



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

HEAD OF YEAR
APPLICANT PACK

SEPTEMBER 2025

INTRODUCTION

Dear Candidate

We are delighted to welcome applications for the permanent role of Head of Year at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work. Two years on, we are well on our way to achieving that goal.

The position of Head of Year is a pivotal role within our pastoral system and key to the achievement, attainment and wellbeing of our students. The successful candidate will work alongside a team of four other Heads of Year, led by one of two Heads of Key Stage, and supported by a dedicated team of non-teaching pastoral colleagues.

Aside from the curriculum, at Hartford Church of England High School we focus on the importance of personal development, high expectations and care for one another across the school community. Our Family System and SEND team, provide further depth to pastoral support and enhance our inclusive approach and philosophy. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas).

Across the school campus, we are blessed with exceptional facilities, with a suite of new and modern buildings for students to learn in. We are increasingly popular as the first choice for parents when selecting high school provision in the Northwich area. This means that the children who join us are enthusiastic to learn and are great to teach. It also means that we have hugely supportive parents who contribute to our school community alongside committed staff and expert governors.

Our extensive CPD programme offers regular opportunities for mentoring, coaching, and professional growth, enabling continued development along your chosen career pathway. Professional development is a key part of our culture, and we are committed to supporting all staff in achieving their goals.



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Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. We have extremely close working relationships with the Diocese, the local authority and colleagues in other schools.

If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience as a Head of Year, we want to hear from you! We would welcome applications from teachers of any subject for this role however, we would be particularly pleased to hear from teachers of English, Music, Science or DT.

Should you choose to apply for the role of Head of Year, I look forward to receiving your application. If you would like to tour the school in the meantime and see more of what working at Hartford Church of England High School has to offer, you are more than welcome to do so. Please contact Sara Morris, our Business Manager: Personnel, to arrange a visit.

I look forward to welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



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KEY INFORMATION

Job role: Head of Year

Starting Date: 1st January 2026

Salary: TLR2B £5,872

Head of Year Subject Specialism: Any, however we particularly welcome applicants who can teach Science, Food Technology, English and Music.

Contract Details: Permanent

Closing Date: 9:00am Monday 6th October 2025

Interviews: Thursday 9th or Friday 10th October 2025

Benefits:

There are a range of benefits for staff who work in our school community. These include:

- Membership of the Teachers' Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards provides discounts and offers on all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.



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JOB DESCRIPTION

The role of a Head of Year at Hartford Church of England High School is to provide strategic vision, leadership and management to a year group, working in close partnership with members of the pastoral team. The Head of Year will work collaboratively with colleagues to ensure the highest standards of attendance, uniform, attitudes to learning and outcomes for all students in the year group, ensuring every student achieves the best possible outcomes.

They will ensure that the standard of all aspects of attendance and safeguarding for their year group continually evolves and improves to meet the needs of the cohort. They will be the driving force behind the school's approach to safeguarding within the year group and will ensure the highest standards of attendance and punctuality for all students.

The Head of Year will be a highly motivated and innovative pastoral leader who is able to enthuse, motivate and inspire young people. Prior to their appointment at Hartford Church of England High School, the Head of Year will have demonstrated a desire to excel in pastoral leadership and gained skills, knowledge and experience in this field. They will have outstanding management and communication skills possessing the ability to effectively enthuse and challenge young people in equal measure. Good teamwork, the highest of standards, determination and resilience will have been at the core of their success in their career to date and be at the heart of their role as Head of Year in the future.

Leadership of a year group:

- By working as part of the pastoral team at Hartford Church of England High School, the Head of Year will lead their year group by:
- Overseeing the monitoring and tracking of attendance, punctuality and attitudes to learning for all students in their year group.
- Knowing the progress and outcomes measures for the year group and supporting improvements for key cohorts.
- Ensuring that any students who require support for their behaviour and attendance falling below the school's high expectations, demonstrate improvement with necessary support and guidance.
- Ensuring standards of uniform, equipment and conduct are exemplary throughout the year group.
- Writing, implementing and reviewing an annual pastoral development plan for the year group.
- Being a visible presence around the school modelling high standards, motivation and persistence.
- Ensuring that inclusion permeates the year group where identity is celebrated and difference is valued.
- Ensuring that clear routines are promoted within the year group both within and between lessons and during social time.
- Being the key contact for parents and carers of students within the year group.

Attendance and Punctuality

By working as part of the pastoral team at Hartford Church of England High School, the Head of Year will oversee the attendance and punctuality of their year group by:

- Ensuring that all aspects of attendance data are tracked and monitored so that excellent attendance and punctuality is a strength of the year group where attendance is above national benchmarks and persistent absence is below.



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- Ensuring that an intervention strategy is in place so that any student(s) with poor attendance and or punctuality are effectively supported and challenged by the school so that there is demonstrable improvement in the year group where excellent attendance and punctuality are promoted and celebrated and all stakeholders understand why this is important.
- Ensuring that all aspects of attendance and punctuality to lessons are tracked and monitored and that there is clear action and intervention where students in the year group are persistently late to, or absent from, lessons. This will lead to attendance and punctuality to lessons being maximised with very few students out of lessons during any session of the school day.
- Ensuring that all policies and procedures for attendance are implemented for the year group in accordance with school policy.
- Ensuring that where a student has been absent from the school they are supported in catching up on work missed and reintegrated successfully into the school.

Safeguarding

By working as part of the pastoral team at Hartford Church of England High School, the Head of Year will oversee the safeguarding of their year group by:

- Ensuring that all policies, procedures and routines for the safeguarding of students are consistently applied in accordance with school expectations so that all students in the year group are safeguarded effectively.
- Ensuring that there is a clear strategy in place to prevent, monitor and subsequently manage incidents of child-on-child abuse within the year group. This should lead to all students feeling safe, knowing and understanding the implications of bullying and discrimination and, where it occurs, it being dealt with quickly, consistently and effectively.
- Working alongside the lead for Personal Development, Heads of Family and form tutors to ensure that, where incidents or areas of concern arise, any matters relating to safeguarding within the year group are highlighted to students in a timely and effective manner.
- Promoting mental health and wellbeing for the year group, knowing how to support students and being the first point of contact for students with regards to extra support which may be needed.

Behaviour

By working as part of the pastoral team at Hartford Church of England High School, the Head of Year will oversee the safeguarding of their year group by:

- Leading the implementation of the school's behaviour for learning policy for the year group.
- Ensuring that strategies are put in place to eliminate low level disruption within the year group, ensuring that there is always a calm and purposeful environment around the year group in the school.
- Working alongside the Assistant Headteacher: Behaviour and Attitudes to design a behaviour and attitudes curriculum for the year group that enables students to develop and understand the importance of positive attitudes to learning, including developing their own resilience.
- Tracking and monitoring the progress of students in the year group across a range of key indicators to enable clear intervention strategies to be put in place to support students in improving their attitudes to learning.
- Contacting parents in the year group to review student behaviour patterns and identify interventions to improve standards of behaviour, attitudes to learning and progress, whilst in turn building strong relationships.



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- Designing and leading the implementation of a rewards' programme for the year group in accordance with the school's rewards strategy so that all students see that the consequences of their actions can be positive as well as negative and that there is a clear culture of praise and recognition within the year.
- Establishing clear expectations and routines for the year group which promote excellent relationships between staff and students and reflect the ethos and values of the school.
- Working alongside the Assistant Headteacher - Attendance and Safeguarding to tackle child-on-child abuse in the year group, ensuring that bullying is dealt with seriously and swiftly and that instances of it occurring are rare.
- Forming links with key initiatives, e.g. sports in the community, to improve the conduct and ultimately the progress and attainment of students within the year group.

Attitudes to Learning

By working as part of the pastoral team at Hartford Church of England High School, the Head of Year will oversee the attitudes to learning of their year group by:

- Working alongside teachers to ensure that student engagement is high within the year group and that there is no passivity in the classroom.
- Working alongside Curriculum Team Leaders to identify where attitudes to learning are strong and providing support and intervention where improvements need to be made for the year group.
- Ensuring that, where the attitudes to learning of students in the year group are poor, interventions are put in place to support their improvement.
- Working alongside the Assistant Headteacher - Attendance and Safeguarding, to ensure that punctuality and attendance to lessons for the year group is excellent.
- Ensuring that suspensions and permanent exclusions for the year group are below national benchmarks for all groups and that where a suspension has been initiated, support is in place to reintegrate a student into the school, ensuring that they do not fall behind in their learning.
- Ensuring that there is a restorative approach to incidents that occur in the classroom for students in the year group and that the foundation of the work of the pastoral team is to support learning and progress.
- Undertaking regular learning walks to ensure high engagement from all students in the year group in all lessons, positively reinforcing excellent attitudes to learning.

Other Head of Year responsibilities

The Head of Year will contribute significantly to the middle leadership of the school by:

- Modelling for all staff exemplary practice in terms of managing difficult and challenging behaviour from students.
- Leading detentions, covering the Alternative to Suspension and Reflection Rooms.
- Keeping up to date with political and social issues which affect students and being committed to organising workshops and other such activities designed to ensure a zero tolerance approach to all forms of discrimination.
- Taking the lead alongside senior leaders in key pastoral and academic milestones pertinent to the year group including transition, options and GCSEs.
- Organising and taking part in parent and carer meetings and events for the year group ensuring that parents and carers are fully involved in their child's development at school.
- Taking assemblies in line with the ethos and values of Hartford Church of England High School.



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- Undertaking duties at break, lunchtime, before and after school ensuring that students are observed and safeguarded between lessons and during social times.
- Complying with all policies and procedures with specific awareness of those relating to child protection and safeguarding, health and safety, security, confidentiality and data protection.
- Leading by example as a teacher, (with a teaching commitment in line with Head of Year status) achieving high standards of student attainment and progress, behaviour and motivation.
- Attending and contributing to pastoral leadership and other relevant meetings, supporting others as required.
- Undertaking any other reasonable duties as requested by the Headteacher.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

The functions and specific responsibilities of this job description are to be undertaken in conjunction with the duties of a teacher as defined in the Teachers' Pay and Conditions Document. The responsibilities and duties will be reviewed and modified as the Leadership Team evolves.



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PERSON SPECIFICATION

Head of Year - Person Specification

	Essential	Desirable	Evidence
Qualifications and Experience	<ul style="list-style-type: none"> • QTS • Record of excellence in the classroom • Strong track record of one's own continuing professional development • Record of excellence as a form tutor • Evidence of successful partnership working with parents • Evidence of relevant continuing professional development 	<ul style="list-style-type: none"> • Experience of working in more than one school • Experience of responsibility as a middle leader • Experience of teaching in a Church of England School • Experience as a pastoral leader • Achieved or working towards a Masters or NPQ • Experience of working with external agencies e.g. social care, police 	<ul style="list-style-type: none"> • Letter • Interview • References
Special Aptitudes	<ul style="list-style-type: none"> • Excellent teaching ability commanding respect of students and colleagues • Excellent user of IT in education • A commitment to the personal development, care, challenge and support for young people • 	<ul style="list-style-type: none"> • Experience of effective leadership and management of initiatives within a school setting 	<ul style="list-style-type: none"> • Letter • Interview • References
Interpersonal Skills	<ul style="list-style-type: none"> • Fully committed to the Christian ethos of the school • Inspirational • Ability to forgive and move on • Ability to challenge and support students and staff • High expectations • Excellent team-player • Independent worker • Ability to hold others appropriately accountable • Resilient under pressure • Excellent attendance • Flexible • Full of initiative • Excellent personal organisation • Outstanding communication skills – verbal and written • Drive and enthusiasm • Completer finisher • Sense of humour 		<ul style="list-style-type: none"> • Letter • Interview • References



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OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and
physical wellbeing.

A

ACHIEVING

Working towards our goals,
both academic and extra-
curricular. Showing resilience
and not being afraid to fail.

R

READY

Being punctual, equipped
and ready to learn every
day. Wearing our uniform
with pride.

T

TOGETHER

Working together in all
things - building a school
family characterised by
tolerance and kindness.

LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they
may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



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