



ASPIRE.  
BELIEVE.  
ACHIEVE.



CALDEW  
SCHOOL

WHERE EVERY STUDENT  
IS SUCCESSFUL TODAY  
AND PREPARED  
FOR TOMORROW.

POST AND APPLICANT INFORMATION.

## HEAD OF YEAR

**Salary:** **MPS/UPS + TLR 1a (£10,174)**

**Contract Term:** **Full time permanent**

**Start date:** **1<sup>st</sup> September 2026**

**Closing date:** **12.00pm Wednesday 4<sup>th</sup> February 2026**

**Interview date:** **TBC**

### **PURPOSE OF THE ROLE:**

To inspire, lead and champion a year group to be the best they can be, fostering a culture of high expectations, belonging and achievement. The Head of Year provides outstanding academic and pastoral leadership, working in line with school policies to promote excellent behaviour, attendance and progress. As a Middle Leader, the role involves leading the pastoral team, including Form Tutors and the Pastoral Manager, and building strong, purposeful relationships with students, parents, staff and external partners to secure the best outcomes for every learner.

### **Safeguarding Statement**

Caldew School is committed to the protection and safety of its pupils and expects all staff and volunteers to share this commitment. An online search will be carried out for shortlisted candidates. The successful applicant will be required to undertake a criminal record check via the DBS. Our safeguarding policy can be found at:

[caldew.cumbria.sch.uk/our-school/policies-documents/](http://caldew.cumbria.sch.uk/our-school/policies-documents/)

### **Opportunities Statement**

We are an equal opportunity employer. We want to develop a more diverse workforce and we welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. We are committed to employing disabled people making reasonable adjustments to support applicants when required

### **Application Process**

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular

strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

Short listed applicants may be screened prior to interview by checking social media. The purpose of this is to ascertain if the applicant demonstrates behaviour that is suitable for employment in a school environment. References will be requested prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **JOB DESCRIPTION: – Head of Year**

- To provide inspirational leadership as Head of Year, championing the academic progress, behaviour, attendance and wellbeing of all students within the year group.
- To have strategic oversight of attendance, behaviour, achievement and progress, using data to identify trends and implement targeted interventions.
- To lead and manage the Year Team, ensuring Form Tutors and the Pastoral Manager fulfil their roles effectively and that consistently high standards are maintained across the year group.
- To work in close partnership with parents, students, Caldew staff and relevant external agencies to secure high attendance, personal safety and wellbeing, enabling students to achieve their full academic potential.
- To take a leading role in the development, implementation and evaluation of pastoral systems in line with whole-school priorities and initiatives.
- To complete rigorous self-evaluation of year group provision in line with the school's self-evaluation calendar.
- To establish and promote a strong, positive year group ethos that students identify with and are proud to belong to.
- To build strong, effective relationships with parents and carers, implementing strategies that actively engage them in supporting their child's education.
- To ensure clear, timely and effective communication with parents and carers regarding student progress, wellbeing and achievement.

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- To design and implement strategies that raise academic achievement and reduce barriers to learning across the year group.
- To attend Raising Achievement SLT meetings and provide clear verbal reports on pastoral strategies and interventions designed to improve outcomes.
- To coordinate, quality assure and evaluate the Year Group Tutor Programme, ensuring it effectively prepares students for examinations and supports academic success.
- To contribute to and support the delivery of the Information, Advice and Guidance (IAG) programme for the year group.
- To line manage the Pastoral Manager

## POST AND APPLICATION INFORMATION

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### PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE	EVIDENCE
<b>QUALIFICATIONS</b>	<p>Degree level qualification in a relevant subject</p> <p>A relevant teaching qualification (PGCE, Cert Ed, BED)</p> <p>Qualified Teacher status</p>	<p>Further relevant qualifications</p> <p>Evidence of attendance and learning from short training courses and opportunities</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>EXPERIENCE AND SKILLS SPECIFIC TO TEACHING</b>	<p>A Good or Outstanding classroom practitioner</p> <p>Successful teaching experience across Key stages 3,4 &amp; 5, A level and GCSE</p> <p>A thorough knowledge and enthusiasm for the specialist subject</p> <p>Experience in using a wide range of varied teaching and learning styles</p> <p>Commitment to the provision of quality and equality of opportunity in the teaching of the subject</p>	<p>Teaching experience in more than one mixed comprehensive school.</p> <p>Experience of any other appropriate courses/qualifications relevant to the subject.</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Teaching task</li> <li>• References</li> <li>• Interview</li> </ul>
<b>MANAGERIAL AND LEADERSHIP CAPABILITIES</b>	<p>A forward looking approach to leading the team</p> <p>Ability to effectively build and lead a team</p> <p>Ability to work well in a wider team and contribute to whole school improvement</p> <p>Commitment to continuous review and teacher development</p>	<p>Previous experience of middle leadership in education</p> <p>Evidence of successful completion of delegated management tasks.</p> <p>Problem solving capacity</p> <p>Involvement in whole school leadership and management issues</p>	<ul style="list-style-type: none"> <li>• References</li> <li>• Application</li> <li>• Interview</li> </ul>

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	<p>using Performance Management and monitoring processes</p> <p>Good organisational skills</p> <p>High order analytical skills</p> <p>Using attainment and achievement data to inform team improvements in mentoring</p>	<p>An understanding of changing school environments and national issues.</p>	
<b>PASTORAL UNDERSTANDING</b>	<p>Detailed knowledge of aspects of pastoral work</p> <p>Evidence of involvement in raising attainment and achievement of students</p> <p>Commitment to continuous review and development of pastoral systems</p> <p>Involvement in developing teaching and learning</p>	<p>Awareness of whole school issues</p> <p>Experience of working with outside agencies</p> <p>Qualification in Safeguarding of Level 2 or higher</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>INTERPERSONAL SKILLS</b>	<p>High order communication skills – including written, oral and the use of ICT in a variety of contexts.</p> <p>Ability to relate well to colleagues, parents and pupils</p> <p>Sense of humour</p>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Teaching task</li> <li>• References</li> </ul>
<b>PERSONAL QUALITIES</b>	<p>Good health and stamina</p> <p>Enthusiasm and commitment</p> <p>Empathy with and genuine liking of young people</p> <p>Professional ambition and drive</p> <p>Motivation and initiative to respond quickly to developments in education and the subject</p>	<p>Desire to be involved in extra-curricular activities/provision</p> <p>Confidence in spearheading new projects</p>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> <li>• Teaching task</li> </ul>

## POST AND APPLICATION INFOMATION