



Application Pack

Head of Year (Non-Teaching)

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Simon Ward
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com

Deadline

The deadline for the post is **Friday 6th November 2026** (to arrive no later than 12:00 noon).

Interviews are expected to take place **Friday 13th November 2026**.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid on the **School Support 25 - 29 (FTE £37,563 - £41,177) Actual £32,455.18 - £35,577.75**

Start Date

To be confirmed

For an Application Pack

1. Visit www.altusep.com
2. Contact Caroline Sullivan – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSiE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least one reference prior to interview.

Background Information

Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Job Title:	Head of Year (Non-Teaching)
Reports to:	Assistant Head Teacher
Contract:	TTO (39weeks) / 37hrs per week
Salary:	SSP 25 – 29 (FTE - £37,563 - £41,177) Actual £32,455.18 - £35,577.75
Start Date:	Dependant on notice period and employment checks

Role Description

Overall Purpose of the Post

The Head of Year will provide strong and effective pastoral leadership for an allocated year group, promoting high standards of attendance, behaviour, achievement and personal development. The successful candidate will play a central role in ensuring that students feel safe, supported and valued, while maintaining high expectations and creating the conditions in which every student can succeed.

Working closely with students, families, Form Tutors, teaching colleagues and the wider pastoral and safeguarding teams, the Head of Year will lead a consistent and proactive approach to student welfare, engagement and progress. They will identify barriers to learning, coordinate appropriate support and interventions, and ensure that concerns relating to attendance, behaviour and wellbeing are addressed effectively.

The Head of Year will develop positive and purposeful relationships with students, establishing a strong sense of belonging, responsibility and pride within the year group. They will promote the school's values, celebrate achievement and encourage students to develop the confidence, resilience and personal skills needed to succeed both within and beyond school.

This is an important pastoral leadership role requiring sound professional judgement, excellent communication skills and the ability to respond confidently and sensitively to a wide range of student needs and circumstances. The successful candidate will demonstrate a commitment to inclusion, high expectations and positive outcomes for all students, contributing to a supportive and ambitious school community.

Key Responsibilities

Pastoral Leadership and Student Development

- Provide effective pastoral leadership for an allocated year group, taking responsibility for promoting student welfare, personal development, engagement and progress.

- Establish and maintain high expectations for student conduct, attitudes, uniform, punctuality and engagement, ensuring school policies and expectations are applied consistently.
- Develop a positive and inclusive year group culture which promotes the school's values, encourages responsibility and fosters a strong sense of belonging.
- Build positive and trusting relationships with students, providing appropriate guidance, support and challenge in response to their individual needs and circumstances.
- Identify students experiencing barriers to learning, engagement or personal development and coordinate appropriate interventions and support.
- Promote positive behaviour through consistent expectations, early intervention and the effective application of the school's Behaviour Policy.
- Implement appropriate behaviour interventions and sanctions in accordance with school policy, maintaining a consistent, proportionate and fair approach.
- Monitor patterns and trends in student behaviour, identifying emerging concerns and implementing strategies to secure improvement.
- Promote and celebrate student achievement, positive behaviour and contributions to school life through the school's rewards and recognition systems.
- Take a proactive approach to preventing bullying, discrimination and other harmful behaviours, ensuring concerns are addressed promptly and students receive appropriate support.
- Support students to remain engaged in learning and facilitate their timely return to lessons following pastoral or behaviour interventions.
- Lead year group assemblies and contribute to activities that promote personal development, positive attitudes and wider school expectations.

Attendance, Punctuality and Student Engagement

- Lead the monitoring and improvement of attendance and punctuality within the allocated year group, maintaining high expectations and promoting a culture of regular school attendance.
- Analyse attendance information to identify patterns of absence, persistent lateness and emerging concerns, taking timely and appropriate action.
- Work collaboratively with attendance colleagues, Form Tutors, families and relevant external agencies to address barriers to attendance and improve student engagement.
- Contribute to the development, implementation and review of targeted attendance interventions and support plans.
- Maintain regular communication with parents/carers regarding attendance and punctuality concerns, promoting shared responsibility for improvement.
- Monitor the impact of attendance interventions and escalate concerns appropriately in accordance with school procedures.
- Support the successful integration of students joining the school, including those requiring additional pastoral or transition support.

Student Welfare, Safeguarding and Inclusion

- Promote the safety, welfare and wellbeing of all students within the year group, maintaining a proactive and student-centred approach to pastoral care.
- Work closely with the Designated Safeguarding Lead and safeguarding team to identify concerns, share relevant information and ensure appropriate support is provided.
- Recognise and respond appropriately to concerns relating to students' emotional wellbeing, mental health, personal circumstances and social development.
- Coordinate and contribute to individual support plans, pastoral interventions and multi-agency arrangements for students requiring additional support.
- Work collaboratively with SEND, safeguarding, attendance and pastoral colleagues to ensure students' individual needs are understood and appropriate strategies are implemented.
- Develop positive working relationships with parents/carers, arranging and contributing to meetings regarding student welfare, behaviour, attendance and progress.
- Liaise with relevant external professionals and agencies, including education welfare, children's services and youth justice services, where appropriate.
- Support the admission, transition and integration of students into the year group, ensuring relevant information is shared and appropriate arrangements are in place.
- Contribute to managed transfer arrangements and other agreed placement processes in accordance with school procedures.
- Coordinate and maintain accurate records and relevant documentation relating to student behaviour, suspensions, internal removal arrangements and other pastoral interventions, ensuring effective communication with parents/carers and relevant colleagues.
- Attend and contribute to meetings concerning individual students, ensuring agreed actions are implemented, monitored and reviewed.
- Maintain accurate, timely and confidential student records, ensuring concerns, interventions and outcomes are recorded using the school's designated systems.
- Provide first aid where appropriately trained and required, following school procedures and ensuring relevant concerns are referred to appropriate colleagues.

Leadership, Communication and Partnership Working

- Provide effective pastoral leadership, guidance and support to Form Tutors, promoting a consistent and coordinated approach to student welfare, attendance, behaviour and personal development.
- Establish clear expectations for the pastoral responsibilities of Form Tutors and support colleagues in fulfilling these effectively.
- Organise and lead year team meetings, ensuring relevant information, priorities and agreed actions are communicated and followed through.
- Keep Form Tutors informed of relevant developments, student concerns, school policies and pastoral procedures.
- Work collaboratively with Faculty Leads, Curriculum Leads and teaching colleagues to promote positive behaviour for learning and address barriers to student achievement.

- Communicate effectively with parents/carers, responding professionally to concerns and promoting positive partnerships between home and school.
- Contribute to parents' evenings, transition events and other opportunities to engage families in students' education and development.
- Liaise with other schools and relevant professionals regarding student admissions, transitions, managed transfers and placements where appropriate.
- Contribute to the coordination of appropriate year group activities, including enrichment, educational visits, charitable initiatives and opportunities for student participation.
- Represent the school at relevant meetings with external agencies and professionals where appropriate to the role.
- Work collaboratively with pastoral and senior leaders to evaluate year group priorities, identify areas for improvement and contribute to wider school development.
- Monitoring, Evaluation and School Improvement
- Maintain a clear understanding of the strengths, needs and priorities of the allocated year group, using attendance, behaviour, achievement and pastoral information to inform decision-making.
- Monitor and evaluate the effectiveness of pastoral strategies and interventions, identifying where further support or improvement is required.
- Maintain accurate and appropriate records of student concerns, actions, interventions and outcomes using the school's designated information management systems.
- Provide relevant information, reports and updates to pastoral and senior leaders, highlighting emerging concerns, progress and areas requiring further action.
- Contribute to the development and implementation of relevant school improvement priorities, particularly those relating to attendance, behaviour, inclusion and student wellbeing.
- Promote and celebrate year group achievements through assemblies, rewards, school communications and other appropriate opportunities.
- Support the consistent implementation of school policies and procedures, contributing to a positive, safe and purposeful learning environment.

General Responsibilities

- Be an ambassador for Kingsway Park High School and consistently model and promote the school's vision, values and expectations.
- Establish and promote a culture of excellence, inclusion, equality and high expectations for all students.
- Make a positive contribution to the wider life and ethos of the school.
- Work collaboratively with colleagues across the school and contribute to the development, implementation and evaluation of school policies, practices and improvement priorities.
- Respond professionally and appropriately to unplanned situations, incidents and emergencies, prioritising the safety and wellbeing of students and staff.
- Undertake allocated duties before, during and after the school day as required, maintaining a safe, orderly and supportive environment.
- Support the supervision and organisation of students during lessons, transitions, social times and other school

activities where appropriate.

- Attend meetings with parents/carers, external agencies and other professionals where appropriate to the role.
- Support enrichment, trips, visits and other activities that enhance students' wider educational experience.
- Undertake any other reasonable duties commensurate with the nature and level of the post as directed by the Headteacher, Line Manager or Senior Leadership Team.

Safeguarding, Health and Safety

- Promote the safety and wellbeing of students and fulfil safeguarding responsibilities in accordance with Keeping Children Safe in Education, the school's Child Protection Policy and other relevant policies and procedures.
- Recognise, respond to and report safeguarding concerns promptly, following established school procedures and maintaining appropriate professional boundaries.
- Maintain a safe learning and working environment and ensure appropriate health and safety procedures are followed.
- Maintain appropriate confidentiality and handle information relating to students and staff in accordance with school policy and data protection requirements.

Professional Development

- Maintain up-to-date knowledge of effective pastoral practice, behaviour management, attendance, safeguarding and student wellbeing through ongoing professional development and reflective practice.
- Take responsibility for identifying and addressing own professional development needs and engage positively with opportunities provided by the school and Trust.
- Participate fully in the school's appraisal and professional development processes.
- Personal and Professional Conduct
- Uphold high standards of ethics, integrity and professional conduct both within and outside school.
- Demonstrate professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Model positive attitudes, behaviours and professional relationships with students, colleagues, parents/carers and the wider school community.
- Promote equality of opportunity, respect individual differences and value the cultural, religious and wider diversity of the school community.
- Demonstrate accountability for the quality and effectiveness of pastoral leadership, student support and outcomes within the allocated year group.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

No.	Categories	Essential / Desirable	App Form	Interview
QUALIFICATIONS				
1	GCSE Grade 4/C or above in English and Mathematics, or recognised equivalent qualifications	E	✓	
2	Relevant qualification or accredited training in pastoral support, safeguarding, behaviour management, counselling or a related field	D	✓	
EXPERIENCE				
3	Experience of working directly with young people, supporting their behaviour, wellbeing, engagement and personal development	E	✓	✓
4	Experience of working collaboratively with parents/carers, colleagues and external professionals to support young people	E	✓	✓
5	Experience of managing challenging situations, responding to behavioural concerns and implementing appropriate interventions	E	✓	✓
6	Experience of maintaining accurate records, monitoring information and preparing reports to support decision-making	E	✓	✓
7	Experience of supporting or leading initiatives to improve student attendance, behaviour, engagement or wellbeing	D	✓	✓
8	Previous experience of pastoral leadership, team coordination or supporting and developing colleagues	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9	Strong understanding of effective pastoral practice and the importance of promoting student welfare, inclusion and personal development	E	✓	✓
10	Ability to establish high expectations for student attendance, behaviour, punctuality and engagement and implement school policies consistently and fairly	E	✓	✓
11	Ability to build positive and trusting relationships with students, including those experiencing challenging circumstances or additional barriers to learning	E	✓	✓
12	Ability to exercise sound professional judgement, manage challenging situations and respond calmly and appropriately to student needs	E	✓	✓
13	Ability to lead, support and motivate colleagues, promoting a consistent and collaborative approach to pastoral care	E	✓	✓
14	Ability to analyse attendance, behaviour and pastoral information, identify patterns and implement appropriate strategies for improvement	E	✓	✓
15	Understanding of safeguarding and child protection responsibilities, including recognising concerns, maintaining appropriate records and following reporting procedures	E	✓	✓
16	Understanding of the needs of students with SEND, disadvantaged students and those experiencing social, emotional or other barriers to learning	E	✓	✓
17	Excellent communication and interpersonal skills, including the ability to work effectively with students, parents/carers, colleagues and external agencies	E	✓	✓
18	Strong organisational and administrative skills, including the ability to prioritise competing demands, maintain accurate records and meet deadlines	E	✓	✓
19	Ability to use relevant ICT systems effectively to maintain student records, monitor information and communicate professionally	E	✓	✓
20	Ability to handle sensitive information appropriately, maintaining confidentiality and professional boundaries	E	✓	✓
21	Ability to work independently, demonstrate initiative and contribute positively to a wider pastoral team	E	✓	✓

22	Knowledge of effective approaches to improving school attendance, behaviour and student engagement	E	✓	✓
PERSONAL CHARACTERISTICS				
23	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	✓	✓
24	Willing to be accountable and to take personal responsibility for own actions.	E	✓	✓
25	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	✓	✓



We Belong
We Co-operate
We Succeed

