



St John Fisher

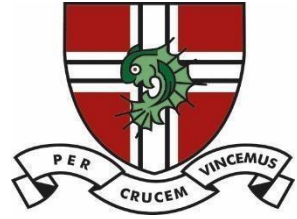
Catholic Voluntary Academy

Christ at the centre and children at the heart

Information for Assistant Head of Year (non-teaching) candidates

St John Fisher Catholic Voluntary Academy

Assistant Head of Year



Introduction from the Headteacher

Thank you for taking an interest in this exciting role.

It is my pleasure to welcome you to St John Fisher, an 11-18 voluntary aided Academy with approximately 1000 students on roll.

We seek to appoint an outstanding Assistant Head of Year, working under the direction of the Senior Intervention Lead and Heads of Year. You will have responsibility for the behaviour of a year group in either Key Stage 3 or Key Stage 4 pupils, although you will follow the Year Group throughout their time at St John Fisher, building strong relationships with students and families. We seek to appoint more than one candidate and we're looking for the best; to match the expectations we have for our students. We need someone with the drive and determination necessary to relentlessly drive-up standards in our rapidly improving school.

St John Fisher Catholic Voluntary Academy has entered a new era of success, growth and pride.

Our students are some of the most inspirational young people you will ever meet. They are polite, friendly, kind and caring. They are supportive of one another and the school. Our staff are the same; dedicated professionals, committed to improving the outcomes and life chances of young people. Many of our teachers are ex-pupils of the school. There is a special feel about this traditional yet forward-looking Catholic school, simply put, it's a wonderful place to work.

We were inspected by Ofsted at the end of March 2025, our report reflects how much we have improved in the last 2 years. It's a different school and you need to see it for yourself. Our current results are a legacy of the school's recent history of declining standards, but we are committed to our students and our community to create a high performing school.

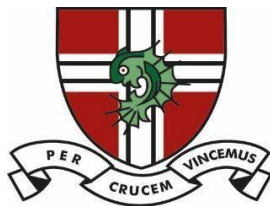
Therefore, we need the best support for our students. As our students' numbers continue to grow, we seek to appoint the best people to support our continued improvement.

We can offer you a wonderful student body, a thriving sixth form, a friendly and supportive senior team and a school overseen by a highly experienced and dedicated governing body who work closely with the school to ensure its continued success.

Your professional development is important to us, and our recent transformation has been made possible by the creation of a staff and student team who are committed to the school's future. Every member of our community is valued and as we continue to move forward, we will continue to invest in all practice which will improve the daily experience of our children. A bespoke programme of professional development, led by highly experienced senior leaders, focusing on bringing out the best from staff, is an entitlement for all teachers and support staff.

If you'd like to be part of our next success, I recommend a conversation with me or a tour of the school, either during the school day or after work. Please get in touch and we will accommodate your request so you can see for yourself what a wonderful place St John Fisher Catholic Voluntary Academy is.

Mr K Mackey
Headteacher



St John Fisher Catholic Voluntary Academy

Headteacher: Mr Karl Mackey

Job Title: Assistant Head of Year	
Work Location: St John Fisher Catholic Voluntary Academy	Salary: Pay Scale & Salary: Grade 7, Point 14 – 17
Reports To: Assistant Headteacher for Behaviour & Attitudes	

Responsible for:

- Pastoral support for students in a Year Group in Key Stage 3 or Key Stage 4, working under the direction of the Senior Intervention Lead, Head of Year and Assistant Headteacher.
- Visiting lessons to praise and support students within your Year Group.
- General intervention support for students who struggle to meet school expectations.
- Identifying and helping to remove the barriers to learning created by challenging behaviour.

Key Responsibilities

This job description may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

- To be a member of the Behaviour & Pastoral Team, to implement and support positive behaviour strategies across the academy.
- Assisting SLT in the management of all elements of student behaviour and implementation of achievements and sanctions on day-to-day basis.
- To take responsibility for supporting staff with student behavioural issues during lesson time as a member of the Pastoral Team whilst on call.
- To support the delivery of pastoral care and academic mentoring to students at the academy.
- To work alongside and undertake appropriate support to individual students with regards to their academic and personal progress e.g. mentoring, mental health, bullying and behaviour.
- To ensure sanctions are applied consistently and in line with the academy's established Behaviour Policy.
- To undertake monitoring of key students and to set targets to aid and assist the appropriate intervention in relation to behaviour and progress.
- To promote, manage and be responsible for high standards of student behaviour, attendance, punctuality and uniform.
- To establish a positive partnership with parents/carers to involve them in their child's behaviour and attendance.
- To ensure that every student within the Academy remains safe: this will involve following all aspects of Safeguarding across the site.
- Support in the staffing of our Reflect room when students would benefit from a reset of their behaviour
- To work with other staff, including the Heads of Year, SENDCO and external agencies, as part of the Pastoral Team, to ensure that students' needs are identified, suitable Behaviour and Pastoral Support Plans are initiated, and that these are implemented effectively.

The postholder will also:

- Establish constructive relationships with parents/carers exchanging information, facilitating support for their child's attendance, behaviour and learning.
- Develop supportive but challenging relationships with students; taking care to maintain strong professional boundaries at all times.
- Recognise good behaviour and challenge/take action on poor behaviour.
- Monitor students' behaviour and with the Senior Intervention Manager/Head of Year, decide on a range of appropriate interventions and support to improve behaviour.
- Maintain a high degree of confidentiality.
- Keep records and provide supporting materials for exclusion meetings if required.
- Contribute to a culture where pupils consistently experience positive and enriching school experiences.
- Uphold educational standards to prepare pupils for their next phase of education and into adulthood.

St John Fisher is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to a satisfactory Disclosure and Barring Service check.

To comply with the Immigration, Asylum and Nationality Act 2006, all prospective employees will be required to supply evidence of eligibility to work in the UK.

This job description will be updated on a regular basis in consultation with the postholder. While every attempt has been made to make this job description exhaustive, there may be occasions when the specifics require review and/or the postholder may be asked to carry out additional, reasonable, requests of the Headteacher.



St John Fisher Catholic Voluntary Academy Person Specification for Assistant Head of Year

The application form will be

used to determine whether candidates adequately meet at least the essential criteria in order to be shortlisted for interview. The criteria will be assessed both during the application and interview process.

Qualifications/Knowledge/Skills/Experience:

Criteria	Essential	Desirable	Measured
5 GCSEs at Grade C or above, including Maths and English or equivalent	✓		App / Int
NVQ 2 Teaching Assistant or Learning Development and Support Services or equivalent		✓	App / Int
Willingness to obtain basic first aid certificate as a minimum level	✓		App / Int
First aid certificate		✓	App / Int
Relevant experience working with children and young people in either a paid or voluntary capacity	✓		App / Int
Experience of working with pupils/students in a pastoral role in an educational setting		✓	App / Int
Experience of managing student behaviour in a positive manner		✓	App / Int
A thorough understanding of child protection policies and procedures		✓	App / Int
Ability to deploy a range of strategies and techniques to encourage learning and positive behaviour	✓		App / Int
A thorough understanding of the range of potential barriers to learning for pupils	✓		App / Int
Knowledge of Equalities and Inclusion policies and how these are implemented in schools		✓	App / Int
Organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision	✓		App / Int
Knowledge and understanding of the range of potential barriers to learning faced by children and young people	✓		App / Int

Additional

Criteria	Essential	Desirable	Measured
An understanding of relevant legislation concerning Safeguarding	✓		App / Int
Clear commitment and understanding of Trust ethos, vision and values and ability to uphold them	✓		App / Int
High levels of interpersonal and communication skills and the ability to build relationships and influence at all levels	✓		App / Int
To be fully up to date with current issues and developments in education		✓	App / Int
To uphold the academy's reputation at all times	✓		App / Int
To be willing to participate in a programme of personal development and training	✓		App / Int
To be willing to take part in the Academy Performance Management process	✓		App / Int

Faith	● ☐	Service	● ☐	Respect
Honesty	● ☐	Courage	● ☐	Forgiveness



This Academy is a member of
**The Bishop Konstant
Catholic Academy Trust**
Learning Communities, Inspired by Faith