

Dear Applicant

Non-Teaching Assistant Head of Year at Fairfield High School for Girls

Permanent – 37 hours per week – Term-time plus five days

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

We are looking to recruit 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, 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 applicant will be required to work 37 hours per week Monday to Friday, 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. 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.

We offer excellent support and CPD and the school is committed to safeguarding and promoting the wellbeing of all children; we expect our staff and volunteers to share this commitment. This post may involve sensitive child protection issues. Candidates invited for interview must be able to demonstrate a deep understanding of these matters. The successful candidate will be subject to an enhanced DBS check.

Shortlisted candidates will be notified as soon as possible after the closing date, which is **9.00am on Monday 10th February 2025**. Interviews are likely to take place week commencing **Monday 10th February 2025 at a date to be confirmed**. In line with safer recruitment guidance, references will be taken up at the shortlisting stage. If you do not hear from us within 14 days of the closing date, please assume that we will not be calling you for interview on this occasion. 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. Tours of the school are very welcomed.

Fairfield is a great place to work; teachers are able to teach and 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.

Yours sincerely



Miss Fee Lealman
Headteacher