



Non-Teaching Assistant Head of Year

**Term-time plus 5 days
37 hours a week**

Required as soon as possible





Dear Applicant

Thank you for expressing an interest in joining Fairfield High School for Girls. Within this pack you will find information about the school, the job vacancy and the application process. This is an exciting 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 appoint a motivated, enthusiastic and multi-skilled Non-Teaching Assistant Head of Year to join our dedicated Pastoral Team. Working within the Pastoral Hub at the heart of the school, the 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.

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.

Working with a dedicated team of professionals, the successful candidate will be committed to enabling pupils to reach or exceed their potential. You will also contribute to a highly inclusive and successful extra-curricular programme and help pupils understand the important role that the school plays in developing successful learners, responsible citizens and confident individuals.

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.

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.

We offer excellent support and CPD, including a powerful, whole school focus on the development of learning and teaching. This is an excellent opportunity for the right person. If you wish to arrange a visit to the school, or to discuss this non-teaching pastoral support role, please contact the Senior Assistant Headteacher – Dr J Beckett at jbeckett@fairfieldhighschool.co.uk

Fairfield is a great place to work; teachers are able to teach and pupils make outstanding progress due to our 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.

I encourage you to visit our website to get a sense of who we are as a school and all that we have on offer.

Yours sincerely

A handwritten signature in black ink, appearing to read 'F. Lealman', with a long, sweeping horizontal stroke at the end.

Miss Fee Lealman
Headteacher

Our school

As a high performing school, we offer a rich, broad and engaging education for all our young people. Now part of the Stamford Park Trust, Fairfield High School for Girls is a successful single sex school, of just under 1,000 11-16 year olds. The school enjoys an enviable reputation within its locality. It is extremely popular and has been significantly oversubscribed in recent years. It attracts pupils from more than 35 different primary schools within four different local education authorities.

We deliver an outstanding quality of education and because of this, Fairfield has a consistently strong history of excellent academic results. Our pupils work hard as they progress through a carefully planned, knowledge-rich curriculum to develop their understanding and skills to achieve outstanding grades across the curriculum. Our Progress 8 score for 2024 was +0.53 for all pupils and +0.65 for disadvantaged pupils. In 2024, Fairfield pupils achieved an amazing 118 grade 9s or equivalent D* vocational results.

The vision

The curriculum lies at the heart of all we do as a school. Our curriculum experience has breadth and challenge and is planned to meet all pupils' learning needs. Through the curriculum pupils acquire a wide breadth of knowledge which in turn enables the application of skills, supporting progression to the next stage of learning. It poses questions and pursues answers. Through a rigorous academic focus, we aim to provide the very best learning experiences in Mathematics, English, the Arts, Sciences, Languages, Technology, Humanities and Computing.

Our pupils experience a curriculum which not only prepares them for their chosen learning pathway in further education or employment, but develops and encourages a deeper fascination and understanding of the world in which they live, their own values and those of others from differing belief systems. The impact of belonging to our school community reaches far beyond the academic. Through our strong ethos and wider curriculum, a rich set of enrichment experiences is offered; experience days, trips and visits, extra-curricular activities and the modelling of desired values and behaviours to develop character, resilience and a growth mind-set. This whole learning experience from Years 7 to 11 develops cultural understanding, aspiration and a curiosity about the world we live in. It develops pupils academically, emotionally, socially and morally.

We want our pupils to be educated citizens who appreciate the very best of human creativity and achievement. Who contribute, participate and engage with all aspects of their school experience to think about the people they aspire to be and the kind of world they aspire to create. Through the lived daily experience of school life, we inspire and support pupils to achieve and guide them to be:

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.



The school's purpose

For the Trustees, Executive Leadership Team, 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 and aspirational school community characterised by strong relationships between staff and pupils, 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 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.

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'.

Staffing

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

As part of the Stamford Park Trust, the school is also supported by a committed Trust Board and a Local Governing Body, 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 vacancy

Start Date: **As soon as possible**

Closing Date: **Monday 10th February 2025**

Grade/Salary: **NJC Points 18-22 pro-rata**
 Actual Salary £26,724 to £28,556

Contract Type: **Permanent, term-time plus 5 days, 37 hours a week**

Interview Date: **w/c Monday 10th February 2025 – 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 recruitment@fairfieldhighschool.co.uk

Or posted to: Recruitment – Admin Department
 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

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 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. lates, 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.
- To 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

Qualifications/Training/Knowledge	Essential	Desirable
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.		✓
Experience/Skills		
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.		✓
Competencies/Abilities		
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.		✓

Personal Qualities		
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.	✓	

