



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

**Assistant Head of Year**

**Carr Hill High School**



# A message from the Headteacher

Thank you for expressing an interest in the position of Assistant Head of Year at Carr Hill High School.

This is an exciting opportunity for an outstanding, ambitious and dynamic person to join the school at an exciting stage of its journey.

Carr Hill is situated in the market town of Kirkham in the Fylde, just over a mile from exit 3 of the M55 and with very easy transport links from a wide radius in the north west of England. Kirkham is just 9 miles from the coastal town of Lytham St Annes and an easy drive to the Lake District or Trough of Bowland. Kirkham is also served by Kirkham and Wesham train station.

The school is 11-16 and has an average of 180 students in each year group. Students come from over 25 different primary schools though there are a core group of feeder schools. Historically there are a significant number of army families due to the proximity of the barracks at Weeton which will have a new regiment in summer 2024. As the only state school in the immediate area, Carr Hill is a truly comprehensive school with a wide range of ability and social background.

We aim high at Carr Hill and expect high standards of behaviour and academic effort from all our pupils. We believe in encouraging our pupils to take responsibility for their actions, decisions and their future education to foster a culture of commitment to lifelong learning. We believe every pupil is an individual that can achieve extraordinary goals and we work hard for them to achieve these; however, we expect our pupils to work even harder for their future. This is their responsibility that we will support them with every step of the way.

At Carr Hill our mission is to provide a high-quality education that prepares students for the challenges of tomorrow. With a focus on pursuing excellence, we strive to create an inclusive environment where every student can achieve their full potential, through our Carr Hill values of 'Commitment, Aspiration, Resilience and Respect.'

We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

We expose our pupils to culture beyond their experience to build opportunities and develop a strong sense of self-worth and humility to make positive contributions now, and in the future, to the communities to which they belong.

As a staff member of Carr Hill High School, you will be able to take advantage of the staff benefits available through the EPT.

If you have any questions about our school, or the role itself, please do not hesitate to get in touch.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact [dmorton@carrhill-ept.com](mailto:dmorton@carrhill-ept.com)



**B. Layzell**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### High Expectations

of ourselves, our pupils and our school community

### Commitment

we are dedicated to raising standards and improving opportunities

### Ambition

we constantly strive to improve by setting ourselves challenging goals

## Job Advertisement

# Assistant Head of Year

<b>Hours:</b>	<b>37</b>
<b>Weeks Worked:</b>	<b>Term Time Only (39 weeks)</b>
<b>Start Date:</b>	<b>24<sup>th</sup> February 2025</b>
<b>Salary:</b>	<b>SCP 19 – 25 (Actual Salary £27,323 - £30,989)</b>

Carr Hill High School are looking for a dedicated and compassionate **Assistant Head of Year** to join our pastoral team and support the academic, social, and emotional development of our students. Working closely with the Head of Year, you will play a key role in promoting positive behaviour, monitoring student progress, and providing targeted support to ensure every student achieves their potential. The ideal candidate will have excellent communication skills, a strong understanding of pastoral care, and the ability to build positive relationships with students, parents, and staff. If you are passionate about making a difference in young people's lives, we would love to hear from you!

## The Job

### What does this job do?

- To work under the direction of the Assistant Headteacher – Pastoral Lead and Year Leaders to implement interventions and support to remove barriers to learning, working with individual or small groups of pupils in order to support pupil progress, particularly with pupils who have poor attendance, behaviour or SEND concerns.
- To work under the direction of the Assistant Headteacher – Pastoral Lead and Year Leaders to further support pupils' progress, such as study skills or homework clubs to small groups of pupils.
- To promote the inclusion of all pupils by developing their communication skills, supporting and mentoring as required to help them manage their behaviour, developing independence and social skills.
- To work closely with the Assistant Headteacher – Pastoral Lead and Year Leaders to plan bespoke interventions meeting the needs of all pupils who are placed in internal inclusion to support them to make continued progress and receive feedback on their learning
- To provide mentoring support and challenge in order to overcome barriers to learning, including in relation to behaviour and attendance

### What are the job requirements?

- GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.
- Child Care/NVQ/ HLTA or other relevant qualification (related to education is desirable i.e., a degree) at level 4 or agreement to work towards this qualification within 12 months.

- Experience of working with children in an educational setting in particular meeting the needs of children who may face barriers to learning
- Knowledge of how to remove barriers to learning for pupils with a range of SEN (cognitive learning difficulties, ASD, C Knowledge of Communication and Language needs, Attachment needs, Social and Emotional development needs) and promote inclusion.
- Is able to work as a member of a team to support the success and progress of a particular year group
- A high level of commitment to safeguarding, inclusion and equality in all aspects of school life.

**Amongst the many benefits of working within the Trust you will receive:**

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to Government pension scheme.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date:** 14<sup>th</sup> January 2025 – 1pm

**Interview date:** 17<sup>th</sup> January 2025

**Safeguarding**

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com).

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

**Job Description**

# Assistant Head of Year

**Salary:** SCP 19 – 25 (Actual Salary £27,323 - £30,989)

**Reports To:** Head of Year

**JOB PURPOSE:**

- To work under the direction of the Assistant Headteacher – Pastoral Lead and Year Leaders to implement interventions and support to remove barriers to learning, working with individual or small groups of pupils in order to support pupil progress, particularly with pupils who have poor attendance, behaviour or SEND concerns.
- To work under the direction of the Assistant Headteacher – Pastoral Lead and Year Leaders to further support pupils' progress, such as study skills or homework clubs to small groups of pupils.
- To promote the inclusion of all pupils by developing their communication skills, supporting and mentoring as required to help them manage their behaviour, developing independence and social skills.
- To work closely with the Assistant Headteacher – Pastoral Lead and Year Leaders to plan bespoke interventions meeting the needs of all pupils who are placed in internal inclusion to support them to make continued progress and receive feedback on their learning
- To provide mentoring support and challenge in order to overcome barriers to learning, including in relation to behaviour and attendance

**KEY ROLES AND RESPONSIBILITIES:**

- Assisting with home school liaison.
- Enabling students to be included in all aspects of school life.
- Managing relevant parent/carer review days, as agreed with the relevant senior staff.
- Responsible for managing student behaviour around the school.
- Supporting the Year Leaders/SLT with relevant Parent and Raising Achievement Evenings managing pastoral staff and providing data
- Responsible for parental contact in relation to persistent poor student behaviour and barriers to learning.
- Monitoring, evaluate and review the effectiveness and achievement of learning in the Key Stage.
- To promote teamwork in order to ensure effective working relationships.
- Using the school's reward system effectively and monitoring students' progress, celebrating achievements using assemblies, class visits and



- Accompany the class teacher and supervise pupils on visits, trips and out of school activities as required.
- Actively engage and supervise pupils during unstructured time and transitions as necessary for their safety.
- Actively promote the safety, physical health and mental wellbeing of pupils
- Adhering to, the school's policies and procedures.
- Analyse pupil performance information to identify and target individuals and groups in order to intervene/provide support and challenge and to monitor improvements.
- as a role model.
- Assessing the needs of pupils and using detailed knowledge and specialist skills to support pupils' learning.
- Assessing the needs of pupils and using detailed knowledge and specialist skills to support pupils' learning.
- Assist with the general pastoral care of the pupils, follow Health Care Plans, administer medication and help pupils who are sick, distressed or injured.
- Attend Parents' Evening.
- Attendance at relevant safeguarding/external agency meetings
- Attending and contributing to extra-curricular meetings.
- Be an active member of the Pastoral Team.
- Being available for students throughout the day, especially during breaktimes, lunchtimes and after school.
- Being aware of confidentiality issues particularly relating to child protection.
- Communicate and consult with other schools' staff as needed.
- Communicate and cooperate with internal/external individuals and bodies as appropriate. Follow agreed policies for communication within the school
- Communicate effectively with all agencies to arrange and produce accurate records of all meetings.
- Compile, review and monitor reports as needed to provide pastoral support to identified students (eg. Personal Support Plans) including Pastoral Support Plans, Respite placements and Supported Transfers etc
- Completing individual training and development and train new members of the team.
- Contribute to the development of activities to encourage family involvement in the school
- Contribute to the writing of Behaviour Support Plans.
- Coordinate work and supervise students in the Inclusion unit.
- Develop a range of study support activities, such as homework clubs
- Develop and maintain effective recording systems that can be used to provide evidence of progress for other staff and parents.
- Develop links with pupils who are transferring into the school to promote the school ethos and expectations
- Developing, planning, preparing and delivering agreed work, teaching programmes or targeted interventions for individuals or groups of pupils as designated by the Head of Year
- Establish positive relationships with the pupils and encourage them to interact with others and engage in activities.

- evaluation of administration in line with agreed procedures, including evaluation against quality standards and performance criteria.
- Feedback to the class teacher on the progress made by individual pupils throughout the lesson verbally and in written form.
- Help to implement quality procedures and modify and improve procedures where required.
- Identify the needs and assess those pupils requiring extra support and support the development of individual action plans for targeted pupils
- In liaison with the class teacher, to contribute to pupil reports and participate in reviews of pupil progress.
- Keep up-to-date with Ofsted criteria and judgements associated with behaviour and welfare and outcomes for students.
- Liaising with relevant internal and external staff, to contribute to the effective KS2-3 transfer and the induction of Year 7 or KS4 – Post 16
- Maintain accurate pupil records including CPOMS and prepare written reports eg. permanent exclusion reports and evaluations
- Monitor pupils and assess, record and report on pupils' achievement, progress and development.
- Monitor the implementation of plans and report on progress achieved, support the re integration of pupils excluded from school or following an alternative timetable
- Provide general clerical support, e.g. photocopying, laminating, filing, data entry etc as required.
- Provide relevant information as and when required.
- Provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy.
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school and policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Respond to (unplanned) incidents that occur during the school day
- Responsible for planning bespoke interventions where needed.
- Responsible for reviewing and monitoring personal support plans to provide the pastoral support required.
- Supervise pupils excluded from class or those following alternative timetables and oversee support for pupils to reintegrate them into school following periods of exclusion/absence
- Supervising students during break and lunchtimes.
- Support the Year Leader with the monitoring of behaviour reports for identified students/cohorts of students
- Support the transition of pupils between phases
- Support with the supervision of detentions
- Take the responsibility for creating Behaviour stages
- Teaching on a timetable.
- To attend relevant pastoral meetings as required e.g. LAC/SEN/Safeguarding.
- To be aware of the importance of confidentiality and the sharing of sensitive information

- To be aware of, and adhering to, the school policies and procedures.
- To be designated lead for vulnerable groups of children in school.
- To communicate effectively with all appropriate staff to ensure all are aware of vulnerable children's needs.
- To communicate effectively with parents including contacting home by telephone, text, email and letter
- To investigate incidents within the year group as they arise, liaising with relevant staff and/or external agencies and implement appropriate sanctions according to the school behaviour policy
- To lead and manage detentions as appropriate to the role.
- Supporting staff to facilitate the successful implementation of the behaviour system
- To monitor punctuality and attendance in the year group in line with National Averages, liaising with the Attendance Team, Heads of Family and other pastoral staff. This may include providing intervention and support strategies for pupils and their families and interviewing persistent poor attenders and their parents/carers.
- To provide cover for members of the pastoral team when required and take on responsibility for that particular Year Group when appropriate.
- To support the pastoral care of pupils placed in off-site provision by completing necessary paperwork and attending review meetings as required.
- To take the lead on specific intervention strategies that can be deployed across school
- To undertake home visits as appropriate.
- To undertake risk assessments where applicable for pupils in accordance with the academy's health and safety policy and support pupils assigned programmes of special care
- To use the school reward system effectively. Organising reward trips
- Undertake cover supervision for whole classes or small groups
- Work with targeted pupils or groups to implement an action plan

**Note:**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration, status and reasonable notice.

**Person Specification**

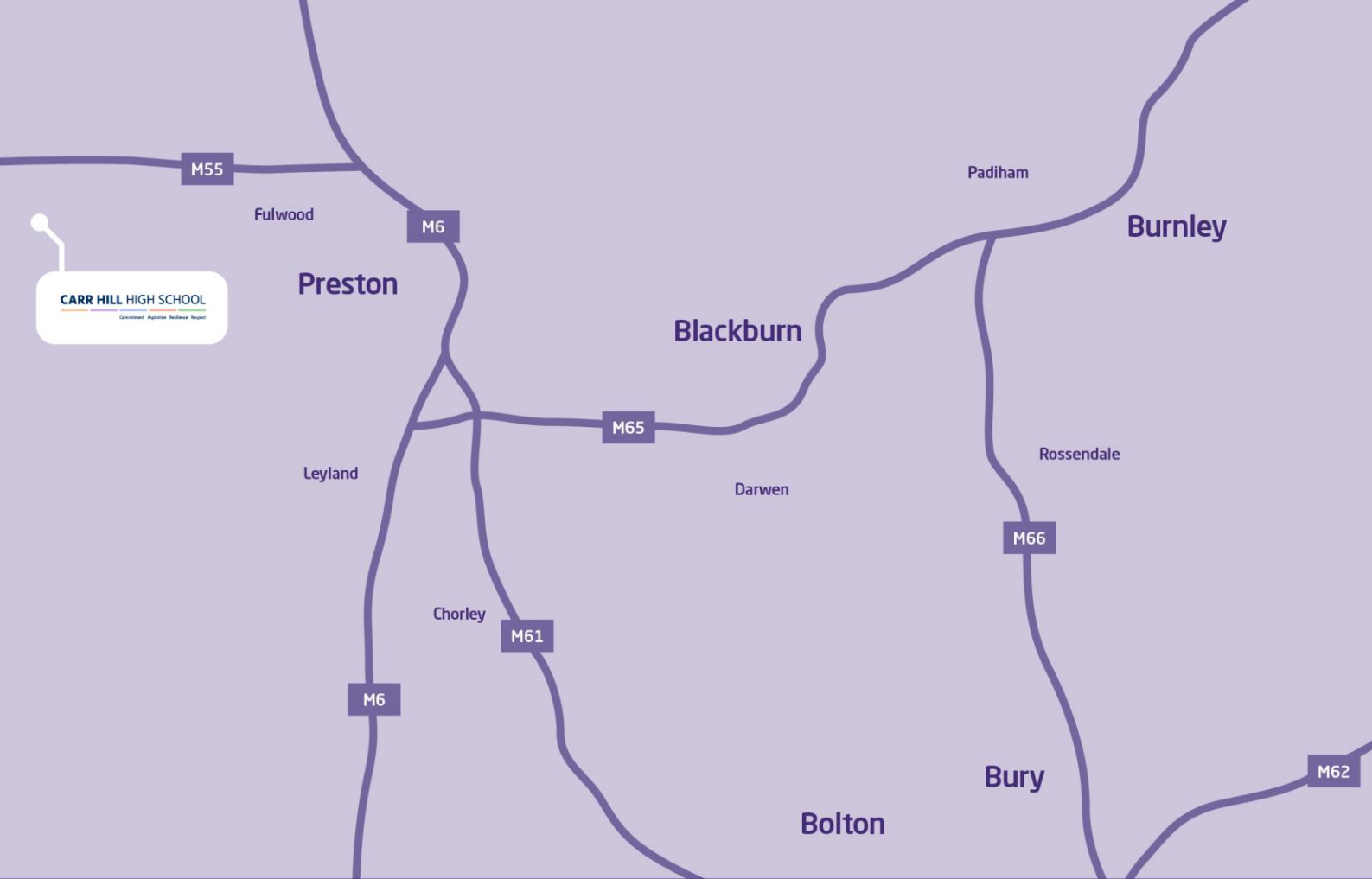
# Assistant Head of Year

**Salary: SCP 19 – 25 (Actual Salary £27,323 - £30,989)**
**Reports To: Head of Year**

No	CATEGORIES	E/D	App Form	Int /Task
<b>QUALIFICATIONS AND TRAINING</b>				
1.	GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.	E	X	
2.	Child Care/NVQ/ HLTA or other relevant qualification (related to education is desirable i.e. a degree) at level 4 or agreement to work towards this qualification within 12 month.	E	X	X
3.	Willing to undertake First Aid Training and Mental Health First Aid Training. Able to provide Emergency First Aid when necessary	E	X	X
4.	Excellent awareness and experience of good safeguarding practice and procedures	E	X	X
<b>EXPERIENCE</b>				
5.	Experience of working with children in an educational setting in particular meeting the needs of children who may face barriers to learning	E	X	X
6.	Experience of assessing the needs of pupils and using detailed knowledge and specialist skills to support improving pupils' attendance and behaviour	D	X	X
7.	Experience of developing successful parent partnerships and working with external agencies to support pupil progress.	D	X	X
8.	Experience of planning, preparing and delivering supporting programmes for individuals or groups of pupils.	E	X	X
9.	Experience of supporting pupil progress through effective management of pupils who may be in internal exclusion through planned interventions.	E	X	X
10	Experienced in sound behaviour management techniques	E	X	X

<b>KNOWLEDGE, SKILLS AND ABILITY</b>				
11	Knowledge of The National Curriculum, Schemes of Work in Literacy and Numeracy.	E	X	X
12	Knowledge of the principles of child development and processing of learning.	E	X	X
13	Knowledge of how to remove barriers to learning for pupils with a range of SEN (cognitive learning difficulties, ASD, C Knowledge of Communication and Language needs, Attachment needs, Social and Emotional development needs) and promote inclusion.	E	X	X
14	Knowledge of how to support the development of social communication and appropriate behaviour for pupils	E	X	X
15	Knowledge of how to access support for language development for pupils who do not have English as their first language	E	X	X
16	Is able to work as a member of a team to support the success and progress of a particular year group	E	X	X
17	Excellent written communication skills and a high level of ICT literacy.	E	X	X
18	Is able to build and maintain successful and positive relationships with pupils, treating them equitably with respect and consideration.	E	X	X
19	Can provide effective interventions and can give focused feedback on progress made and next steps.	E	X	X
20	Can use ICT effectively to support learning & general admin tasks.	E	X	X
21	Ability to drive with a clean UK driving licence and, after training is provided, be willing to drive a minibus (desirable).	D	X	X
22	An understanding of excellent strategies for management of SEMH needs and challenging behaviour.	D	X	X
<b>PERSONAL QUALITIES &amp; ATTRIBUTES</b>				
23	Proven ability to listen to, understand and work effectively with all children, staff, governors and parents/carers.	E	X	X
24	A commitment to building, maintaining effective and positive relationships with parents/carers, governors, the wider community and other schools.	E	X	X
25	Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives.	E	X	X
26	Ability to work under pressure and to meet deadlines.	E	X	X
27	Be self-motivated, creative, robust and resilient.	E	X	X

28	Work collaboratively within a team using own initiative	E	X	X
29	A high level of commitment to safeguarding, inclusion and equality in all aspects of school life.	E	X	X



# Contact

Carr Hill High School  
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Kirkham, PR4 2ST

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