Transforming Lives
EDUCATIONAL TRUST



Houlton School

Head of Year

Job Description and Person Specification
NJC17 to NJC22

Welcome from the Principal

It is my great pleasure to introduce you to our Houlton family, where **innovation**, **aspiration** and **excellence** are at the heart of all we do. As His Majesty's Inspector, Nicola Harwood noted when Ofsted visited us in 2021, we '...place spiritual, moral, social and cultural education at the heart of the curriculum so that **pupils flourish and are well prepared for life beyond school**.'

We proudly encourage pupils to consider themselves to have joined the unique experience of the '**Houlton family**'. Dr Maya Angelou once wrote that, '...family isn't always blood; it's **the people in your life who want you in theirs: the ones who accept you for who you are,** the ones who would do anything to see you smile and who love you no matter what.' This underpins our approach at Houlton, where difference is celebrated as integral to our supportive, wider community.
We have the privilege of occupying an exceptional campus, including our Grade II listed buildings that previously housed Rugby International Radio Station. Some established schools are lucky to be provided with refreshed, enhanced facilities in one or two specialist subject areas, such as the Arts or STEM; however, our pupils enjoy state-of-the-art facilities alongside stunning heritage buildings across the **entire curriculum**.

At Houlton School we have the highest expectations of our pupils: **excellence** is expected in all aspects of behaviour and attitudes, and pupils will be expected to always do their very best. Uniform and standards of appearance are important and traditional here: we expect them to be worn correctly and with pride as the foundation of everything else we do as a family. We encourage our pupils to always model our values and will support them in all aspects of school life, providing them with the very best teachers, facilities, and opportunities to explore their emerging talents.
Colleagues here enjoy a supportive environment in terms of their careers, whether they be teachers or any other role within our organisation. One of our Trust's key ambitions is to 'nurture potential' and we subscribe to this aspiration whole-heartedly.
I strongly recommend that potential applicants come and pay us a visit to see what a fantastic place this is to work and learn; I have every confidence that if you do, you'll want to support us in the next, exciting phase of our expansion as a community.

Paul Brockwell
Executive Principal

About the Role

Thank you for your interest in the position of Head of Year at Houlton School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Houlton School has an exciting opportunity to join our successful school. You will join a passionate team of teachers and associate staff who are committed to providing a World Class experience for all our pupils. You will be an excellent practitioner and leader who has the ability to inspire, motivate, challenge and support their pupils to ensure that they make excellent progress. It is very important to us at Houlton School that all of our staff feel valued, listened to and mentored well so that they have opportunities to develop. As Pupils Experience Leader you will take on the multifaceted role of Pupil Experience Leader (Head of Year) alongside a whole school responsibility to be disused at interview.

Who should apply?

The Transforming Lives Educational Trust is growing and there is great opportunity for progression. If you are a passionate professional with knowledge and experience of supporting children and young people, please apply now to be considered for an interview.

Our aim is to enable all pupils to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all pupils and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

Why work for Houlton?

- A caring school on a 20 acre, green-field campus that is small enough to know every pupil's name and story, yet large enough to offer an exciting breadth of curriculum, including our brand new Sixth Form, which launches in September 2026.
- You'll be working within a community of passionate, committed colleagues who genuinely support each other.
- A staff well-being team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits.

- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Houlton School
Job Title:	Head of Year
Contract:	FT Permanent Term Time Only + Five days
Salary:	NJC17 to NJC22 £32,046.00 FTE to £34,811.00 FTE £27,780.64 to £30,177.61 actual
Start Date	As soon as possible
Responsible to:	Key Stage Lead
Key relationships/Liaison with:	All Staff Pupils Parents External Agencies
Job purpose:	To lead and support pupils in all aspects of their educational journey.

MAIN ROLE AND RESPONSIBILITIES:

- To support the Vice Principal in establishing a positive learning culture which ensures high standards of achievement, behaviour and attendance.
- To provide pastoral care for your allocated year group.
- To communicate with tutors via a weekly bulletin
- To quality assure form time activities

- To lead on a whole school area of responsibility (area to be determined by the strengths of the successful candidate).
- To ensure each child is making excellent progress.
- To support the embedding of the core values of Houlton School.
- To support pupils to engage with learning.
- To support the welfare of individual pupils.
- To provide academic support for all pupils.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To collaborate with teaching staff and liaise with parents as appropriate.
- To be on call when needed to support children with social, emotional and behavioural difficulties.
- To deal with daily pastoral/behaviour issues at an appropriate level.
- To oversee behaviour, attendance and welfare issues.
- To help remove welfare barriers to learning, enabling students to make at least expected progress.
- Support SEND learners to make good progress.
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- To ensure rewards are issued and collated for assigned year group/s.
- To take up duties related to on call and staffing of Refocus.
- To actively use SIMS, CPOMS and Edulink to ensure that incidents and actions are meticulously logged.
- To liaise with outside agencies and attend meetings as appropriate including oversight of Early Help cases.
- To attend meetings and reviews as necessary, contacting parents as required.
- To build relationships with parents and resolve issues, liaising with external agencies as directed.
- To use restorative practices to support relationships.

- To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing difficulties.
- To collate accounts and collation of information in response to incidents of challenging behaviour.
- To form positive relationships with children and their families.
- To provide a link between the school and external agencies.
- To supervise and monitor peer mentoring schemes.
- To maintain records in relation to consequences and rewards and use data accordingly.
- Develop links to ensure and enhance the understanding of the school amongst new and existing parents/carers.
- Issue and monitor pupil support cards.
- Supervise break/lunchtime detentions as required.
- To undertake training commensurate with the post.
- Respect confidentiality at all times.
- To understand and apply school policies in relation to health, safety welfare and Child Protection.
- Ensure that all duties and services provided are in accordance with School's Equal Opportunities Policy.
- To enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour
- To support with home visits
- To oversee and lead on an area of whole school responsibility.
- To lead assemblies.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.
- To promote a positive image of Houlton School through dealings with outside bodies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, team and the pupils.

Pupil Achievement

- To make use of assessment data at team level to set appropriate subject targets and to track and monitor the progress of pupils within your allocated year group.
- To implement the School Rewards, Feedback and Reporting policies, to monitor their implementation and to give feedback to pupils.
- To take responsibility for the behaviour of pupils within your allocated year group and to deal with any problems in keeping with the School Positive Behaviour Policy.
- To promote co-curriculum activities beyond the taught day which give pupils the opportunity to take responsibility and to extend their learning.

Staff, Performance Management and Professional Development

- We are committed to ongoing CPD and offer a variety of formal and informal support to all staff no matter what their role.

Premises and Administration

- To ensure that the team's learning environment is safe, well maintained and attractive and in keeping with the School Health and Safety policy, reporting any concerns directly to the Site Manager.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

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

Post holders will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Post holders are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding

To be aware that all staff are responsible for the safeguarding and promotion of the welfare of children

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Head of Year
Responsible to: Key Stage Lead

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	• Maths & English GCSE 4 (C) or above • To hold a full driving licence with business insurance	• Training in child protection and safeguarding • First aid training • Team Teach Training • Experience working with SEND
Experience	• Demonstrable enthusiasm for working with young people. • Demonstrable experience of strong communication skills and of managing difficult situations. • Experience / confidence to lead.	• Experience in a secondary school setting. • Working with children with English as an Additional Language and/or SEND. • Experience of safeguarding protocols or Early Help processes. • Experience or training in Restorative Justice approaches.
Knowledge/Skills (Ability to)	• Evidence of understanding young people's emotional and educational needs • Excellent numeracy and literacy skills • Effective verbal and written communication skills • Good time management skills • Ability to handle sensitive and confidential information and issues appropriately. • Ability to work independently and as part of a team • Ability to take responsibility and work with autonomy within set boundaries • To establish good working relationships at all levels –	• Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection • A good working knowledge of computer software packages including Microsoft Word, Excel and Google Workspace. • Knowledge of behaviour management strategies

	students, teachers, senior management, board of trustees etc. • Ability to self-evaluate learning needs and actively seek CPD	
Personal Qualities	• Calm • Confident • Flexible • Reliable • Professional and confident	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

Position advertised:	17 November2026
Closing date:	25 November 2026 (9am)
Final shortlisting:	26 November 2026
Final panel process:	W/C 30 November 2026