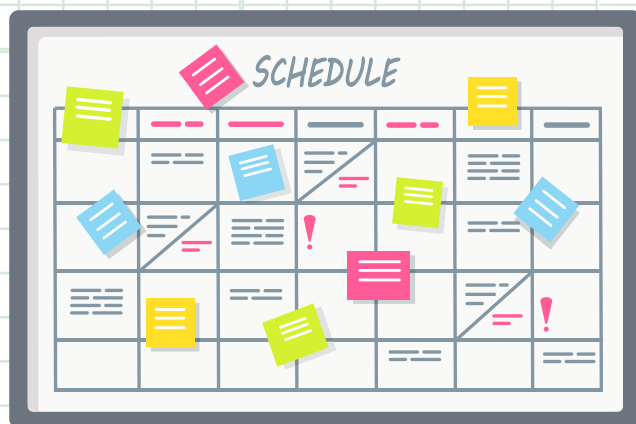
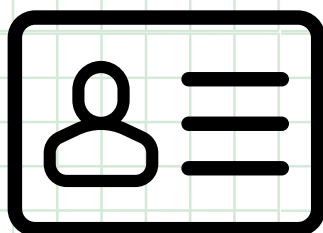
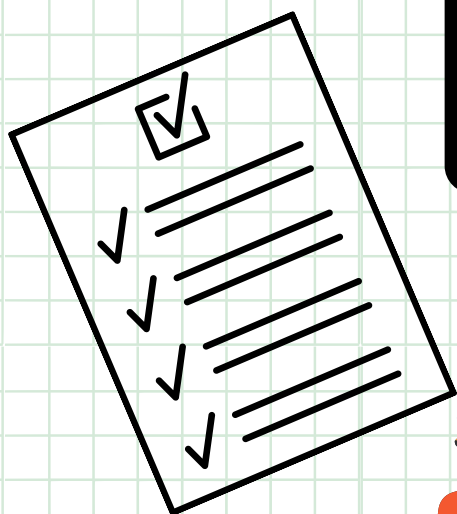


Wootton  
Academy Trust



# ASSISTANT HEAD OF YEAR

*Job Pack*



# Welcome

## from the Executive Headteacher

Dear Applicant,

Thank you for your interest in the post of Assistant Head of Year at Wootton Academy Trust.

We are at an incredibly exciting time in our development. This September, Wootton Upper School will become Wootton Academy, a Year 7 – 11 secondary and grow from 850 to 1150 students. In addition, our popular and oversubscribed sixth form Kimberley College will also change as it focuses on getting students into the country's top universities and degree apprenticeships. The opportunities that come from this are huge, and we need to grow our staff body in key subjects as a result.

Both settings have been inspected in recent times and found to be "Good" across the board – Wootton in November 2024, and Kimberley in May 2023. Teachers can get on and teach because students behave and work hard.

However, we have lots of things we must do better right now for our students and the wider community. We want to run superb schools with great outcomes for all students, enabled by a high-performing, happy staff body, and a reputation as a great place to learn and work. We are working hard to build a strong culture based on great attendance and behaviour by students. And we are developing a curriculum that is ambitious and knowledge-rich, recognises the importance of subject disciplines, and immerses students in the best that has been thought and said.

If you share our passion for knowledge and handing it on to future generations, and are motivated to find out more about us, then please visit our website or get in touch with us for a chat. We'd love to show you around and have you see for yourself a place where teachers can teach and students work hard. Details of the application process are at the end of this recruitment pack.

We look forward to receiving your application.

Yours sincerely,



Mark Lehain  
Executive Headteacher

# About WAT

## TRUST VALUES

Wootton Academy Trust is committed to the pursuit of **excellence**, with an unrelenting drive to ensure that every student makes great progress, achieves exceptional standards and realises their potential.

It is important to us that all students are able to access a wide range of **enrichment** activities in our academies, to realise their full potential and to be able to operate with great **independence** in adult life. Therefore, we are committed to providing all students with lots of diverse **opportunities** including developing their awareness of the importance of British values, of upholding the rule of law, tolerance, respect, democracy and **equality**.

We are committed to providing our students with skills to enable them to play active roles in our **community** and in the wider networks in which we all operate, in **partnership** with others.



*"The pursuit of excellence underpins everything we do"*



Our **vision** is to operate academies which are genuinely inclusive; Wootton Academy Trust (WAT) strongly believes that its provision should be judged by how its academies nurture the most vulnerable students in their communities to maximise their future social mobility.

We operate caring and supportive communities where everyone is encouraged to flourish. We are committed to providing all our learners the best education possible. We, therefore, nurture high aspirations and work collaboratively with others to provide outstanding opportunities.

It is important to us that everyone knows they are valued, and we will celebrate each student's individual journey as they take their next steps, well prepared for life in modern Britain.

# Pastoral Department

At Wootton Upper School, the Pastoral Team plays a central role in ensuring that every student feels safe, supported and able to achieve their full potential. We are committed to creating a culture where excellent behaviour, high attendance, respect, and positive relationships underpin learning and personal growth.

## Our Mission

- To provide high-quality care, guidance and support that enables students to flourish both academically and personally.
- To promote inclusion and wellbeing, ensuring that every student is valued and supported in line with their individual needs.
- To work in close partnership with families, staff and external agencies to remove barriers to learning and personal development.

## What We Do

- Monitor and support student welfare, wellbeing and behaviour, providing targeted interventions where required.
- Lead on attendance and punctuality, working closely with families to secure positive outcomes.
- Deliver tutor and year group support, with Form Tutors and Heads of Year acting as the first point of contact for students and parents.
- Provide specialist support in safeguarding, SEND, counselling and mentoring, ensuring students can access the right help at the right time.
- Help students to build resilience, confidence and essential life skills.

## Our Structure

The team is led by our Assistant Head-Pastoral & Inclusion, supported by Heads of Year and Assistant Heads of Year, Form Tutors and Pastoral Support Officers. Together we ensure a joined-up, responsive approach to student support.

# Key Facts

|                                  |  <b>Wootton Upper School</b> |  <b>Kimberley Sixth Form</b> |
|----------------------------------|---|---|
| Last Ofsted                      | Nov 24  | May 23  |
| Ofsted Judgement                 | Good in all areas   | Good  |
| PAN                              | 297 students<br>10 forms of entry   | 350 students (2024)   |
| Year Established                 | 1975  | 2013  |
| Type of School                   | Converter Academy part of Academy Trust   | Sixth Form Free School part of Academy Trust  |
| Age Range                        | 13-16   | 16-19   |
| Number of Students on Roll       | 875 (rising to 1150 in September 2026)  | 750   |
| Number of Students in Sixth Form | N/A   | As above  |
| % of SEND Students               | 16%   | 6%  |
| % of EAL Students                | 7%  | 18%   |
| % FSM Students                   | 18%   | 7%  |
| % of Pupil Premium Students      | 21%   | 8%  |
| School Website                   | <a href="https://www.woottonupper.co.uk/">https://www.woottonupper.co.uk/</a>                                 | <a href="https://www.kimberleycollege.co.uk/">https://www.kimberleycollege.co.uk/</a>                           |

# About the role

Providing support to the Head of Year in ensuring the progress, achievement and involvement of students in all aspects of school life and in ensuring that students display WUS values, understand our ethos and follow the Wootton Way. To contribute to the high standards that are set by the WUS pastoral team at every opportunity, with a clear focus on developing best practice across the school.





# Job Description

|              |  |
|--------------|--|
| Job Title    | Assistant Head of Year   |
| Reporting to | Head of Year   |
| Hours        | Full time - 37 hours per week  |
| Location     | Wootton Upper School   |
| Salary Scale | Level 4D, Point 15-20, £25,795.97 - £28,006.45 actual gross salary per annum |



## Accountabilities & Responsibilities

Support for Head of Year and Form Tutors - working closely with the Head of Year and Form Tutors to ensure that any issues that may lead to academic under achievement of students are identified quickly and early, and appropriate interventions are put in place.

- Support the Head of Year in establishing a highly effective team of tutors to support students' learning.
- With the Head of Year, create a positive culture of praise and recognition of achievement.
- Assist in preparing and holding Year group assemblies and organise presentation events during assembly time.
- Arrange and promote activities within the Year including charitable and fundraising activities.
- Contribute to the planning of a programme of inter-year activities.
- Contribute to an excellent programme of tutor time activities, so that a clear five-day programme and annual programme is in place for Form Tutors.
- Support the Tutor team to ensure that Tutors fulfil their role in supporting excellent student achievement, attendance and behaviour.
- Ensure that safeguarding and child protection is the top priority in all decisions and actions.
- Promote and maintain high standards of behaviour within the year group so that learning is undisturbed, effective and leads to excellent progress being made.

Student Progress, Guidance and Care - ensuring the progress, achievement and involvement of students in all aspects of school life, setting high expectations and seeing that they are met.

- Support the Head of Year in monitoring the progress of individual students.
- Use data and other assessment information to review the performance and expectations of students, maintaining a productive dialogue with the students about their progress.
- Support the Head of Year in planning intervention strategies with appropriate liaison with internal colleagues and external agencies.
- Promote high levels of academic achievement, monitor the progress of students, celebrate their successes and work with relevant stakeholders and agencies to overcome barriers to learning.
- Work collaboratively with the Head of Year and wider Pastoral Team to safeguard students' wellbeing.
- Monitor attendance and punctuality, school uniform and equipment.
- Attend regular meetings with the Attendance Officer regarding attendance.
- Keep reports of student behaviour and manage individual student behaviour plans.
- Contact parents/carers regularly to discuss student progress and issues including behaviour.
- Develop close partnerships with parents/carers to ensure that the home/school partnership is strong and supports excellent student achievement, attendance and behaviour.
- Support the weekly assembly programme by setting high expectations of behaviour and routine, supporting visiting speakers, encouraging Tutor group presentations and promoting Wootton Upper School values.
- Have a high presence around the school at social time to support managing behaviour.
- Carry out duties and triage and LRC on occasion. This includes correction duties at times when required.

Support student learning by bringing the school, the parents, and, as required, outside agencies together in the best interests of the students. To deliver evidence informed interventions/ lessons to students to support the changes in behaviour that are needed.

## Other duties or responsibilities

Be involved with the transition process.

Represent the school at Open Evenings.










Help to organise and participate in parent information events.




Undertake such duties as may from time to time be reasonably assigned by the Headteacher.

Be flexible in your role in emergency situations.

To ensure the effective implementation of the school's policies, including the Equalities Policy, Safeguarding and Child Protection Policy.

# Person Specification

| <b>CRITERIA</b><br>In assessing these criteria, the focus will be on demonstration of the necessary experience/knowledge to fulfil the role of Assistant Head of Year                | ESSENTIAL (E) DESIRABLE (D)   |   | WHERE ASSESSED |
|--|---|---|----------------|
|  | E   | D   |                |
| <b>QUALIFICATIONS</b>  |   |   |                |
| Level 2 qualifications in a range of subjects including English and Maths.   |    |   | A              |
| Level 3 or higher qualifications First Aid qualification   |   |  | A              |
| <b>EXPERIENCE, SKILLS &amp; KNOWLEDGE</b>  |   |   |                |
| Previously worked with pupils with additional needs Previously worked with pupils supporting behaviour related issues  |  |   | A, I, R        |
| Previous experience working as part of a team approach to behaviour modification Experience of working with relevant external agencies Experience of liaising and supporting parents |  |   | A, I, R        |
| The ability to deliver impactful, evidence based interventions   |  |   | A, I, R        |
| Ability to prepare coherent action plans to support pupils in modifying behaviour  |  |   | A, I, R        |
| Ability to form sound relationships with colleagues and the wider school community. Good knowledge of software used in school related to data  |  |   | A, I, R        |
| Understanding of difficulties and issues that can impact on pupils' behaviour for learning Knowledge of a range of support strategies Ability to relate well to children             |  |   | A, I, R        |
| Well organised, efficient and highly motivated with an ability to prioritise your own workload   |  |   | A, I, R        |

|  |  |   |         |
|--|--|---|---------|
| Experience of planning evidence informed schemes that support at risk individuals and change behaviours  |  |  | A, I, R |
| Experience of reporting based on evidence  |  |  | A, I, R |
| <b>PERSONAL COMPETENCIES &amp; QUALITIES</b>   |  |   |         |
| To be supportive, understanding and flexible To have a passion for “making a difference” and ensuring pupil life opportunities are enhanced To be able to reach out to and motivate pupils who feel disengaged, disaffected and often struggle to trust adults Willingness to be flexible and to meet the needs of the Wootton Academy Trust |  |  | A, I, R |

Key: A = Application I = Interview R = References

**PLEASE NOTE:** The Selection Panel will use the Person Specification criteria above to shortlist. Please demonstrate how you meet the criteria in order to be shortlisted



## EMPLOYEE BENEFITS



- COMPETITIVE SALARIES



- TPS AND LGPS DEFINED CONTRIBUTION PENSION SCHEMES



- A COMPREHENSIVE EMPLOYEE ASSISTANCE PROGRAMME



- HIGH QUALITY CPD PATHWAYS



- GENEROUS HOLIDAYS



- AN EXCEPTIONAL ECT INDUCTION PROGRAMM PROGRAMME



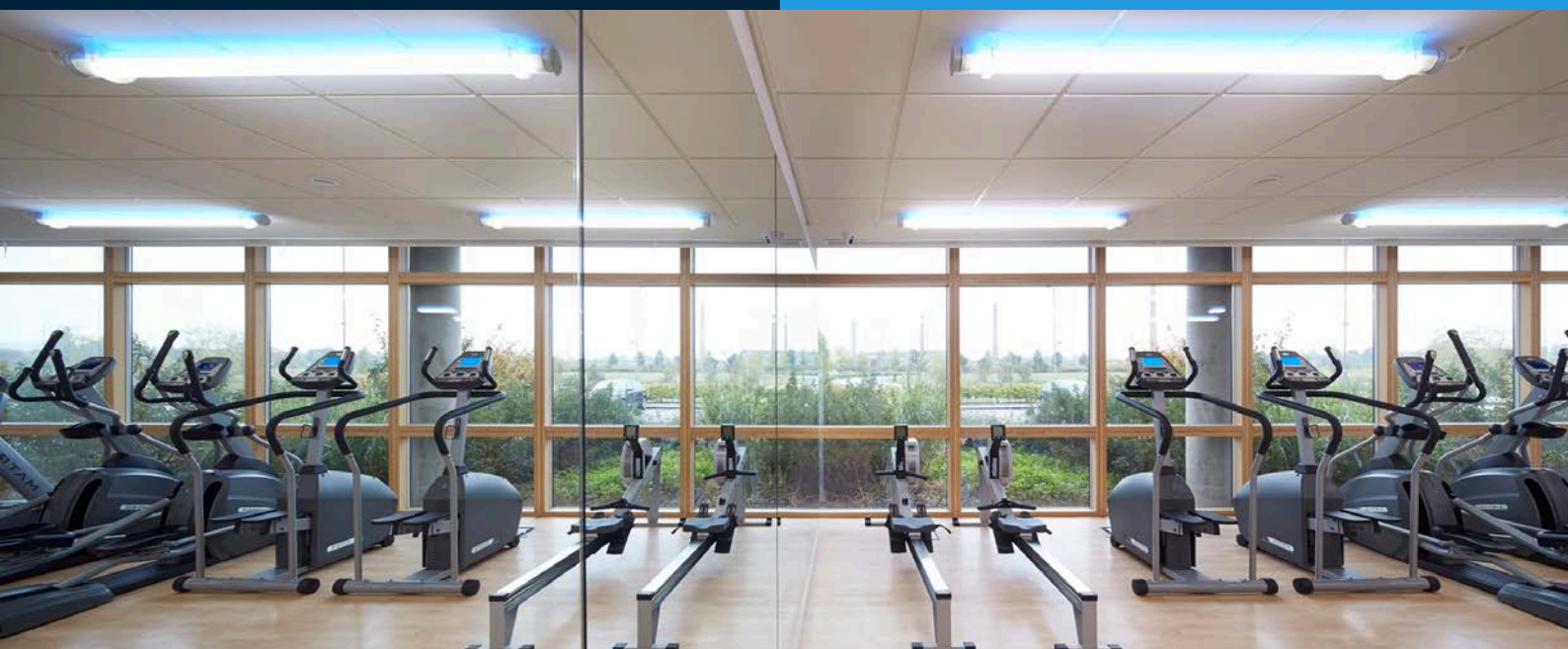
- FREE GYM AND SHOWER FACILITIES



- INDIVIDUAL DIGITAL DEVICES FOR STAFF



- ON-SITE COFFEE SHOP



# How to Apply



## APPLICATION PROCESS

To apply, please send the completed Application Form via MyNewTerm

Your supporting statement should demonstrate how you meet the requirements set out in the Person Specification.

## **CLOSING DATE**

Please apply at the earliest opportunity. We reserve the right to close the vacancy early should we receive applications from outstanding candidates.

## **INTERVIEWS**

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form.

## **NOTIFICATION & FEEDBACK**

Candidates who have been interviewed will be notified of the outcome as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Unsuccessful candidates will also be given constructive feedback.

## **SAFEGUARDING**

The Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of the leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction.

## **DATA PROTECTION**

As part of our recruitment process, Wootton Academy Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit the school's website.

# Thank you for your interest

