



**Non-Teaching  
Assistant Head of Year**



Dear Applicant

Many thanks for expressing an interest in joining Fairfield High School for Girls. Within this pack you will find information about the school, job vacancy and the application process. This is an exciting and unique opportunity to work in an oversubscribed school and to make a contribution to shaping its future and continue building on its successes.

We are looking to recruit a team of motivated, enthusiastic and multi-skilled Non-Teaching Assistant Heads of Year to join our dedicated Pastoral Team. Working within the Pastoral Hub at the heart of the school, each Assistant Head of Year will support the work of a Head of Year and contribute to the provision of exceptional pastoral care across the school. This is an excellent opportunity for a dynamic and proactive individual with a flexible and strategic approach. If you are an effective team player with a positive and solution-focused approach to work then we would like to hear from you.

The purpose of this role is to support the Head of Year in overseeing the general welfare, progress, behaviour and overall pastoral needs of pupils in a specified Year group and to address pastoral needs of pupils who require assistance in overcoming barriers to learning in order to achieve their full potential. To succeed in this role, you will be resilient, flexible and be able to prioritise a demanding workload.

The successful applicants will be required to work 37 hours per week Monday to Friday, term time only plus five days. Working hours will be 8.00am to 4.00pm Monday to Thursday and 8.00am-3.30pm on a Friday with 30 minutes for lunch each day. To be successful in this application, you must be able to demonstrate that you can actively contribute to the high expectations and achievements of the school. In your application, please link your skills, knowledge, experience and personal qualities to the requirements of the post, as described in the job description and person specification. We want you to tell us why you are the right person for the job.

If you wish to discuss this non-teaching pastoral support role, please contact the Senior Assistant Headteacher – Dr J Beckett at [jbeckett@fairfieldhighschool.co.uk](mailto:jbeckett@fairfieldhighschool.co.uk)

Fairfield is a great place to work; teachers are able to teach and amazing pupils make outstanding progress as we have high standards and expectations. However, we acknowledge that there is always room for improvement and we strive to be the very best we can. If you wish to work in such an environment, please give us your serious consideration.

I look forward to receiving your application and thank you in advance for the interest you have shown.

Tours of the school are very welcomed.

Yours sincerely

Handwritten signature of Mrs Stephanie Bateman

**Mrs Stephanie Bateman**  
Headteacher

## Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people. Fairfield High School for Girls is a successful single sex school, a single academy trust, of just under 1,000 11-16 year olds. Our current examination performance places us consistently as Tameside's highest performing school. Not only do pupils at Fairfield attain much higher success ratios than pupils nationally, they also make excellent progress from their starting points. The school's aim is to get the very best from each pupil; not only through superb teaching and learning but also by encouraging involvement in extra-curricular and community activities.

The school enjoys an enviable reputation within its locality. It is extremely popular and has been significantly oversubscribed in recent years with the school roll growing. It attracts pupils from more than 35 different primary schools within four different local education authorities. We are part of Tameside Local Authority which provides a supportive and professional advisory service.

Our Progress 8 score for 2022 is +0.59 for all pupils and +0.55 for disadvantaged pupils. We are delighted that the improvements made in the school have been given public acknowledgement.

## Our School's Purpose is...

To inspire pupils to achieve and guide them to be:

- **Successful learners** who enjoy learning, make outstanding progress, achieve outstanding academic results and are ready to meet the challenges of lifelong learning and the world of work;
- **Confident individuals** who are fully engaged in the life of the school and are able to live safe, healthy and fulfilling lives;
- **Responsible citizens** who are able to make a positive contribution to life in Modern Britain and beyond.



## Whole-School Priorities 2023/24



**successful  
learners**

The knowledge-rich, ambitious curriculum leads to all pupils making outstanding progress in all subjects.



**confident  
individuals**

We promote a culture of outstanding personal development within our school and the wider community.



**responsible  
citizens**

All pupils have outstanding attitudes and behaviour showing respect, kindness and inclusivity.

## Our Vision of Fairfield High School for Girls is...

For the Trustees, Headteacher, Senior Leadership Team and all staff to work together within a tradition of care and service to promote the highest academic standards for all our pupils. Education at Fairfield High School for Girls is a transformational experience, which is realised through daily personal and academic excellence. We have very high expectations of behaviour and appearance reflecting excellent standards in the classroom and we pride ourselves on achieving outstanding progress for all. Our vision is to ensure that Fairfield pupils are **successful learners, confident individuals and responsible citizens**.

As a truly exceptional forward thinking school with high expectations for all learners through a relentless approach to overcoming barriers to learning and evidenced by high standards of achievement across all ages, regardless of background.

- A learning centred school which strives to nurture and develop the talents of all of its pupils.
- A vibrant, tolerant and aspirational school community characterised by high levels of staff and pupil happiness and mutual respect, underpinned by pride, ambition and a commitment to achievement and enrichment for all.
- A school community where all staff are committed to the 'lifelong learning' ethos running through personalised professional development underpinned by a collaborative coaching culture which promotes and nurtures all staff to sustain excellence and develop further.
- A school that truly works in the community, with the community and for the community.
- A financially efficient school that can provide for itself, think for itself and utilise resources to maximise the best outcomes for all.
- A school that provides a relevant, purposeful and inspiring curriculum for all pupils enabling them to be active citizens in a modern diverse British and global community.

## Our School's Values are...

We want everyone working in a caring school where everyone is valued and everyone values relationships. Our emotionally intelligent school community will celebrate individual differences and people will understand how their actions will impact upon, and be perceived by, those they affect. We expect all members of our school community to be the best they can be and help others to be the best that they can be by valuing 'outstanding progress for all'.

# The Fairfield Values

-  **Successful learners**  
*Aspirational · Inquisitive · Hard-working*
-  **Confident individuals**  
*Happy · Resilient · Independent*
-  **Responsible citizens**  
*Kind · Inclusive · Respectful*

## Our Staffing

We have a very capable and talented team of staff. The Senior Leadership Team consists of the Headteacher, a Deputy Headteacher, a Senior Assistant Headteacher, three Assistant Headteachers and the Finance and Business Manager. The Senior Leadership Team are supported by the Headteacher's PA, the Assistant School Business Manager and the Company Secretary. We have circa 65 teaching staff and 45 support staff.

The school is also supported by a committed and enthusiastic Trust Board, the members of which have a diverse range of skills and expertise.

We are strongly committed to the development of our staff. We use external courses to support colleagues but also believe firmly in the benefits of internal expertise – sharing through coaching and 'in-house' best practice sessions. We also work with a group of other schools to support teacher training in middle management and excellent classroom practice.

## Our Facilities

We are proud that high-quality teaching and learning at Fairfield High School for Girls is supported by both modern and more traditional facilities. Each classroom is equipped with projectors and interactive equipment; there are now around 600 computers for pupil use.

Main features include:

- An open-plan Restaurant
- Science Laboratories and Technology suites
- A multi-purpose assembly hall
- A Sports Hall
- A Conference Centre
- A Multi-Use Games Area (MUGA)
- Community facilities

## Our Location

The school is based in Droylsden, mid-way between Manchester and Tameside. It is ideally located within easy access of a network of motorways and major roads. It is within close proximity to several business parks and Manchester city centre.

Housing in the area consists mainly of private property supplemented by some rented accommodation. The majority of our pupils live in Tameside and the surrounding boroughs but we take pupils from other parts of Manchester and also other authorities.

## Our Vacancy

<b>Start Date:</b>	As soon as possible
<b>Closing Date:</b>	9.00am on Monday 9 <sup>th</sup> October 2023
<b>Grade/Salary:</b>	NJC Grade 18-22
<b>Contract Type:</b>	Permanent, 37 hours a week, term-time only plus five days Working hours will be 8.00am to 4.00pm Monday to Thursday and 8.00am-3.30pm on a Friday with 30 minutes for lunch each day
<b>Interview Date:</b>	w/c Monday 16 <sup>th</sup> October 2023 at a date to be confirmed

## Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than two sides of A4 paper (minimum font size 10). You may include examples from previous paid, unpaid or voluntary experience.

**Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate during the application process.**

Please ensure that you provide an up-to-date email address with your application as we contact candidates electronically rather than by post.

The completed application form should be emailed to [aeys@fairfieldhighschool.co.uk](mailto:aeys@fairfieldhighschool.co.uk)

Or posted to:

Miss A Eyre - Headteacher's PA  
Fairfield High School for Girls  
Fairfield Avenue  
Droylsden  
Manchester  
M43 6AB

Please note that due to the volume of applications we receive, we will only be able to contact candidates who have been selected for interview. If you do not hear from us within two weeks of the closing date, please assume that we will not be calling you for interview on this occasion.

For additional information about the school please visit the website [www.fairfieldhighschool.co.uk](http://www.fairfieldhighschool.co.uk)

## Background Checks and Safeguarding Pupils

Fairfield High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

## Thank you

Thank you for considering Fairfield High School for Girls and we look forward to receiving your application.

## Job Description

### Assistant Head of Year (Non-Teaching)

#### Permanent – 37 hours per week, Term-Time Only plus five days

Working hours will be 8.00am to 4.00pm Monday to Thursday and 8.00am-3.30pm on a Friday with 30 minutes for lunch each day

#### Responsible to:

- The Headteacher
- The Senior Assistant Headteacher
- Head of Year

#### Responsible for:

- Assisting with the provision of a complementary service alongside teachers and other colleagues within the school to address the pastoral needs of pupils who require assistance in overcoming barriers to learning in order to achieve their full potential.
- Supporting the work of the Pastoral Faculty, Heads of Year and Form Tutors in overseeing the general welfare, progress, behaviour and overall pastoral needs of pupils across the school.
- The progress, behaviour and personal development of an assigned Year group.

#### Post Purpose:

- To offer complementary support the Head of Year on all pupil/parent issues.
- To liaise with Senior Leaders and Heads of Year in order to ensure effective and inclusive behaviour for learning resulting in outstanding progress and outstanding personal development for all groups of pupils.
- To work collaboratively and contribute to the development of a strong pastoral team with an emphasis on promoting a culture of high expectations, positive conduct and behaviour and maintaining the school ethos.
- To help coordinate the enrichment curriculum contributing to ensuring outstanding personal development for all groups of pupils.
- To work with and provide guidance to Year group tutors.
- To assist in the management of the Year group including pastoral support, achievement, attendance and punctuality, attainment/progress, behaviour and safeguarding.
- To establish positive relationships with parents/carers, staff and outside agencies in line with the school's vision and values.
- To work with identified groups of pupils with regard to progress, engagement and achievement.
- To assist with the transition process across all Key Stages.
- To help underachieving pupils overcome barriers to learning whether inside/outside of school.
- To transform young peoples' attitudes towards school and help them gain confidence.
- To support children who have a range of social, emotional and behavioural problems.
- To support the coordination of whole school attendance.
- To have shared corporate responsibilities as a member of the Pastoral Team as well as individual responsibilities relating to each particular role.

#### Working relationships:

- Headteacher and Senior Leadership Team
- Pastoral Faculty
- Heads of Year
- Faculty and Subject Leaders
- Form Tutors
- Teaching and Support Staff
- Pupils, Parents and Carers
- External Agencies

## **AREAS OF RESPONSIBILITY**

### **Safeguarding and Wellbeing:**

- To undertake safeguarding and child protection responsibilities under the general direction of the Designated Safeguarding Lead.
- To be a Deputy Safeguarding Lead, supported by training and continuing CPD.
- To support and promote safeguarding and pupil welfare procedures.
- To carry out first aid responsibilities in line with school requirements, supported by training and continuing CPD.

### **Pastoral Responsibilities:**

- To contribute to the development and improvement of pastoral management and support.
- To be involved in the general supervision of pupils.
- Support pupils' progress and development through one-to-one and group work.
- To identify all barriers to pupils' progress and development and to work with pupils, parents and carers and actively encourage and facilitate cooperation within the school.
- Organise the induction of new pupils throughout the year.
- To assist the Head of Year with transition between Year groups.
- Facilitate the transfer or placement of pupils at other schools.
- Draw up and implement action plans in areas of concern, e.g. attendance, behaviour, achievement and attainment.
- Listening to and helping pupils resolve a range of issues that are creating barriers to learning.
- To undertake home visits to identify barriers to achievement in school, if required.
- Liaising with external agencies and their processes as appropriate.
- To support pupils working with external agencies, such as CAMHS, and complete referrals.
- Have knowledge of the range of activities, services, courses, organisations and individuals that could provide additional support. Support access to these opportunities for individuals.
- To work in collaboration with the Senior Assistant Headteacher and SLT on all areas of the pastoral provision.
- To be a visible presence around the school on a daily basis including before school, after school, break and lunchtime duties.

### **Attendance and Punctuality:**

- Work with Heads of Year to develop strategies to support pupils in improving attendance and punctuality.
- To assist with monitoring attendance and punctuality in line with guidelines and regularly meet with the Attendance and Inclusion Manager.
- Implement measures necessary to improve individual and Year group attendance.

### **Behaviour, Discipline and Ethos Responsibilities:**

- To support the behaviour and academic progress of a nominated Year group to ensure all pupils make outstanding progress and transition smoothly across the school.
- Supporting Heads of Year to develop a Year group ethos.
- Uphold standards within the school regarding uniform and equipment.
- Working as part of the Pastoral Team to ensure a consistency of approach to pastoral issues, e.g. lateness, uniform, detentions, jewellery etc., through strong communication and monitoring procedures.
- To assist in the induction of new Form Tutors into the team together with the identification of any training and development needs.
- To support the monitoring of standards within tutor time and form period to include effectiveness of communications, standards of work and behaviour, checking of Fairfaxes, uniform etc.
- To support the school disciplinary framework by working at the middle level in the referral framework. This may include liaising with the Head of Year, the Attendance and Inclusion Manager and/or outside agencies, dealing with parents/carers and communicating action taken to the Senior Assistant Headteacher.
- To promote a culture of achievement through the use of rewards.

- Managing incidents, investigating as appropriate and referring investigated incidents to Head of Year and SLT as appropriate.
- Ensure effective communication with parents/carers, make regular contact and meet with parents/carers to discuss pupil behaviour.
- Maintaining appropriate disciplinary records.
- Managing the 'on report' system at this level.
- Dealing with pupils referred by Faculty and Subject Leaders and/or Form Tutors.
- To assist SLT and Heads of Year in supervising pupils in our internal inclusion and isolation rooms, and supervising the room as part of an on-call rota.
- Assisting SLT and Heads of Year in supervising the school detention system, as required.
- To support Year Group assemblies.

#### **Progress and Achievement:**

- Help pupils who are underperforming in their subjects on a one-to-one basis outside the classroom, as appropriate.
- Assist in initiatives to improve progress and attainment of pupils identified as underachieving and/or failing to meet targets.
- To support the analysis of pupil tracking data, identify underperformance, and contribute to planning appropriate interventions and monitor their impact.
- Support provision across the curriculum, liaising with staff over issues relating to pupils' progress.
- To maintain accurate and up-to-date information concerning the Year Group on the management information system.
- Assess and identify pupils that are at risk of suspension and/or permanent exclusion.
- Meet regularly with Heads of Year and other members of the Pastoral Faculty to discuss concerns/progress/individual pupils.
- To assist the Head of Year with managing pupil tracking and review.
- To provide information and advice to enable pupils to make choices about their own learning, behaviour and attendance.
- To support the Examinations Officer, Head of Year and SLT in the administration and conduct of examinations and tests in the Year Group.
- Providing additional support at Parent/Carer Evenings, as required.
- Organise or support activities focused on raising pupil achievement or aspirations, e.g. extra-curricular activities such as open house, coursework sessions and accompanying appropriate school trips and visits.
- To compile and write professional reports on pupils as requested by SLT.
- Undertake other such duties, which reasonably correspond to the general character of the post and are commensurate with the level of responsibility.
- To carry out other duties that may reasonably be required by the Headteacher and Senior Leadership Team.

#### **Professional Development:**

- To continue own professional development as agreed with your line manager.
- To attend and participate in appropriate training meetings and other learning activities.
- To actively engage in the Performance Management process for support staff.
- The develop constructive working relationships and communicate effectively and professionally with other staff.

#### **Staff Meetings:**

- Participating in meetings at the school, which relate to the curriculum for the school or the administration and organisation of the school, including pastoral arrangements.

**School Ethos:**

- To fully comply with the school's Policy for Child Protection and Safeguarding (and related policies) to promote and safeguard the wellbeing of all young people at all times.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.
- To support the school in meeting legal requirements for worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To proactively promote an atmosphere of mutual support, respect, recognition and celebration of the diversity in our school.

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

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with disabilities or continued employment for any employee who develops a disabling condition.

This job description is current but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

## Person Specification – Non-Teaching Assistant Head of Year

	Essential	Desirable
<b>Qualifications/Training/Knowledge</b>		
A good standard of general education.	✓	
Well-developed Maths and English skills (by qualification or experience).	✓	
Other relevant qualifications.		✓
Evidence of other types of relevant CPD.		✓
A first aid qualification.		✓
<b>Experience/Skills</b>		
A successful record of employment.	✓	
Experience of working with young people in a school or a college.	✓	
Classroom experience at primary and/or secondary school level.	✓	
Supporting literacy and numeracy across a range of subjects the curriculum and delivering interventions.		✓
Participation in, and commitment to, extension and extra-curricular activities.		✓
Mentoring either as a mentor or mentee.		✓
Coordinating an aspect of pastoral management.		✓
Improving the practice of others.		✓
<b>Competencies/Abilities</b>		
Promote and safeguard the wellbeing of all young people.	✓	
Develop positive relationships with pupils and staff.	✓	
Communicate highly effectively with a wide range of audiences.	✓	
Demonstrate yourself as a role model in terms of hard work, commitment to best practice in learning and teaching, personal presentation and attitude to all members of the school community.	✓	
Work independently and show initiative.	✓	
Support the school ethos of high standards of behaviour for learning.	✓	
Understand classroom roles and responsibilities and your own position within these.	✓	
Self-evaluate learning needs and actively seek learning opportunities.	✓	
Support the school ethos of high standards of behaviour for learning.	✓	
Deal sensitively with people and resolve conflicts.	✓	
Teach literacy and numeracy skills which support the National Curriculum in English and Maths.	✓	
Professionally develop other colleagues.		✓
<b>Personal Qualities</b>		
A growth mind-set and commitment to lifelong learning.	✓	
Exemplary attendance and punctuality.	✓	
Professional presentation and manner.	✓	
Demonstrate impact and presence.	✓	
Willingness to take a full part in the life of the school.	✓	
A genuine commitment to inclusive comprehensive education.	✓	
Pupil-centred educational principles rooted in a willingness to continuously improve learning and teaching across the school.	✓	
High profile with pupils, parents/carers, staff and other stakeholders.	✓	
An effective team member.	✓	
Ability to motivate, inspire, enthuse and engage learners in the subject areas.	✓	
Be able to initiate ideas, set own targets and meet own and other people's deadlines.	✓	
Strong interpersonal skills with all.	✓	
Well-developed communication and organisational skills.	✓	
Problem solving ability and a solution focused approach to work.	✓	
Sensitivity and understanding to help build productive relationships with pupils.	✓	
Commitment to always maintaining confidentiality.	✓	
A flexible approach.	✓	

