



Pix Brook Academy Application Pack

Head of Year



BEDFORDSHIRE
SCHOOLS TRUST



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INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

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Pix Brook Academy

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ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 1000 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school. Visits to the school are welcomed.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities.
- All classrooms have 21st century technology including Clevertouch interactive screens. All teachers receive a lap top.
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning.
- Supportive, experienced team with fully planned and resourced curriculum.
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression.
- Rural location with extensive parking yet only 35 minutes from London King's Cross.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midday, Friday 8th May 2026

Interview date: TBC

We reserve the right to review applications and appoint a candidate prior to the closing date.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Head of Year
Based at	Pix Brook Academy
Salary/Grade Range	MPS/UPS plus TLR 2B (£5,895)
Responsible to	Assistant Principal & Vice Principal
Responsible for	Oversight of the achievement, academic progress and pastoral care of a year group

Vision & Purpose

- To provide overall leadership, direction, and pastoral management for a specified year group.
- To support form tutors in achieving high levels of expectation for behaviour, uniform, and attitude to learning, ensuring a consistent approach amongst staff within the team.
- To be an active member of the School Middle Leadership Team (MLT) including attending MLT meetings and briefings.
- To be part of the 'on call' rota to help ensure a calm and purposeful environment.
- To implement and monitor whole school policies which support effective teaching and learning and remove barriers to learning across the specified year group.
- To liaise with other senior staff to ensure a smooth transition between Key Stages (particularly KS2 to KS3 or KS3 to KS4) and continuity of learning.
- To work with the senior leadership team and other relevant staff, such as the PSHE coordinator, to develop personal development, PSHE, Citizenship and Behaviour programs to support students.



- To self-review, monitor, and evaluate the progress made in achieving priorities and targets to foster a culture of continuous improvement.
- To embody, represent, and communicate the Academy ethos to the year group and the wider community.
- To implement whole school procedures for monitoring achievement, progress, attendance and behaviour including:
 - Using data to track students against potential and target grades.
 - Using data to track student attendance and behaviour.
 - Informing parents and students of progress through reports and Progress Evenings.
 - Liaising with the SENCO to establish support, interventions and PPPs (Pupil Progress Plans) for students.
 - Analysing and interpreting relevant national, local, and school data to identify trends (e.g., groups such as Pupil Premium or SEND) and put in place appropriate interventions and support.

Main Responsibilities

To work with SLT and Heads of Department in monitoring the quality of the wider student experience, including:

- Leading high-quality Year Group Assemblies that promote moral and social development linked to the Pix Brook values.
- Completing tutor period learning walks and observations and quality assurance of the tutor program.
- Student tracking and academic interventions.
 - To manage the behaviour of students in the year group promoting positive behaviours and praise, putting in place interventions and support for those who are not meeting expectations and working with other staff and professionals to ensure student behaviour is managed
 - To monitor the attendance and punctuality of students in the year group alongside the attendance officer, having high expectations for student



attendance and intervening when attendance dips below expected levels, including working with other staff and professionals.

- To create a positive ethos, encouraging achievement, celebrating success via the Academy rewards system, and ensuring that student achievement is publicly rewarded.
 - To work with SLT to ensure that student achievement is maximized, including co-ordinating pastoral interventions and encouraging independent learning.
 - To liaise with teaching staff and Subject Leaders regarding the progress and attainment of students.
 - To implement Academy policies on student dress, behaviour, and discipline.
 - To operate the Academy's SEN policy and assist in the creation of Individual Education Plans (IEPs) or EHCP reviews in liaison with the SENCO.
 - To ensure high standards of behaviour and initiate action according to Academy policy, serving as the first point of referral for Tutors regarding serious incidents.
 - To lead on the safeguarding of students within the year group, acting as a Deputy Designated Safeguarding Lead (DDSL) and maintaining accurate records on CPOMS.
- Leading & Managing Staff
 - To make arrangements for the induction of new Form Tutors.
 - To encourage teamwork, promote good morale, and support the professional development of the tutor team.
 - To establish an effective structure for consultation and communication by leading regular Year Team meetings.
 - To coach and mentor staff in effective pastoral management and parent communication.



Community Responsibilities

- To liaise with the Principal, Vice Principal, Assistant Principals, SENCO, DSL and other key staff regarding the involvement of outside agencies: e.g. Early Help, CAMHS, Educational Psychologist, Social Services, and Local Authority inclusion teams.
- In liaison with the Assistant Principal, to plan, organise, and deliver high-quality recruitment and transition events, e.g., New Intake evenings, transition days, and Open Evenings.
- To be a visible presence for parents and carers, fostering strong home-school partnerships.

General Responsibilities

- To fulfil the general duties of a main scale teacher and act as a role model for teaching excellence.
- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.
- To adhere to the ethos and policies of the Bedfordshire Schools Trust (BEST).

Performance Management

- Participating in the Academy's arrangements for performance management, professional development, and quality assurance. This includes setting annual targets related to the progress and wellbeing of the specified year group.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Head of Year

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of continued professional development 	
Skills and Experience	<ul style="list-style-type: none"> • Subject expertise in Food Technology, French, Science, History or Mathematics • Organisational skills • Good oral and written presentation skills • Evidence of leading a team • Building and leading a team and to be an effective team member • Using strategies which enable effective monitoring and evaluation • Evidence of having successfully managed change • Skills to interpret data and implement changes to teaching & learning programme • Experience and evidence of monitoring the outcomes of learning and using this to bring about improvement 	<ul style="list-style-type: none"> • An ability to challenge poor performance, if necessary, within a supportive framework and to encourage improvement through the exchange of good practice
Competences	<ul style="list-style-type: none"> • Up to date understanding of developments in education • Resilience, commitment, energy and enthusiasm • Professional role model including dress and conduct • An ability to positively promote the school through contact with parents, the media and the local community 	
Other	<ul style="list-style-type: none"> • Self-motivated and self-reliant • Commitment to the post, your own professional development and the multi academy ideal • Creativity & Imagination 	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

