilsborough students

(Please note: this is a non-teaching role.)

Are you intrigued? Do you have the drive and determination to contribute to the further wider development of our Academy? Do you want to work for an organisation that has the wellbeing of staff and students at its heart, alongside fantastic new employee benefits? If so, we would be delighted to hear from you.

Visits to the academy are warmly welcomed. To come and see us in action, please contact our HR team to arrange a suitable time on hr@guilsborough.northants.sch.uk or 01604 740641.

Applications

My New Term

Guilsborough Academy uses My New Term for all internal and external recruitment. We only accept applications submitted via My New Term and cannot consider applications submitted in any other format.

The use of AI in Applications

AI tools may be used to support drafting (e.g. clarity/spellcheck), but your application must accurately reflect your own experience and must not include AI-generated false or exaggerated claims. We may test understanding at interview/assessment. Misuse or excessive use of AI in application may affect shortlisting.

Application Windows

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Equally, if we do not receive sufficient applications to generate a large enough field, we may extend the application period. Candidates will be kept informed if this is the case.

Online searches

As part of our rigorous Safer Recruitment process, Guilsborough Academy has adopted the practice of online searches including Social Media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview. Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s).

Consent to an online search is included in the Guilsborough Academy application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Guilsborough Multi Academy Trust is passionate about its values of Respect, Aspiration, Responsibility and Equality. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints.

Our community is predicated on mutual respect through tolerance, trust and honesty. We have high aspirations for all and develop resilience to overcome any obstacles which might stand in our way. We take responsibility for our actions to ensure we are working positively together. We appreciate others by the strength of character they show and seek equality for all.



Job Description

Post Title	Head of Year
Reports To	SLT Link for Behaviour and Pastoral
Salary	Grade J point 27
Hours	35 hours per week, 39 weeks per year
Contract Type	Permanent
Preferred Start Date	As soon as possible

RESPONSIBILITIES OF THE JOB

A Head of Year is responsible for the leadership of their Year Team. Additionally, Heads of Year liaise with the Senior Leadership Team, curriculum leaders, teaching staff, support staff, external agencies and parents/carers.

Key Responsibilities:

- Lead by example across the pastoral curriculum, modelling the school values of respect, aspiration, responsibility and equality.
- Monitor and implement interventions to maintain high standards of achievement, attendance, behaviour and welfare within the assigned year group.
- Work with the Attendance Team to achieve the Academy's 96% attendance target, implementing interventions as required in line with the Academy's Attendance Policy.
- Identify and support students with low attendance, working closely with parents/carers and managing a caseload of students to improve outcomes.
- Evaluate student progress and attainment, producing termly reports for SLT and, where required, reporting to Trustees, staff and parents/carers.
- Lead and quality assure a team of Form Tutors to deliver high-quality pastoral care.
- Ensure effective parental engagement and communication in line with the Academy's communication policy.

- Take responsibility for pastoral care within the assigned year group and liaise with other Heads of Year to ensure continuity across key stages.
- Establish positive relationships, encourage good practice, and support teachers within the year group.
- Lead, motivate and direct other staff working in the year group.
- Oversee all aspects of pastoral organisation and management, including preparing agendas and chairing meetings to ensure compliance with school policies.
- Liaise with SEND and inclusion staff and external agencies regarding students' academic, pastoral, social, vocational and behavioural needs.
- Coordinate assemblies and ensure effective use of tutor periods.
- Promote student voice through engagement in decision-making processes, including school councils.
- Organise and oversee charity events, performances, sports, social and enrichment activities for the year group.
- Work with SLT to ensure consistent implementation of pastoral systems across the school.
- Line manage the designated Assistant Head of Year, providing guidance and oversight for pastoral and academic responsibilities.
- Use school systems to award positive points for student contributions.
- Conduct daily lesson drop-ins to support student learning.
- Interview students following incidents and maintain accurate incident logs.
- Take witness statements during investigations and summarise findings.
- Maintain Pastoral Support Programme documentation and complete related administrative tasks.
- Deliver small-group or 1:1 interventions (e.g., CBT, Anger Management, Zones of Regulation) following training provided by the school.
- Liaise with internal and external agencies to ensure appropriate support channels for students and parents.
- Supervise students to maintain focus and uphold behaviour expectations.
- Promote positive values and behaviour, addressing conflict promptly and encouraging student responsibility.
- Provide visibility around the school and first aid support when required.

Safeguarding Responsibilities:

- Uphold the Academy's Safeguarding and Safe Practices Policy and comply with all safeguarding procedures.
- Work under the direction of the Designated Safeguarding Lead and Deputies to promote child protection.
- Remain accessible to students, parents and staff for safeguarding concerns.
- Attend Child in Need (CIN) meetings and contribute to assessments, including completing Early Help Assessments.
- Liaise with external agencies as required.
- Ensure all students on the safeguarding register are present or absences accounted for by 9:30am daily.

Other Responsibilities

- To carry out any other reasonable duties as requested by the Principal / Line Manager in line with the duties commensurate with the post.

Personal Development

- Undertake appropriate & regular training / development to maintain knowledge & improve practice.
- Participate in regular performance management.
- Complete all required mandatory training.

General:

- The below responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- To promote and safeguard the welfare of young and vulnerable people.
- 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 academy's safeguarding policies
- To supervise students at break and lunch times as part of the duties rota
- Become a First Aid team member and support students & staff with first aid support as required.
- To be aware of, and work in accordance with the academy's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the academy's Equality Policy and Code of Conduct and national regulations such as GDPR, Data Protection and Health and Safety.
- To attend relevant meetings and training sessions in line with their employment contract.
- All members of staff are required to participate in the academy's appraisal scheme.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people. All appointments made within Guilsborough Multi Academy Trust are subject to an enhanced DBS check, receipt of two satisfactory references, identity and medical checks within Guilsborough Multi Academy Trust. Our Safeguarding and Child Protection policy is available [here](#).

We are also committed to meeting the requirements of disability discrimination and other legislation. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found [here](#).

This job description and related documents provide the standards and framework for Performance Management Objectives for a Main and Upper Pay Range Teacher which will be set under the School's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the School's plans for improving the School's educational provision and performance and improving the educational opportunities of pupils at that School.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal / Line Manager.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal / Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

Signed:

Date:

Person Specification

Essential Criteria

- Right to work in the UK
- Educated to GCSE level with grades A* to C in Maths and English
- CPD that has developed pastoral skill set
- Experience of working in an educational setting
- Experience of dealing with people and providing a service
- Recent experience of 11-16/18 school
- Familiarity with SEND, inclusion strategies, and multi-agency working.
- A commitment to pastoral care and raising achievement
- A successful track record in pastoral care
- Knowledge of attendance improvement strategies and behaviour management systems
- Skilled in interpreting student performance data to identify underachievement and plan interventions.
- Experience in dealing with PSP's and EHA's
- Ability to motivate students
- Confidence when dealing with parents, staff and outside agencies
- Effective classroom management
- Ability to lead and delegate
- High emotional intelligence
- Commitment to restorative approaches
- Knowledge of a range of teaching styles and approaches in subject
- Commitment to excellent student progress
- High standard of teaching achieved
- Commitment to lead the pastoral work for a specific year group
- Must embrace inclusion for all students
- Effective communication skills – in person and in writing – shown in dealings with colleagues, students, parents and other partners.
- An up-to-date knowledge of current Safeguarding policies and practices.

Desireable Criteria

- Experience of Middle Management role
- Has implemented successful behaviour and safeguarding strategies
- Evidence of further professional development

Rewarding and Supporting Our Employees



We value our staff, and we are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our academy. Without the energy, drive and enthusiasm of our staff, the academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing well-being initiatives to support all our staff and are able to offer:

- Carnegie Gold Standard Accredited organisation for mental health for both students and staff.
- A dedicated staff Wellbeing Committee who deliver standards under the DfE Wellbeing Charter.
- £500 Refer a Friend payment scheme, plus a welcome bonus for your friend*.
- A £1,000 welcome bonus to all new employees employed on a permanent contract*.
- Access to trained staff Mental Health First Aiders.
- A developmental and supportive culture for continued professional development.
- A stunning rural location.
- HR Services on site.
- Eye Tests.
- Free annual Flu Vaccinations for all staff.
- Access to 24/7 telephone counselling service for staff & their immediate family via Health Assured.
- Free access to our Fitness Suite.
- Our in-house catering firm, Innovate, offer a healthy range of food at both break and lunch-time.
- Free lunch if undertaking an evening duty.
- Free and secure car parking on site.
- PTA. We have a very active PTA group that all staff can get involved in if they wish.
- Employee Benefits Scheme.



*Terms and Conditions apply.



Contact Us

Visit us:

Guilsborough Academy
West Haddon Road
Guilsborough
Northampton
NN6 8QE

Call us:

01604 740641

Email us:

info@guilsborough.northants.sch.uk

Visit our website:

<https://www.guilsborough.northants.sch.uk/>

Follow us on our Social Media

