



**GLEBE
FARM
SCHOOL**



Assistant Head of Year Glebe Farm School

Information for Candidates
27th March 2026



**Inspiring Futures
through Learning**

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Welcome from the Headteacher

Dear Applicant,

We are delighted that you are considering applying to join the team at Glebe Farm School.

Glebe Farm School is part of the Inspiring Futures through Learning, Multi-Academy Trust, which comprises of twenty schools across Milton Keynes and Corby. The Trust is committed to developing a family of schools whose purpose is to inspire the futures of us all through learning together.

I was appointed as Headteacher for Glebe Farm School in May 2021 and have had the privilege of seeing the creation of the school build which started on the first day of lockdown on 23rd March 2020.

We are looking for an exceptional individual to join the team and provide high quality care and education that meets the needs of pupils in the school setting. All team members will have responsibility for embedding the vision and ethos of the school to secure the success and continuous development of our school and young people, ensuring high quality education for all pupils.

As Glebe Farm School grows there will be many new and exciting roles created and being part of this journey will open many opportunities for colleagues. As part of the Inspiring Futures through Learning Multi-Academy Trust, successful candidates will have full access to our staff benefits package, including bespoke CPD package, enhanced Maternity/Paternity/Adoption Leave and Employee Assistance Programme. In addition, access to an Employee Benefits Scheme including discount on gym memberships, cinema tickets, retail discounts, cycle to work scheme and much more.

We look forward to receiving your application.

Matthew Shotton
Head Teacher





AMBITION



BELONGING



CREATIVITY

About Glebe Farm School

Glebe Farm School is a brand new, purpose-built all-through school, located in the new development of Glebe Farm, Milton Keynes. Our first cohort in September 2022 was restricted to 210 students in Reception, Year 1, Year 2, Year 7 and a 39 place Nursery. Glebe Farm School will continue to grow year on year and will eventually accommodate 1569 students when it reaches full capacity.

Glebe Farm School will serve the new residential developments of Glebe Farm. Secondary catchment area will include Glebe Farm, Eagle Farm, Wavendon Village (including new development areas) and Woburn Sands (Mk residents only).

We are an **AMBITIOUS** school, with a strong sense of **BELONGING** and **CREATIVITY** at the heart.



WE ARE A SCHOOL OF CHARACTER

Here are our values



INTEGRITY

To uphold the highest standards of honesty with the ability and desire to stand up for what is right; developing a strong moral compass that guides you to do the right thing when no one is watching.



RESPONSIBILITY

To take responsibility for your actions and choices; to make others feel valued and respected; to contribute and fully embrace our school community.



ENDEAVOUR

To endeavour to always do your best to face the challenges of school life and beyond; to try for the sake of others as well as the individual; to be consistent in all we do and strive for greatness.



BRAVERY

To be brave when taking risks and facing fears; to be a strength for others when they question their own strength; to remember, it is going to be hard, but hard is not impossible.



EMPATHY

To have the ability to relate to, and connect with, others for the purpose of inspiring and empowering their lives; to demonstrate humility when supporting others to be able to see, hear and feel from the position of another.

Core values and vision

Our vision for the children and young people we teach, is to deliver an exceptional 21st century, comprehensive and universal all-through learning experience that will unlock every individual's potential. We aim to develop the acquisition of knowledge, skills, emotional intelligence and character to become responsible, successful and fulfilled citizens with the highest levels of integrity.

We will equip pupils and students from the ages of 4–16 with the knowledge, skills, characteristics and emotional intelligence to become well-rounded, responsible and fulfilled citizens with the highest levels of integrity; and the ability to stand up for what is right.

At Glebe Farm School we develop the characteristics of bravery, empathy, endeavour, integrity and responsibility. These core values permeate throughout our school and curriculum.

The Curriculum

Whilst the curriculum is broad and balanced and offers the complete range of subjects the three distinctive principles that provide the foundation for everything we do: Ambition, Belonging, Creativity

The ABC drivers of our curriculum, firmly underpin all areas of school life and this ensures our curriculum offer is enriched and personalised to our children, their families and our developing community.



Inspiring Futures through Learning

We formed Inspiring Futures through Learning (IFtL) in 2016 as a natural extension of our school improvement journey. Indeed, for over twenty years our founding school, Two Mile Ash School had worked with very secure, high-quality partners in their ITT School-Based Partnership, supporting newly formed Trusts in turning schools in difficulty around and created our CPD programme to support the development of leadership and continual professional development both locally and nationally. There was a very strong track record of school improvement led by high performing leaders who shared a common vision. Developing a Multi-Academy Trust with like-minded schools and their leaders meant that our vision could circulate further, ensure the impact of our work reached out to more children and more staff benefited from high-quality development and learning from each other.

Since 2016 we have achieved great success. We can quantify our success in Ofsted reports, performance data, financial spreadsheets and our recruitment and retention figures. However, most importantly to note is that we can only achieve such success because of our culture and ethos. It is our more qualitative success that makes IFtL truly unique. We are a strong family, with different personalities and differing abilities but we have the golden thread that pulls us together - a belief that we are stronger together; that we will go that extra mile for each other and support each other when things aren't going the way we want them to.

The camaraderie is second to none as our school improvement system is strongly embedded in our schools as we use the skills and expertise to support each other. There is nothing new about a self-sustaining school improvement system – but the way we do it is unique to us and something that we are extremely proud of.

Indeed, IFtL is all about the people: the adults and the children. Our values set us apart:



This is the glue that holds us together, our common ethos, our shared values and our bare necessities. This is why we are special.

We are unashamedly proud of who we are and what we have achieved....

and we know that being part of the IFtL community is genuinely **a great place to be.**



Working at IFtL

To support all our employees, the Trust is committed to finding ways to ensure that your personal, financial, professional, and pastoral needs are met during your time with the Trust. Wherever possible, we seek out innovative and impactful ways to add real benefits to our teams - from helping with cost-of-living pressures, ensuring that professional development is readily and easily accessible through to wellbeing assistance - to ensure the work-life balance is being managed effectively.

IFtL is a Trust with a strong vision:

‘To inspire the futures of us all through learning together’.

This vision is lived every day by everyone in our trust in several ways....

- ✓ School Development
- ✓ Wellbeing
- ✓ Professional Development
- ✓ Employee ‘Salary Extras’ benefits
- ✓ IFtL Varsity (Professional Learning)
- ✓ Expert Learning Teams and Networks
- ✓ Employee Assistance Programme
- ✓ IFtL Portal
- ✓ Initial Teacher Training Partnership (ITTP)
- ✓ Safeguarding
- ✓ Quality Assurance



Benefits of our Trust

Employee Assistance Programme

The Health Assured programme offers:

- ✓ Confidential and compassionate guidance on any issues, professional and personal
- ✓ Life support: Unlimited access to counselling for emotional problems and a pathway to structured telephone counselling or face-to-face counselling sessions (employees only) at your convenience.
- ✓ Legal information: For any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities (employees only).
- ✓ Bereavement support: Health Assured offers qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.
- ✓ Medical information: Qualified nurses are on hand to offer advice on a range of medical or health-related issues. They can't diagnose but can offer a sympathetic ear and practical information and advice.
- ✓ CBT online: We recognise the value of self-help tools in dealing with a range of issues, which is why we have a range of CBT self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors.
- ✓ Weekly mood tracker: Keep track of your financial, physical and general wellbeing via our weekly mood tracker. My Health Advantage uses push notifications to remind you to complete your weekly mood tracker, via a set of simple questions.
- ✓ Mini health checks: My Healthy Advantage offers a collection of mini health checks within the app for the following: height & weight (BMI), waist, sleep, alcohol, mental health and fatigue.
- ✓ Four-week plans: Through My Healthy Advantage, you can access a selection of four week plans all aimed at improving your health, such as quitting smoking, losing weight and coping with pressure. You can reflect on your progress and input diary entries at the end of each week.
- ✓ Wellbeing articles: Covering a wide variety of topics, including; emotional, physical and financial wellbeing, legal, housing and consumer issues, retirement, childcare and much more.
- ✓ Personalisation: Personalise your newsfeed by selecting specific topics that interest you. My Healthy Advantage will generate learning materials tailored to your choices, such as equality & diversity, exercise and childcare & parenting



Inspiring Futures
through Learning

FREE
support

Employee Assistance Programme

Our Health Assured programme is **available 24/7** and **free** to access by all IFtL colleagues and their immediate family members, offering support through some of life's challenges, including:



Family issues



Financial wellbeing



Legal information



Medical information



Relationship advice



Tenancy and housing concerns



Alcohol and drug issues



Childcare support



Stress and anxiety



Bereavement



Counselling



Consumer issues

Call **0800 028 0199** to access help now

Job Description

Assistant Head of Year at Glebe Farm School

Grade: F3

Contracted Hours: 37 hours per week

Weeks: 39 weeks per year

This job description sets out the expectations of the role of Assistant Head of Year at Inspiring Futures through Learning. The Assistant Head of Year is required to carry out the professional duties identified below, subject to the conditions of employment as set out in School Teachers Pay and Conditions Document.

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Responsibilities / Expectations

To support the pastoral needs of pupils, to ensure that behaviour, safety, well-being and attendance targets are met for these pupils and/or students.

Principal Accountabilities

Duties

- ✓ Be responsible for dealing with issues of behaviour, safety, well-being, and attendance by investigating and resolving pastoral incidents such as poor behaviour, lateness, poor attendance, theft, bullying and friendship break-ups.
- ✓ Make recommendations to the Head Teacher relating to inclusion. Communicate with and manage interactions with external agencies, such as the Education Welfare Officer (EWO) and Early Help Team and communicate outcomes to Glebe Farm School staff as appropriate. This includes attending Team Around the Child and Child in Need meetings.
- ✓ Liaise, communicate with and manage interactions with key internal staff and communicate outcomes to others as appropriate.
- ✓ Organise and attend, and communicate the outcomes of, parent and pupil meetings.
- ✓ Coordinate the implementation of Pastoral Support Plans for identified pupils and/or students.
- ✓ Support the effective running of the school's pupil support provision.
- ✓ Support and promote active pupil involvement in leadership and learning opportunities, such as School Councils, community events and school functions.
- ✓ Ensure appropriate records are maintained, as agreed by the pastoral team, including incident logs, detention and Inclusion bookings.
- ✓ Take a role in ensuring high levels of pupil engagement in learning.
- ✓ Establish and maintain positive relationships and engagement with parents/carers.



- ✓ Ensure that Health and Safety Regulations are complied with. Comply with school policies for example Safeguarding, Data Protection and e-safety.
- ✓ Ensure that confidentiality is observed at all times.
- ✓ Any other tasks as directed by the Line Manager which fall within the remit of the post.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs; we should embrace the notion of 'continuous improvement'.

Generic Responsibilities of all Glebe School Staff

- ✓ To work consistently to uphold School's belief that no child is born to fail.
- ✓ To exemplify and uphold the school's vision, values and ethos at all times particularly with regards to children's wellbeing and emotional development.
- ✓ To follow all school policies
- ✓ To work in a co-operative and polite manner with all stakeholders.
- ✓ To work with children in a courteous, positive, caring, and responsible manner always.
- ✓ To follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised
- ✓ Demonstrate a keen interest and involvement in all aspects of school life
- ✓ To be polite, cooperative, and positive when communicating to other staff.
- ✓ To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- ✓ To work with visitors to the school in such a way that it enhances the reputation of the school.
- ✓ To seek to improve the quality of the school's service.
- ✓ To present oneself in a professional way that is consistent with the values and expectations of the school.

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.



Person Specification

Category Item	Essential	Desirable
Experience	<ul style="list-style-type: none"> ✓ Work in supporting young people ✓ Computer literate ✓ Good communication skills 	<ul style="list-style-type: none"> ✓ Work in secondary education or with secondary aged pupils. ✓ Work in pastoral support. ✓ Awareness of interventions such as protective behaviours and drawing and talking. ✓ Experience as an ELSA (Emotional Literacy Support Assistant). ✓ Experience of managing issues of safeguarding and child protection and a willingness to potentially undertake DSL training in the future to work in the team as a Safeguarding Officer. ✓ Understanding of restorative practice and attachment informed practices.
Education and Training	<ul style="list-style-type: none"> ✓ Good overall level of educational achievement. Maths and English to GCSE standard. ✓ Effective use of office ICT packages ✓ Ability to work co-operatively within the pastoral services team, establishing effective working relationships. ✓ The ability to meet deadlines and requirements in a pressured environment. ✓ Assertive and highly organised. ✓ The ability to work as part of a team to ensure all service standards are met, using own judgement and decision-making skills as necessary ✓ The ability to converse at ease with parents, external agencies and other professionals ✓ Confidence to lead meetings with parents and other professionals. 	<ul style="list-style-type: none"> ✓ ✓ Qualifications relating to pastoral support such as Mental Health First Aid, ELSA or similar. ✓ Experiences (ACES) or a willingness to undertake training in this area and adopt these practices.

Person Specification

Disposition	<ul style="list-style-type: none"> ✓ Committed and enthusiastic. ✓ Enjoys working in a team. ✓ Shows initiative. ✓ Co-operative and flexible. ✓ Empathy with students of all abilities and dispositions. ✓ Suitability to work with children. 	
Aptitudes	<ul style="list-style-type: none"> ✓ Ability to set high standards and motivate students. 	An understanding of attachment informed practices, trauma and the impact of adverse childhood

How to apply

The closing date for applications is
9:00am on 20th April 2026

Interviews will be held the week of
TBC

Applications must be completed on MyNewTerm by using this link and selecting the vacancy: [CLICK HERE](#)

For more information on the role and to arrange a visit to Glebe Farm School please contact Sonali Khanna via skhanna@glebefarmschool.co.uk

For more details about Glebe Farm School, scan the QR code to visit our website:



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