



# Head of Year Application Pack

We are seeking a Head of Year to join our  
Pastoral Team.

*Salary Range: Main / Upper Pay Range plus  
TLR 2C - £7,270*

*Permanent post*

*Required for start in September 2024*







**New school building, opening early 2025**



**Sixth Form Student Leadership Team**



**Senior House Captains**



**Ofsted Rating 2024**

Find out more about our school  
by following our Social Media  
pages, or visiting our website.

[www.kes.essex.sch.uk](http://www.kes.essex.sch.uk)

Facebook: [thekingedmundschool](https://www.facebook.com/thekingedmundschool)

X: [LIFE\\_AT\\_KES](https://twitter.com/LIFE_AT_KES)

**Kind 🏰 Supportive 🏰 Aspirational 🏰 Inclusive 🏰 Proud**



Dear Applicant,

Thank you for your interest in the role of Head of Year at The King Edmund School.

KES is a large, mixed comprehensive school serving a geographically and socially diverse area in South-East Essex. Many of our students travel by bus to school from outlying areas; we also take a significant minority of students from the unitary authority of Southend.

We are a school with a strong community feel. We are guided by our values and we believe these help foster a culture where everyone is encouraged and supported to achieve their Personal Best. Our students and staff treat each other with kindness and mutual respect and we celebrate diversity whilst promoting a culture of inclusivity, where every student feels seen, heard, and valued for who they are. We believe that a diverse community enriches the learning experience for everyone and prepares our students for success in a global society.

We want every student to have high aspirations; we inspire our students to dream big and strive for excellence in all areas of their lives. We are relentless in our drive to support students to achieve well academically. We regularly have students gaining places at Oxford, Cambridge or other Russell Group universities. However, our deeper passion is that all students, regardless of their ability, reach their potential. Our students leave KES ready to embrace the next chapter of their young lives, whether that be studying a degree at university when they leave our Sixth Form, or starting an apprenticeship when they leave at the end of Year 11.

We are traditional in our approach to uniform, behaviour and work, but always seek to be very supportive of students and to engage parents in these aspects of school life. Working together with parents and carers, we provide students with the right guidance, support and challenge to succeed both personally and academically.

We are proud of our students' achievements, inside and outside of school, and we encourage them to be proud of themselves and each other.

Our recent Ofsted report rates the school as 'GOOD', and reflects the quality of the school, despite the challenges we have had to face over the past few years. We have been very successful in meeting the needs of students over that period of time, however, our outcomes were affected by school closures.

In early 2025, a new two storey school building will open, featuring a new school hall, dining room, activity studio, staff offices and technology and art rooms which will make us one of the most sustainable and eco-friendly schools in the country.

The successful candidate will have opportunities to develop further and will be able to expand their skill-set for the future. As well as offering excellent development opportunities, the school offers staff benefits which include free car parking, use of the onsite gymnasium and swimming pool, as well as staff recognition schemes.

It is hard to give an accurate picture of a school in words, but I hope you are getting the sense that KES is a friendly school where we work hard to ensure students feel that they belong so that they can both enjoy and achieve.

I look forward to receiving your application.

Yours sincerely,

**Jonathan Osborn**  
**Headteacher**

# The Role

## Head of Year

**Salary Range: Main/Upper Pay Ranges plus TLR 2c £7,270**

**Permanent post**

**Required for start in September 2024**

We are seeking to appoint an exceptional, dynamic and inspirational Head of Year with excellent communication skills who can demonstrate consistently high standards of delivery throughout the age and ability range, including A Level. An enthusiastic, committed, forward looking experienced teacher is required who is committed to improving achievement across the curriculum and key stages and who understands the strategies required to accomplish this, as well as an ability to inspire and enthuse others to succeed and achieve their 'Personal Best'. The pastoral support team consists of 7 Heads of Year (one for each year group throughout Key Stage 3, 4 and 5), 2 Deputy Heads of Year, 1 Pastoral Lead Practitioner, 5 Pastoral Officers to support the Heads of Year and an Inclusion Manager. There is also additional support from the Attendance team and Learning Support team which is led by 2 SENDCOs. The Heads of Year report directly to the Deputy Head Pastoral and Assistant Head Pastoral who provide support as needed.

Pastoral care is at the heart of what we do to create the conditions for young people to thrive and flourish. Our pastoral team are innovative and successful, and as Head of Year, you will need to use your knowledge and skill to lead excellence in pastoral provision across a particular year group. You will need an understanding of strategies to improve student academic performance, secure the highest standards of behaviour and maintain high levels of student attendance.

KES is a school with strong leadership and management and one with a strong supportive staff community. The school day lends itself to a good work/life balance with the teaching day ending at 14:10. The school offers an extensive support programme, including mentor/buddy system, Initial Teacher Training support for Early Career Teachers (ECTs) or for those seeking Qualified Teacher Status (QTS / QTLS), a system of twilight training sessions, as well as excellent development opportunities.

Staff benefits include free car parking, onsite gymnasium and swimming pool as well as staff recognition schemes.

If you are currently considering a career move, we would very much like to hear from you. Please visit the vacancies section of our website (<https://kes.essex.sch.uk/join-our-community/staff-vacancies>) and complete the 'Quick Apply' application form and submit a copy of your CV.

We also welcome and encourage telephone calls on 01702 560906 to register an interest or to find out more about the school and the role. If you wish to find out more about the school prior to interview, we would be delighted to welcome you to KES prior to the closing date, to offer you a tour and an opportunity to get a real sense of the school first hand.

To arrange a visit, please email your request to [adminoffice@kes.essex.sch.uk](mailto:adminoffice@kes.essex.sch.uk) and provide your availability, as well as a contact telephone number. As we approach Easter Half-term, if you have any questions regarding the role please email [andreaatkins@kes.essex.sch.uk](mailto:andreaatkins@kes.essex.sch.uk) for additional information if required.

**Early applications are welcome**

**Closing Date for applications is 09:00 on Monday 29 April 2024**

**Interviews will take place shortly following the closing date**

*The King Edmund School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and undergo an enhanced DBS check as part of our Safer Recruitment & Selection Procedures.*

# Job Description

<b>Job Title: Head of Year</b>	<b>Reports to: Deputy Head - Pastoral</b>
<b>Liaison with : Students, Parents, Senior Leadership Team, Staff, External Bodies, Governors.</b>	
<b>Job Purpose</b>	
<ul style="list-style-type: none"> <li>To inspire and motivate students to sustain high levels of achievement and develop a good attitude to learning, behaviour and attendance.</li> <li>To be accountable for the pastoral progress and development of all students and groups of students within the year group, the pastoral care programme, as well as the behaviour of students in line with school policy and procedures.</li> <li>To lead the team of Form Tutors for their year group, supporting the development of their practice in the role.</li> <li>To be the primary line of communication between home and school.</li> </ul>	
<b>Core Duties &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>As the Head of Year, you will be expected to carry out the professional duties and responsibilities of a Class Teacher as set out in the school's Class Teacher generic job description and the School Teachers Pay &amp; Conditions Document, as well as the following:</li> <li><b>Behaviour</b> <ul style="list-style-type: none"> <li>Be directly accountable for the behaviour of the year group, instilling high expectations of behaviour and being proactive, identifying and addressing poor behaviour.</li> <li>Create, monitor and evaluate Pastoral Support Plans.</li> <li>Monitor and evaluate the behaviour and achievement points of students and implement strategies for rewarding success and tackling poor/disruptive behaviour.</li> <li>Regularly check students who fall below the minimum expected level of behaviour and plan strategies to manage this behaviour effectively to minimise the risk of repeat offending.</li> <li>Work with students and parents to devise behaviour passports for students who are causing the greatest concern.</li> <li>Monitor the progress of students on behaviour passports and adjust plans according to need.</li> <li>Work closely with Behaviour for Learning Mentors to enable referred students to make improvements.</li> <li>Regularly review the progress of students who have been placed on a behaviour passport.</li> <li>Discipline students in line with School Behaviour Policy and involve Deputy Head in decisions regarding higher sanctions where necessary.</li> </ul> </li> <li>Be the main line of communication for all aspects of behaviour management.</li> <li>Conduct 'round robins' when a concern is being raised about the progress or behaviour of a student.</li> <li>Monitor and evaluate the progress of students on report cards.</li> <li><b>Attendance</b> <ul style="list-style-type: none"> <li>Promote high standards of student attendance and punctuality, liaising with the School Attendance and Welfare Officer, in line with school policy.</li> <li>Work closely with the Attendance Officer to address students who are either PA or at risk of being PA meeting at least fortnightly to review attendance and plan next steps.</li> <li>Attend external meetings to deal with PA students when required</li> <li>Report attendance regularly to Deputy Head Pastoral.</li> <li>Liaise with Attendance Officer to ensure good attendance is recognised through letters home, certificates and the fortnightly attendance draw.</li> <li>Work closely with the Admissions Officer to ensure that there is a comprehensive programme for new mid-year admissions.</li> <li>Work with Students</li> <li>Check uniform cards regularly to ensure that there is consistency across tutor groups and that the uniform of all students is consistent with the school uniform policy.</li> <li>Maintain high standards of uniform throughout the year group.</li> <li>Address issues with students whose handbooks are not used properly.</li> <li>Support students with a pastoral need as necessary. This might include: counselling, referral to external agencies and work with any other relevant agencies.</li> <li>Make contact with parents as soon as possible when dealing with students over any disciplinary or pastoral issues that require home contact, and record interactions on telephone logs and SIMS.</li> <li>Support the school's zero tolerance with regard to bullying/racist/ homophobic incidents and ensure they are dealt with effectively in line with school policy.</li> </ul> </li> </ul>	

# Job Description cont.

<b>Job Title: Head of Year</b>	<b>Reports to: Deputy Head - Pastoral</b>
<b>Liaison with : Students, Parents, Senior Leadership Team, Staff, External Bodies, Governors.</b>	
<b>Job Purpose</b>	
<ul style="list-style-type: none"> <li>• To inspire and motivate students to sustain high levels of achievement and develop a good attitude to learning, behaviour and attendance.</li> <li>• To be accountable for the pastoral progress and development of all students and groups of students within the year group, the pastoral care programme, as well as the behaviour of students in line with school policy and procedures.</li> <li>• To lead the team of Form Tutors for their year group, supporting the development of their practice in the role.</li> <li>• To be the primary line of communication between home and school.</li> </ul>	
<b>Core Duties &amp; Responsibilities cont.</b>	
<ul style="list-style-type: none"> <li>• Leadership of Tutors</li> <li>• Drop into every tutor group regularly to check that all standards are being maintained.</li> <li>• Address any Tutor who for any reason does not maintain standards and deal with them appropriately to ensure that these duties are carried out effectively.</li> <li>• Check that Tutors are maintaining positive aspects of SIMS records and that green achievement folders are being used to collate individual achievement through collection of certificates etc.</li> <li>• Ensure that Tutor Programmes are effectively delivered by monitoring. Conduct a formal observation of every tutor group at least once during the academic year.</li> <li>• Check that in each Tutor Group, handbooks are being maintained appropriately and being signed by the Tutor.</li> <li>• Lead Tutor Team meetings, feeding down from Pastoral Board and back to Board and Deputy Head Pastoral &amp; Safeguarding.</li> <li>• Work with other members of the Pastoral Board to uphold and develop the ethos of the school</li> <li>• School Council</li> <li>• Lead effective Year Council meetings and liaise with other members of staff as necessary.</li> <li>• Other General Duties</li> <li>• Lead a Duty team and address any issues of staff non-attendance with the SLT Duty Manager according to the rota.</li> <li>• Participate in School Detentions (Thursday) as directed by the Deputy Head, Pastoral.</li> <li>• Attend external support meetings as and when required.</li> <li>• Report regularly to the Deputy Head, Pastoral about the pastoral progress of the year group</li> </ul>	
<ul style="list-style-type: none"> <li>• To demonstrate The King Edmund School values and promises 'In Pursuit of Excellence'</li> <li>• To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body's expectations of all staff and volunteers</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• To respect confidentiality at all times</li> <li>• To be familiar with the school's policies, procedures and working practices and adhere to them as appropriate</li> <li>• To undertake any training and development commensurate with the post</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>	