



# HEAD OF YEAR

## JOIN OUR TEAM

**Post Title:** Head of Year

**Contract Type:** Permanent

**Reporting to:** Services to Students & Families  
Manager

**Salary Range:** MPR / UPR TLR2c



# ROLE PROFILE

Head of Year is an additional role which you will carry out in addition to forming part of our teaching staff. A subject specialism in either Maths, Music or Design Technology would be advantageous. This role will initially be with Year 10 and will roll through with the cohort of students in year groups 8 to year 11.

In conjunction with the Heads of House, Heads of Year support, hold accountable and develop a team of tutors focusing on being “standard bearers” for the Perins Ethos. The successful candidate will be responsible for maintaining high standards of social, personal, and academic development of students so that:

- The large majority (90%+) of students in KS3 make at least Expected progress.
- 40% of students, from their starting points, make above Perins Expected progress.
- 90%+ of all students meet attainment targets.

We are committed to providing a rich and rounded educational experience for all students at Perins as we believe that everyone is entitled to high levels of individual achievement, care and support. Our motto “In Omnia Excellentia” (Excellence in Everything) reflects our aspirations that every student has the opportunity to progress and develop in all areas preparing them for the future.

## USEFUL LINKS



[The Perins MAT](#)



[The History of Perins School](#)



[Our Ofsted report](#)



[Meet our Head of School  
Mr Nevola](#)



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*Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.*

**Team Leader**

# HEAD OF YEAR ROLES AND RESPONSIBILITIES

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- To lead both the team of tutors and cohort of students, with the Heads of House. This involves giving a clear vision and direction to work, identifying key areas for improvement, and planning appropriate actions to meet them.
- To liaise with heads of departments, when quality of learning is questioned during parent consultations and offering support and guidance regarding the pupil where necessary.
- To monitor the academic progress of the year group in order to secure and sustain effective learning, with particular reference to the proportion of students and groups of students making Expected and Perins Expected levels of progress.
- To liaise with the guidance team to ensure that timely and appropriate SEMH interventions are put in place according to their wave.
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors.
- To build partnerships with parents/carers and external agencies to support pupil academic progress and social development.
- To monitor student behaviour, attendance and achievement using SIMS and, in consultation with the Attendance Officer, decide on appropriate sanctions, interventions and rewards.
- To organise and, through a team of tutors, implement a framework for daily tutorial activities. This includes both day to day administrative tasks (registration, checking absences etc) and year specific tasks (preparation for exams, options, learning conversations etc).



*Aspire* **TODAY** *Inspire* **TOMORROW**

## Qualifications & Person Specification

- Good degree in an appropriate subject
- PGCE or recognised teaching qualification
- GCSE grade C or above in English and Maths (or equivalent)

## Experience

- Experience of involvement in extracurricular activities.
- Evidence of successful use of ICT within teaching and learning.
- Evidence of ability to develop positive and effective relationships with students, staff, governors, parent/carers and other stakeholders.
- Proven record of delivering outstanding attainment and progress in your subjects.
- Experience of identifying, implementing, and evaluating strategies for improving attainment.
- Experience of leading, coaching, and mentoring teachers as well as delivering staff training.
- Experience of successful behaviour management.

## Essential Skills

- An excellent communicator, able to work effectively with students, parents and colleagues.
- Good or outstanding classroom practitioner with evidence of setting appropriate expectations to advance learning and engage and motivate students.
- Ability to establish productive working relationships and work well in a team.
- Committed to the promotion of equal opportunities for all.
- Evidence of a commitment to the safeguarding of all young people.

## Personal Qualities

- Enthusiasm, energy and personal dynamism.
- Approachable, friendly and patient.
- Good sense of humour.
- Able to prioritise and meet deadlines.
- A liking and respect for young people.
- Appropriate professional relationship with colleagues, parents and children.
- High level of integrity, honesty and fairness.
- Demonstrates personal enthusiasm for the learning process.

# BENEFITS



**Remuneration:** All our teaching positions are based on the national teaching scale. If you are a UQT we will assess your experience and remunerate appropriately. Support staff salaries are based on HCC grades.



**Holiday:** Our teachers work in line with Hampshire School terms. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



**Pension:** Teaching staff benefit from the Teachers' Pension and Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



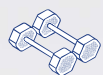
**Discounts:** We offer a wide range of voluntary discounts via our partners KAARP.



**Childcare:** Reduced pre-school fees at Perins Pre-School. Reduced fees at the breakfast and afterschool club based at Sun Hill Junior School.



**Training :** We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking



Thank you for your interest in the Head of Year position at Perins School. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!

# GUIDANCE FOR APPLICATION FORM COMPLETION

## **Employment History**

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

## **Formal Education**

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

## **Safeguarding Children and Adults**

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by the Perins MAT.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

## **Additional Tips:**

Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.



I sincerely hope that you find the information provided informative, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

***Mark Nevola - Head of School***

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