



*Saint Joseph's*  
CATHOLIC SCHOOL

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Head of Year

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CANDIDATE INFORMATION



## Welcome from the Headteacher

Dear Candidate,

The Governors and I welcome your interest in the position of Head of Year at St Joseph's Catholic School. The opportunity we are offering is for an experienced aspiring leader to be part of an exciting period in the history of this great school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community has resulted in us becoming oversubscribed and a school of choice for many parents. Since 2016, the school has seen an increase in pupil numbers of 31%.



Following an extremely pleasing Ofsted inspection in January 2018, we have a clear focus on the areas we need to improve. We are thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Good in all areas with clear evidence of elements that are Outstanding.

Our 2023 headline figures for Maths and English showed a 10% rise compared to the previous year's results which bucks the national trend.



This is an invaluable opportunity to make a significant impact as a teacher on the development of our school. If successful, you would become part of a dynamic team seeking to achieve the very best education for the young people that we serve.

If you believe that this is a challenge that you would like to be a part of, we invite you to visit the school and see for yourself the opportunity we are offering.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.



**Mr J. McParland**  
Interim Headteacher

## Key Information

Post:	<b>Head of Year (open to candidates of all subject areas)</b>
Salary Range:	<b>Dependent on experience</b>
Responsible To:	<b>Senior Leaders (responsible for Behaviour &amp; Attendance)</b>
Contract Type:	<b>Permanent</b>

## Dates

Application Deadline:	<b>Monday 29<sup>th</sup> January 2024</b>
Interviews:	<b>Thursday 1<sup>st</sup> &amp; Friday 2<sup>nd</sup> February 2024</b>
Start Date:	<b>April 2024</b>

“Thank you for your support and leadership throughout my time at St Joseph’s. I am very grateful for the high standards you set and feel confident to further my career, but St Joseph’s will always hold a special place for me.”



## Responsibilities & Key Tasks for Head of Year

### Purpose of the Job:

- To develop and maintain a positive ethos within the year group that encourages students to have high expectations of themselves and others and promotes effective learning; this includes behaviour and attendance.
- To deliver the highest standards of pastoral care whilst promoting academic success, for all students in the year group, enabling individuals to flourish.
- To ensure that the values of Aspiration, Integrity and Respect are communicated to and embodied by the year group.
- To be accountable for the pastoral provision for students in the year group.
- To lead, manage and motivate a year team of form tutors.
- To be an exceptional role model to young people.

### Students Focus:

- To be responsible for the pastoral aspects of student welfare, development, and progress of a year group.
- To be a highly visible presence at all times around the school and to manage student attendance and behaviour in a positive, persistent, and relentless manner.
- To know key information about students and their family, and to use this to support students to make exceptional progress.
- To ensure that students are praised for good work and behaviour and that the school's Reward System is actively promoted.
- To maintain an atmosphere that is happy, controlled and which reinforces the school's ethos of high aspirations, high expectations, and high standards.
- To ensure that all students in the year group receive high standards of care at all times and that their emotional and social development is appropriately supported.
- To administer the school's programme of sanctions in accordance with the Behaviour Policy applying a consistent, firm and fair approach.
- Set individual student targets and monitor behaviour as part of the pastoral support programme.
- Analyse a wide range of student data, including data on attendance, behaviour, and attitude to learning and apply appropriate intervention strategies.
- Working with SLT and other HOYs to analyse attendance and progress, whilst developing intervention strategies, in a timely and effective manner.
- To assist with the organisation of and, where appropriate, attendance at internal and external meetings involving students, families and external agencies, coordinating follow-up interventions arising from these meetings.
- To lead on attendance and punctuality for their year group, by inspecting attendance records and checking reasons for absence, truancy, and lateness. Communicating with parents and outside agencies where necessary.
- To assist in the preparation of paperwork for referral of attendance issues to the LA.
- To accurately maintain appropriate students' records including behaviour logs and pastoral student reports.
- Engage the support of parents/carers and arrange meetings in order to acquaint them with the school policy or to discuss the welfare and progress of any particular student.



- Take steps to minimise bullying and support victims of bullying.
- Investigate and report claims of homophobic, racist, or prejudice-based abuse / bullying and liaise with Senior Leaders regarding necessary actions.
- Relate to students with a range of problems, circumstances, and diverse social and cultural backgrounds.
- Endeavour to ensure that students remain in lessons or return to their lessons as soon as possible following interventions.
- To work with the SLT to introduce and promote initiatives to raise standards of uniform, behaviour, punctuality and attendance, including appropriate awards.
- Play a role in the activities offered as part of the primary transition programme.
- Assist with the managed move process including paperwork, inductions, and review meetings.
- Be responsible for the accuracy of information and completion of all paperwork and liaising with parents for students on Internal and External exclusions.
- To work with external agencies and organisations to ensure that any barriers to learning for individuals are overcome.

### **Staff Focus:**

- To develop an effective team approach with form tutors to meet the pastoral needs of students and improve their behaviour and attendance where necessary.
- To work with Pastoral Staff and SLT to monitor, assess and develop the roles of the form tutors providing support and advice including updating them of changes to school policies.
- To organise Year Team Meetings, circulating minutes and undertaking any follow-up action required.
- Liaise with external agencies such as the EWO.
- To lead and conduct assemblies involving outside speakers, other staff, form tutors and students according to an agreed rota.
- To work with the SEND and SEMH Departments in order to identify and support students.
- To work with the SENDCO and HOD's to ensure that students have appropriate personalised provision and intervention to meet their needs.
- To establish good and frequent dialogue with other members of staff concerning the behaviour and progress of students in the year group and ensure staff confidence that any concerns are dealt with promptly.
- To assist with the supervision of corridor areas and on-call duties to maintain high standards of behaviour.

### **Organisation:**

- Work with Heads of Department, Pastoral Staff, Form Tutors, and colleagues to maintain effective behaviour that supports learning.
- To communicate effectively with parents, staff, and students.
- To proactively role model interactions ensuring that these are productive and positive.
- To work with Senior Pastoral Staff and SLT to monitor, evaluate and review the consistent application of the behaviour system and routines for learning.
- To positively advocate the behaviour policy at all times and promote and reinforce routines that maximise learning time.
- To contribute to the organisation of, and attend Parents Evenings, providing support to Form Tutors and teaching staff as required.
- Assist with the supervision of students out of lesson times including before and after school.

- Keep accurate records of intervention and action taken including behaviour logs and communicate any appropriate information to the various stakeholders ensuring that GDPR and Data protection procedures are followed.
- Support the school's Quality Assurance of reports to parents.
- Undertake other duties as required in supporting the implementation of the School Improvement Plan.
- Publicise successes by giving out certificates, awards, and rewards.
- Represent the school at external meetings where appropriate.
- Coordinate programmes of extra-curricular and voluntary activities for the year group such as trips, charity work and inter-form competitions.
- Monitor the use of morning tutor times in conjunction with year group linked SLT to ensure high quality consistent approach.
- Prepare reports as requested; this could be for a range of staff, including Governors or SLT.

### **Parents:**

- Be the focal point for parental contact, parental interviews, telephone calls, emails and letters including coordination of the HOY line manager.
- Assist the pastoral team in advising parents on suitable and appropriate agencies to support student wellbeing.
- To contribute to the organisation of and attend Parents Evenings and consultation evenings.

### **Support for the school:**

- Be aware of and comply with all school's policies and in particular the procedures relating to child protection, health, safety and security, confidentiality, and data protection. Report all concerns to an appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the organisation, routines, and upkeep of the working environment.
- Support with administrative duties as required.
- Attend trips with relevant year group(s) as required.

**We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

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

Employees 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.

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

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



“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

“You really have been a wonderful lot to work with. You are so patient and kind which really makes a difference. I will miss the banter over the phone and in the corridors which has made it a joy coming to work. You are all part of an amazing team and the students at this school are very lucky to have you.”





# About St Joseph's Catholic School

## ***"Excellence for the sake of the Gospel"***

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

## Our School Ethos

**St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting, and caring school where our Catholic ethos is at the heart of everything we do.**

Our values and ethos permeate everyday life as a community, each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities, and we are very proud of our successes and our outstanding reputation within the local community.

## Overview of the School

**Our school encourages and guides each of its pupils to develop their own unique gifts and talents.**

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills, and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience, and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve, and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.







## Academic Success

**Over the past five years, St Joseph's Catholic School has exceeded challenging targets, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils.**

We have received local and national recognition for our GCSE results which places our school as one of the top-performing smaller educational establishments in the country.



## Staff Welfare & Career Professional Learning

**As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.**

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



## Safeguarding & Child Protection

**The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The school will conduct online searches through Google for all shortlisted applicants. All new staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



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Thank you for your interest –  
we look forward to hearing  
from you soon.

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