



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM



# Head of Year (Teaching) Recruitment Pack





## WELCOME FROM OUR PRINCIPAL - Mr Sam Fox

Dear Applicant,

It is my pleasure to share a little information about our school with you as you consider joining our team. Visitors to Future Academies Watford encounter our vision proudly displayed at the entrance: *libertas per cultum* (*freedom through education*). At the heart of everything we do is a commitment to transforming the life chances of all our young people. Through our **exceptional knowledge-rich curriculum**, **diverse extracurricular programme**, and **aspirational pastoral care system**, we nurture students into confident, articulate, and successful adults.

Three words define our academy's culture: **knowledge, aspiration, and respect**. We believe that knowledge is the foundation of academic success, and we are proud to have a team of **passionate subject specialists** who inspire and challenge our students. We set the highest academic and behavioural expectations, ensuring our students develop the self-belief and resilience needed to achieve their future ambitions.

Thank you for your interest in the **Head of Year** role. **This is an exciting opportunity for an enthusiastic and dedicated individual to join our Pastoral team and contribute to the continued success of Future Academies Watford.**

As an applicant, you will be joining a school that values **professionalism, high standards, and a strong sense of community**. We are committed to supporting and developing our staff, offering opportunities for growth within **Future Academies' family of schools**. If you share our belief in the power of education to change lives and want to make a meaningful impact, we would love to hear from you.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals with the skills and experience to fulfil the requirements of the job description, and whose values and qualities align with those in the person specification. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you would like to discuss the role in more detail, please do not hesitate to contact **HR**

We look forward to receiving your application.

**Best wishes,**  
Sam Fox  
**Principal**  
Future Academies Watford



## JOB DESCRIPTION

**JOB TITLE:** Head of Year (Teaching)

**LINE MANAGER:** Vice Principal

**HOURS:** Full Time

**SALARY:** MPS/UPS + TLR 2c £8,279

Starting salary to be confirmed upon appointment, subject to experience.

**PLACE OF WORK:** Future Academies Watford

**RIGHT TO WORK:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

**STAFF BENEFITS:** Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Mintago – employee benefits platform.
- Employee Assistance Programme.
- Access to a Virtual GP
- Eye Care Voucher scheme.
- Partnership with YellowNest -Salary sacrifice childcare.

For further information regarding our staff benefits, please visit our [website](#).

**PROBATION PERIOD:** The post holder will be required to complete a 4-month probation period





## PURPOSE OF THE ROLE

The role of the Head of Year is to secure the effective care of the social, emotional and learning needs of all individual students within their year group. The overriding role is to remove barriers to learning and to promote the ethos of an aspirational and supportive academy where everyone succeeds; to provide strong leadership and management and ensure high quality student intervention which results in high student standards and achievement.

## MAIN RESPONSIBILITIES AND TASKS

### The Head of Year will lead on:

- The collaborative planning of an ambitious and appropriate tutoring programme for the year group.
- Directly line managing the pastoral team for a year group that will include an Assistant Head of Year and a Pastoral Support Officer (PSO).
- Holding this team accountable for the pastoral work that takes place to support the year group, including work around attendance, safeguarding, and behaviour.
- Holding form tutors to account for the quality of the tutoring programme; leading members of the year team, including regular team meetings and development sessions, and ensuring the Tutor lessons are of high quality each day for all tutor groups.
- Leading assemblies for their year group.
- Regularly evaluate the year group developments and achievements. Produce regular summary reports focusing on attendance, behaviour, progress, rewards and standards, and present current progress against targets to the Senior Leadership Team as required.
- Take an active lead in planning, co-ordinating and leading all events relating to the year group. Examples of these evenings and events are parent's evenings, exams, residential trips, option evenings etc.
- Embed the Academy culture and classroom culture across the year group ensuring outstanding behaviour throughout.
- Communication with parents and guardians around key behaviour and pastoral issues.
- Aspects of safeguarding to ensure that every student within the year group remains safe: this will involve, working collaboratively with external agencies and other members of the academy safeguarding team and other duties as required.
- Planning interventions around behaviour, attendance, and key pastoral issues that arise within the year group: this will include supervising individual support plans, pastoral support plans, risk assessment management programmes (RAMPS); and Safety and Support Plans (SSPs). This may also include mentoring students within the year group in support of the learning process.
- Arrangement of appropriate support to be given to individual students with regard to their progress within school, for example: EAL support, places to work out of school hours, one-to-one tutoring, counselling, Connexions advice
- Overseeing the enrolment and induction of new students within their year group.



**The role involves a requirement to:**

- Be a positive role model to students;
- Support with the school's internal behaviour systems, which will include completing duties throughout the school day such as on-call, monitoring on-call rooms, and assisting with internal exclusion procedures;
- Complete additional duties before school, during break and lunchtimes, including supervising centralised detentions on a rotational basis.
- Undertake any other task reasonably requested by the Principal.; and
- Attend year group evening meetings as required. Examples of these include: Student Services; meetings; Parent Consultation Evenings; Open Evenings.

**The Head of Year will work collaboratively with the SLT link on:**

- Monitoring the progress of each student in the year group to ensure every student makes good academic progress towards meeting or exceeding his/her targets
- Working collaboratively with teachers and subject leaders to ensure effective teaching strategies are employed for all students within the year group
- Liaising with the Vice Principal Pastoral and Behaviour in order to monitor the behaviour strategies and interventions for all students within the year group; this will include attending fortnightly concern meetings with members of the year team and SLT
- Working with other staff to ensure that students participate in House events
- Monitoring the attendance of members of the year group and intervening to promote high levels of attendance, including conducting home visits

**Other Specific Duties:**

- To support Future Academies Watford commitment to safeguarding children and promoting their welfare at a level appropriate to this role;
- Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person;
- Contribute to the overall ethos and aims of the school;
- Participate in training, other learning activities and performance development as required;
- Attend and participate in meetings as required;
- Any other duties commensurate with the duties and responsibilities of the post;
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including break and lunchtime supervision.



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.

The Academy 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.

Our academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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

*No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.*

## PERSON SPECIFICATION



The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
Qualified Teacher Status	✓	
Good Literacy or numeracy – GCSE Maths English or Equivalent	✓	
Evidence of on-going professional development and training relevant to the role	✓	
Training/qualifications in Child Protection	✓	
Experience in a similar role	✓	
First Aid Qualification		✓
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
Ability to support students in an education environment	✓	
Ability to use schools data systems ie Bromcom, CMIS		✓
Ability to work with teaching or pastoral staff to support attainment	✓	
Ability to work with data systems and on-line materials , with a good knowledge and understanding of data security		✓
Ability to work with a range of stakeholders in a service environment	✓	
Ability to communicate effectively and have the confidence and skills to establish rapport with young people	✓	
ICT literate with the ability to operate Word, Excel and Outlook		✓
Ability to plan and prioritise own workload, act on own initiative and manage conflicting demands	✓	
Ability to present work clearly, accurately and to a high standard	✓	
Able to effectively use data to support intervention and action to support learning		✓
Able to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour, and maintain a high standard of professionalism		✓
An ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post	✓	
Excellent punctuality and professional conduct	✓	
Able to remain calm when under pressure, maintain a good sense of humour and a positive attitude		✓
Awareness and adherence to relevant data protection, safeguarding and health & safety requirements and a commitment to equality of opportunity	✓	

**Additional Requirements:** In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements

The ability to remain discrete when privy to confidential information  
 Commitment to safeguarding and promoting the welfare of children and young people  
 Willingness to undergo appropriate checks, including enhanced DBS checks  
 Willingness to undertake further training  
 Committed to Equality, Diversity & Inclusion

✓

✓

✓

✓

✓



## WHAT CAN WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

## APPLICATION PROCESS

### 1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **09:00 Tuesday 22<sup>nd</sup> April 2025**. Applications after this date will not be considered.

### 2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

### 3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

- The successful candidate will take up the post as soon as possible.

### 5. Additional information

- For further information please email [HREnquiries@futureacademies.org](mailto:HREnquiries@futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

