



Ashlawn School  
Head of Year (Non-Teaching)

Job Description



ASHLAWN  
SCHOOL

# Welcome from the Principal

**As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.**

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell  
**Principal**

# About the Role

Thank you for your interest in the position of Head of Year at Ashlawn 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?**

Ashlawn School is recruiting a non-teaching Head of Year to ensure high-quality pastoral work with the students in order to support the welfare, attendance and behaviour of a cohort of students. This includes providing first line support to students on pastoral issues; providing attendance, behavioural and educational support to students and providing a strategic link between the School and other agencies and parents/carers. Successful candidates will be required to ensure provision of an appropriately broad, balanced, relevant and differentiated pastoral development curriculum for students in the cohort, in accordance with the aims of the school and the curricular policies and to liaise with other Heads of Year where necessary, to ensure continuity and progression of pastoral provision throughout the school.

Our aim is to enable all students 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 students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for Ashlawn?**

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing 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
- To be part of an 11-18 provision with opportunities to teach in the sixth form

## **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 Ashlawn. 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

<b>Academy/College:</b>	Ashlawn School
<b>Job Title:</b>	Head of Year (non-teaching)
<b>Salary Scale:</b>	NJC22 – NJC25 (Pay Range 9) £32,654.00 FTE to £35,235.00 FTE ( <i>Actual Salary</i> £27,930.28 to £30,137.91)
<b>Contract:</b>	Full-Time Term Time + 5 days Permanent
<b>Responsible to:</b>	Key Stage Leader
<b>Key relationships/Liaison with:</b>	SLT Key Stage Leaders Head of Years Form Tutors Inclusion Faculty Admin Support
<b>Job purpose:</b>	<p>Led by the Key Stage Leader, take responsibility for the monitoring and progress of students in the year group in monitoring the overall progress and development of students as a leader of the cohort including tracking and monitoring, attendance, punctuality, progress and the behaviour of students within your appointed year group to ensure that successes are recognised and any underachievement is quickly addressed.</p> <p>Take a lead responsibility in co-ordinating appropriate intervention for students within your year group whose attendance, achievement or behaviour is a concern.</p>
<b>MAIN ROLE AND RESPONSIBILITIES:</b>	
<p><b>Operational/Strategic Planning</b></p> <ul style="list-style-type: none"> <li>● To lead the development of appropriate syllabuses, resources, schemes of learning, and teaching and learning strategies in pastoral time.</li> <li>● Lead and manage to ensure effective day-to-day management of tutors and students in the cohort.</li> <li>● Support the Key Stage Leader and others in actively monitoring and following up student academic progress.</li> <li>● Support and undertake transition activities as required for the cohort/Key Stage</li> </ul>	

- To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety etc.
- To lead and work with colleagues to formulate aims, objectives and strategic plans for the cohort which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- The planning and running of year group enrichment activities

**Main duties:**

- Lead by example in all areas of the pastoral development curriculum.
- Monitor the standards of progress, attendance, punctuality, behaviour and welfare within their year group.
- To analyse and interpret a range of data pertinent to the cohort in order to evaluate students' progress, achievement and attainment, and report to SLT, staff and parents as appropriate.
- To use a variety of data for the cohort in order to identify underperformance and make referrals (to HOS, HOF, Inclusion, KSL)
- To have a knowledge and understanding of all of the different groups of students within the cohort (HAPS, SEND, CIC, EAL, underachievers, poor attendance, FSM etc) in order to be able to monitor progress and plan appropriate interventions.
- Take responsibility for the pastoral care of students in the year group, liaise closely with other Heads of Year to ensure continuity and progression across the Key stages 3 and 4; and in order to address transition at key stages 2 and 5.
- To support the KSL in coordinating intervention and enhancement strategies for targeted groups of students.
- Work under the leadership of the KSL.
- To monitor the use of rewards and sanctions for the cohort, liaising with HOF, HOS where issues arise.
- To be a positive interface with the school for parents.
- Establish good relationships, encourage good working practices and support and lead teachers in the year group.
- Lead, support, motivate and direct tutors working within the year group.
- To have oversight of the role of the form tutors for the cohort, including identifying training needs and provide support and resources for the Pastoral Development Curriculum.
- Oversee all aspects of the pastoral organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
- Coordinate assemblies and effective use of tutor periods.
- Co-ordinate the engagement of students within the decision-making processes of the school, through organised student year and form councils.
- Oversee the introduction process of new members of pastoral staff within the year group.
- Coordinate and oversee the organisation of charity, performance, sporting, social and other enrichment activities for the year group.
- Liaise with the Inclusion Manager and monitor the progress and behaviour of all students referred to the Inclusion Faculty

- Attend daily behaviour meeting with pastoral teams

### **Support to School**

- Understand and comply with policies and procedures relating to Child Protection, Health & Safety and Security, confidentiality and data protection, reporting concerns to an appropriate person.
- Understand the school's policies relevant to the specialist subject/support provided and how they relate to the local and national frameworks/policies.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop,
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings and participate in training and other learning activities as required.
- Supervise pupils on visits, trips under the overall guidance of the responsible teacher, in accordance with an appropriate Risk Assessment and LEA guidance.

**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.**

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.

# How to Visit and Apply

If you are interested in this job opportunity, please apply by sending your letter of interest to HR via [careers@tlet.org.uk](mailto:careers@tlet.org.uk) before the closing date below.

If you have any questions about the role, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

## Recruitment Timeline

- **Position advertised:** 26 June 2025
- **Closing date:** 09 July 2025
- **Final shortlisting:** 09 July 2025
- **Final panel process:** TBC