



Position:

Head of Year Support

Welcome to Waingels

Job Description – Head of Year Support

Salary Scale:	Grade 4 SCP 7-11 (£26,403 to £28,142 full time equivalent)
Actual Salary:	£22,375.94 to £23,849.70 per annum
Location:	Waingels School, Waingels Road, Woodley, RG5 4RF
Contract Type:	Permanent, term time only plus 3 additional days
Working Pattern:	Full time (37 hours per week)
Times:	Monday to Thursday 8am to 4pm Friday 8am to 3.30pm
Reporting to:	Head of Year, Assistant Headteacher (Behaviour and Attendance) and Deputy Headteacher (Behaviour and Attitudes)
Start Date:	ASAP

About Waingels

Our school is an inclusive, caring, and high achieving school community, dedicated to unlocking students full potential. We are a values-led school, ensuring every student and staff member feels recognised, challenged, and supported on their journey.

Job Purpose

To provide high-quality administrative and operational behaviour support to the Heads of Year and wider pastoral team. The role focuses on the efficient systems and processes that underpin behaviour management, including sanctions, student supervision, and incident follow-up, while maintaining a supportive presence for students.

Key Responsibilities

Behaviour Administration and Systems

- Oversee the organisation, tracking and follow-up of student detentions
- Manage non-attendance to detention processes, including escalation systems
- Administer behaviour systems accurately using school MIS
- Coordinate and record behaviour incidents, ensuring timely completion of documentation

Pastoral and Behaviour Support

- Support Heads of Year in managing behaviour incidents and their follow-up
- Collect student statements and ensure accurate record-keeping
- Provide supervision for students in the withdrawal room each afternoon
- Support the smooth running of the withdrawal room, ensuring expectations are upheld
- Reinforce school behaviour standards consistently and professionally

Sanctions and Supervision

- Take a lead role in supervising escalated sanctions (e.g. withdrawal room)
- Ensure students complete sanctions appropriately and safely

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- Liaise with Heads of Year regarding patterns of behaviour and escalation

Communication and Liaison

- Liaise with staff regarding student behaviour incidents and follow-up actions
- Communicate with parents/carers as directed regarding sanctions and behaviour issues
- Support coordination between teaching staff and pastoral leaders

Monitoring and Reporting

- Use school systems to track patterns in behaviour and detention attendance
- Report key concerns or trends to Heads of Year and senior staff
- Support the identification of students requiring further intervention

Limited Mentoring Support

- Provide occasional mentoring support to identified students where appropriate
- Assist in reinforcing behaviour expectations through brief restorative conversations

General Responsibilities

- Safeguard and promote the welfare of all students
- Follow all school policies, especially behaviour, safeguarding, and health and safety
- Maintain confidentiality and professionalism at all times
- Contribute positively to the wider school team

This Job Description is written with the purpose of ascertaining the main duties of the position but is not necessarily exhaustive as the postholder may be required to undertake other duties as directed within the range of duties reasonably expected of a member of support staff.

Additionally, this position commences with a probationary period of 6 months from your start date of employment. During this time, your performance, conduct and suitability for the role will be assessed. We reserve the right to extend this period if performance does not meet the required standards.

Person Specification

The knowledge, skills, experience and aptitudes necessary for this post include:

Education, Qualifications and Training	Essential	Desirable
5 GCSEs including English and Maths at grade C or above	✓	
Experience	Essential	Desirable
Previous experience of working in a secondary school or similar environment	✓	
Experience supporting behaviour or pastoral systems	✓	
Experience with behaviour management systems in secondary schools		✓
Knowledge, Skills and Abilities	Essential	Desirable
Strong organisational and administrative skills	✓	
Ability to manage systems and processes accurately	✓	
Understanding of behaviour management in schools	✓	
Ability to work calmly under pressure and manage challenging situations	✓	
Strong communication and interpersonal skills	✓	
Good working knowledge of safeguarding requirements	✓	
Personal Qualities	Essential	Desirable
Professional, calm and authoritative presence	✓	
Resilient and solution-focused	✓	
Able to build positive relationships with students and staff	✓	
High expectations of behaviour and conduct	✓	
Commitment to supporting student success and wellbeing	✓	
Other Requirements	Essential	Desirable
A commitment to safeguarding & promoting the welfare of children and young people, participating in training and adherence to school policies	✓	
A Commitment to the school's ethos, aims and its whole community.	✓	
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	✓	
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	✓	
Excellent attendance and punctuality record	✓	
DBS Checked	✓	

Making Your Application

All of our vacancies are advertised on My New Term and we can only accept applications that are submitted via this platform.

Before submitting an application, we would encourage you to:

- Review this recruitment pack in detail to ensure you are the right person for the job and the job is right for you
- Visit our website to learn more about our school community, ethos and values
- Review our staff welcome brochure that you will find alongside this application pack to learn more about what it's like to work at Waingels

Should you have any questions regarding the role or the recruitment process, please don't hesitate to contact us via:

Contact name: Mollie Williams (HR Administrator)

Email: hbrandrecruitment@waingels.wokingham.sch.uk

Phone: 0118 969 0336

Post: Mollie Williams, Waingels, Waingels Road, Woodley, Berkshire, RG5 4RF

We will review applications as they are submitted, so you are encouraged to apply as soon as possible.

The school is committed to safeguarding, equal opportunities and to promoting the welfare of all staff and students

