



# Sheldon School

BE KIND | BE BRAVE | BE THE BEST YOU



# Head of Year Candidate Pack

# Welcome

from the Headteacher



Dear Prospective Candidate,

We are seeking an enthusiastic and dedicated Head of Year to lead our new Year 7 cohort from September 2026. You will be a key part of our wider pastoral team, working closely with a team of tutors, a Deputy Head of Year, and our Pastoral Lead to ensure every student feels safe, supported, and able to thrive – regardless of social background, academic ability, or special educational need.

This is an ideal role for an experienced teacher with a passion for pastoral care and a commitment to supporting students as they begin their secondary education.

This opportunity has arisen following the retirement of Mark Merriman, our current Head of Year 11 who has served Sheldon for an incredible 37 years, including 23 years as Head of Year. We are looking for an exceptional candidate to continue this legacy of outstanding pastoral care and leadership.

At Sheldon, every student matters and every role matters. Head of Year is a role that goes far beyond the classroom. We are proud of the rich experiences we offer through our extra-curricular programme, trips, and visits. As Head of Year, you will guide your year group through key milestones – from their first Year 7 camp to the excitement of their Year 11 Prom. These experiences are just as important to us as academic success, as they help forge strong bonds between students and the school.

Sheldon School is a standalone academy with approximately 1,650 students, making it one of the largest secondary schools in Wiltshire. As a co-educational secondary school and sixth form for students aged 11 to 18, we have been an Academy since April 2011. Our recent Ofsted inspection in March 2024 recognised us as “Good” in all areas.

Since joining as Headteacher in 2023, I have been both proud and excited by the progress we have made. We are committed to continuous improvement and have established a foundation for meaningful change, focusing on enhancing teaching and learning while fostering a culture of collaboration and high expectations.

At Sheldon, we take pride in our inclusive ethos and the comprehensive opportunities we provide for student development.

We sincerely hope you will consider this important role and if you share our vision and values, we would love to hear from you.



**Mr Peter Lynch**  
Headteacher



# Our Vision



To provide high-quality education, enrichment and pastoral care that improves the life chances of all students.

- Sheldon school is a family, where high quality relationships are at the heart of everything we do. We ensure that all students feel safe and cared for.
- We aim to ensure that every student can thrive regardless of social background, academic ability or special educational need.
- We recognise that education is more than what happens in the classroom and are rightly proud of the experiences students will receive through our extra- curricular offer, trips and visits.
- We pride ourselves on having the highest expectations of all students and staff.
- We are passionate about working together with parents and our wider community to ensure success for all our pupils.
- We are kind, brave and try our best at all times.

# Our Values

## BE KIND

We are thoughtful and considerate about how we treat ourselves and others. We always have good manners and we show gratitude towards others.

## BE BRAVE

We are confident and resilient learners who contribute in lessons. We don't make excuses and we accept that we make mistakes, but we learn from them.

## BE THE BEST YOU

We give 100% each and every day to be the best we can be. We believe that success comes through hard work.



# Job Description

## Head of Year

<b>Job Title:</b>	Head of Year
<b>Salary:</b>	TLR1C
<b>Additional non-contact time:</b>	12 additional periods per fortnight
<b>Responsible to:</b>	Assistant Headteacher (Behaviour and Culture)
<b>Responsible for:</b>	The performance of their team of tutors, Deputy Head of Year and Pastoral Lead. Implementation of the school's Appraisal Policy.

### Strategic purpose:

Under the direction of the Leadership Team, the Head of Year will play a major role in exercising overall responsibility for the pastoral care and academic progress of the pupils in their year group.

### Key responsibilities:

The duties outlined in this job description are in addition to those covered by the School Teachers Pay & Conditions Document. It may be modified by the headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and title.

#### Staff Management

- To lead a team of tutors, the Deputy Head of Year, and the Pastoral Lead, overseeing the delivery of pastoral care and ensuring high-quality support for the year group.
- To ensure that appropriate programmes of activities and tutor work are available and followed during tutor time.
- To ensure effective communication with the tutor team through regular team meetings and the production of weekly 'tutor notes'.
- To ensure that tutors are fulfilling their legal requirements in respect of pupil registration.

- To visit and observe tutor time sessions on a regular basis, recording termly Drop-in logs on Steplab.
- To direct tutors to follow up absences, behaviour and other interventions.
- To work closely with the Behaviour Support, Learning Support, Faculty Head and Leadership teams.



## Pupil Progress

- To be responsible for managing issues linked to the year group.
- To encourage a positive ethos and promote positive behaviour within the year group and wider pupil body.
- To ensure effective communication with parents about pupil progress and areas of concern.
- To monitor behaviour, in line with the school's reward and sanction procedures, and ensure that necessary action is taken to support pupils where problems arise, e.g. through report cards, etc.
- To monitor attendance and punctuality, in partnership with the attendance team, to ensure that necessary action is taken to support pupils where problems arise, e.g. by participating in school attendance meetings.
- To liaise with, and refer to, appropriate outside agencies, as required, e.g. Integrated Front Door, Early Support team, School Nursing Service, CAMHS, Wiltshire Mental Health Support Team, etc.

- To ensure that all appropriate pupil records are kept, used and updated regularly, such as CPOMS.
- To monitor the academic progress of the year group, including individual pupils and groups of pupils, ensuring that systems are in place to highlight and minimise underachievement through appropriate interventions.
- To direct DHY to track vulnerable group data
- To co-ordinate academic monitoring within the year group following interim report windows.
- To organise and take part in Parents' Evenings for each year group
- To facilitate the social, emotional, cultural and moral development of pupils.
- To manage effective year assemblies each week and deliver assemblies as required by the Assembly Rota.

## Other:

- To be proactive in safeguarding all pupils in line with school policies and procedures.
- To embody the school's values and strive to further the agreed aims and objectives of the school, undertaking other tasks as directed by the headteacher, where required and in line with the School Development Plan.

- To ensure that the professional standards for teachers with QTS are met.
- To take part in the school's staff continual professional development programme.
- To comply with the school's health and safety policy.

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

*While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*



## About the Role

Over the past two years, Sheldon has invested heavily in pastoral care to ensure that every student's needs are met both inside and outside the classroom. Our support network includes:

- A full-time Pastoral Lead for each year group
- An Attendance Officer and administrative support
- Access to mental health professionals with a clear mental health referral system.

This robust structure enables you to focus on building relationships, supporting wellbeing, and driving high standards across your year group.

As Head of Year, you will lead a dedicated team comprising eight tutors, a Deputy Head of Year, and a non-teaching Pastoral Lead, with overall responsibility for approximately 240 students. This is a significant leadership role at the heart of our pastoral provision. You will be the face of the school in meetings, working with families and local providers to ensure that students are happy and engaged in school life.

### What We're Looking For

- A passionate leader who shares our commitment to **high expectations**, helping to inspire, support and maintain them across the year group.
- Someone who is passionate about student wellbeing and committed to helping every child succeed.
- Someone who can uphold our standards in **uniform, behaviour, and ethos**, while fostering a positive and inclusive culture.
- A confident communicator with a proven track record of building **positive relationships** with students, colleagues, and families.
- A team player with a sense of fun – ready to get involved in events like **Sheldon Does Strictly** or **Sponge the Teacher!**

While experience in pastoral leadership is advantageous, we are open to shaping the role for the right candidate. Applications are welcome from all subject areas – we are looking for the right person, not a specific subject specialism.

### Why Join Us?

- Be part of a school that values **relationships, enrichment, and academic excellence**.
- Have a chance to make a lasting impact on the lives of young people, leading a year group through their entire journey from Year 7 to Year 11.
- Work in a supportive environment where collaboration and care are at the heart of everything we do.
- Embrace opportunities for professional growth and leadership development, including excellent CPD and pedagogy shaped around Teach Like a Champion.
- Have the flexibility to do things your own way in a standalone Academy.
- Work alongside our amazing and engaging students who are respectful and friendly.

We also offer dedicated parking and a cycle to work scheme.

If you want to make a real difference and be part of the Sheldon family, we'd love to hear from you.

# Person Specification

Head of Year

	Essential / Desirable	Source of Evidence
<b>Qualifications and training</b>		
Good Honours degree	E	Application
QTS	E	Application
Evidence of focused professional development	D	Application/Interview
Evidence of further study around behaviour/emotional development	D	Application
<b>Experience</b>		
Experience of teaching secondary classes over a sustained period	E	Application
Consistently good or better classroom practice	E	Interview/Reference
Experience of teaching across the ability range of KS3 and 4	E	Application
Experience of working with external agency	D	Application
Experience of public speaking/presenting	D	Application
Experience of analysing data and responding to the findings	D	Interview
<b>Knowledge and skills</b>		
Excellent presentation and communication skills	E	Application/Interview
Excellent organisational and analytical skills	E	Reference/Interview
Ability to prioritise and work under pressure	E	Reference
Ability to motivate and influence students	E	Reference/Interview
Personal enthusiasm, persistence and resilience	E	Reference/Interview
High expectations of students and self	E	Interview
High credibility amongst colleagues	E	Reference
Strong attendance record	E	Reference
Ability to work with humour and optimism	E	Reference/Interview
Leadership skills to run an effective team	E	Reference/Interview

# Person Specification (cont)

## Head of Year

	Essential / Desirable	Source of Evidence
<b>Understandings</b>		
To have a strong understanding of safeguarding policy and practice	E	Interview
To understand the local community and subsequent issues	D	Application
To be up-to-date on relevant issues e.g. disadvantaged students, County Lines, CSE	D	Interview
To understand differing approaches to proactively manage and change behaviour	D	Interview
<b>Suitability to work with children</b>		
Responsible for promoting and safeguarding the welfare of children and young persons	E	Reference
The post is subject to enhanced DBS checks		Document verification

# How to Apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link.

<https://mynewterm.com/school/Sheldon-School/136632>

**Please note:** CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school. Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications is it not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

## Safeguarding Statement

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note: Any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

In line with KCSIE 2025 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.

