

# Senior Head of Year (non-teaching) Application Pack

Closing Date: 28<sup>th</sup> March 2025



Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We believe that the success of a school lies in fostering high quality relationships between students, staff and the wider community and adherence to our values helps strengthen these relationships each and every day.

At Edgar Wood Academy, we work together to support every student to develop, both personally and academically. We aim to ensure that our students have the knowledge and skills to improve the communities that they live in, to enrich the society that they are part of and to make a positive contribution. As part of our Edgar Wood Promise, we have a curriculum which aims to secure outstanding progress, develop students' powerful knowledge and cultural capital, as well as their aspirations to be the best versions of themselves.

We are proud to be part of Altus Education Partnership Trust. The development of the Trust stemmed from a commitment to raising aspirations and improving the life chances of young people throughout the borough of Rochdale.

In September 2022, students at Edgar Wood Academy were the first to experience our new building, and we are extremely lucky to benefit from its state-of-the-art facilities, designed to allow all students to flourish academically, culturally and artistically.

Our passion and commitment to ensuring our students' potential through high-quality teaching, in a safe and caring environment is key to the success of each and every student.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague, willing to share, learn and keep abreast of current research. Enjoy working as a team and thrive on the challenge of working and contributing to the successful establishment of a school. Be someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

A handwritten signature in brown ink, appearing to read "Paul Jones".

**Paul Jones**  
**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](mailto:recruitment@altusep.com)

## Deadline

The deadline for the post is **28<sup>th</sup> March 2025** (to arrive no later than 12.00 midday).

Interviews are expected to take place week commencing **4<sup>th</sup> April 2025**

## Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

## Salary

The post will be paid on **support staff salary scale point 25 -29**. Actual salary for term-time only is £30,443.74 - £33,373.63.

## Start Date

**June 2025**

## For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Sophie Bailey – HR Officer: [recruitment@altusep.com](mailto: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

### Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

### 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 four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Kingsway Park High School** is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

## Role Description

<b>Job Title:</b>	<b>Senior Head of Year (non-teaching)</b>
<b>Reports to:</b>	Assistant Headteacher (Behaviour)
<b>Remuneration:</b>	The post will be paid on support staff salary scale point 25 -29. Actual salary for term-time only is £30,443.74 - £33,373.63.
<b>Contract:</b>	Permanent – 37 hrs per week – Term Time Only
<b>Start Date:</b>	June 2025

### Job Purpose:

The Senior Head of Year will take a leading role in the operational delivery of pastoral care, behaviour, and attendance across multiple year groups. Working closely with the Assistant Headteacher, Deputy Headteacher, Attendance Team, and DSL, the Senior Head of Year will ensure the effective implementation of school policies, support Heads of Year in their roles, and lead on complex student cases to maintain high standards of student welfare and conduct.

### Key Responsibilities:

#### Leadership & Management

- Line manage and mentor Heads of Year, providing guidance and professional development to ensure consistency in pastoral support and fostering a collaborative approach across year groups.
- Lead and coordinate year group teams to deliver high-quality pastoral care, ensuring all students are supported effectively.
- Act as the senior point of contact for escalated behavioural, pastoral, and safeguarding concerns within year groups.
- Develop individual development plans for Heads of Year to support their professional growth and ensure effectiveness in their roles.

#### Behaviour & Attendance – Operational Delivery

- Work closely with the Assistant Headteacher and Deputy Headteacher to implement behaviour and attendance policies at an operational level.
- Support Heads of Year in monitoring attendance and behaviour data, ensuring interventions are applied consistently and proactively to prevent issues.
- Use data to assess trends and outcomes, adjusting strategies for more effective student support.
- Oversee the implementation of behaviour management strategies, including restorative approaches, in line with school policy.
- Coordinate and support the reintegration of students following exclusions or prolonged absence, ensuring a smooth transition and continued support.

#### Pastoral Care & Safeguarding

- Take the lead on complex student welfare cases, working closely with external agencies and school safeguarding leads.
- Support the Designated Safeguarding Lead (DSL) with student referrals and child protection concerns.
- Ensure pastoral support strategies are in place for vulnerable students, including those at risk of disengagement.

#### Parental & Community Engagement

- Act as the senior point of contact for escalated parental concerns regarding behaviour, attendance, and well-being, fostering open lines of communication.
- Work with external organisations and community groups to provide additional support, enrichment opportunities, and guidance to students and their families.
- Lead and develop initiatives to strengthen home-school relationships, including parent workshops, communication strategies, and engagement activities.

#### School Policy & Development

- Contribute to the review, development, and implementation of pastoral policies and procedures, ensuring they are effectively communicated to staff, students, and parents.
- Ensure that pastoral staff are trained and updated on key policies, including behaviour, safeguarding, and attendance.
- Lead or coordinate workshops for staff to ensure the effective embedding of behaviour, safeguarding, and attendance policies within the school community.
- Represent the pastoral team in relevant meetings, including with the Senior Leadership Team (SLT), governors, and external partners.

#### Key Skills & Qualifications:

- Proven experience in a pastoral or leadership role within an educational setting.
- Strong leadership, communication, and interpersonal skills, with a focus on fostering collaboration and support among staff.
- Experience in managing student behaviour and attendance interventions, with a proactive and data-driven approach.
- Strong understanding of safeguarding practices and multi-agency working, ensuring the safety and welfare of all students.
- Ability to analyse data and implement effective strategies for student support and progress.

This is a **non-teaching role** but requires close collaboration with teaching staff to ensure the holistic development and well-being of students.



## Person Specification

ESSENTIAL CRITERIA	
1.	5 A-C GCSEs or equivalent including English and Maths*
2.	Experience working with children/families with Behaviour/Social Emotional/Mental Health issues
3.	Proven leadership experience in a pastoral role, including managing and developing a team of staff
4.	Ability to lead on complex student cases (e.g., multi-agency involvement, high-risk safeguarding concerns)
5.	Proven ability to implement and evaluate behaviour, attendance, and safeguarding strategies operationally
6.	Experience analysing school-wide data to identify trends and implement interventions
7.	Advanced knowledge of safeguarding protocols, including child protection and external agency collaboration
8.	Experience delivering staff training or mentoring in safeguarding, behaviour, and attendance
9.	Confidence in handling escalated pastoral concerns at a senior level
10.	Experience working with children aged 11-16
11.	Strong interpersonal and communication skills with the ability to motivate and engage students
12.	Commitment to high standards and no acceptance of second best for both students and staff
13.	A commitment to professional learning and continuous development
14.	Ability to contribute positively to teams, share ideas, and collaborate effectively
15.	Strong ICT skills, including using school data platforms (e.g., Arbor, CPOMS, Behaviour Watch)
16.	Commitment to creating a positive school culture that values diversity, equality, and individual self-worth
DESIRABLE CRITERIA	
17.	Further leadership qualifications or CPD (e.g., NPQML, NPQSL, DSL training, mental health first aid)
18.	Experience working with external agencies (e.g., CAMHS, social services, EWS)
19.	Experience supporting exclusions, alternative provision referrals, and reintegration plans
20.	Knowledge of restorative justice approaches in behaviour management
21.	Further relevant qualifications or experience in SEND, counselling, or mental health
PERSONAL CHARACTERISTICS - ESSENTIAL	
22.	An unwavering commitment to the Altus Education Partnership's vision, mission and values
23.	Willing to be accountable and to take personal responsibility for own actions
24.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation



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