

Assistant Head of Year (Non-teaching)

**Salary Single Status Grade 6
£25,993 - £26,835 pa pro rata**

37 hours per week – term time only

Required for April 2025

We are looking to recruit to the permanent post of Assistant Head of Year. This is a support staff / non-teaching post.

This is an important role in the College, and you will be able to make a real difference to the welfare and wellbeing of our students. Our Assistant Heads of Year work under the direction of the Head of Year to offer support and pastoral care to our students.

The successful candidate will ensure students, in an assigned year group, are able to fully engage with their educational experience at St Catherine's College. This will include the pastoral wellbeing of students; behaviour; safeguarding; attendance; wellbeing; rewards and pupil premium. Our Assistant Heads of Year play a vital role in home / college communication.

This post is suitable for an experienced individual who is forward thinking and able to use their own initiative to plan and manage a varied workload. The post involves working with students on a 1 – 1 basis.

For further information or to make an appointment to visit us please telephone Sandie Windsor on 01323 465469.

Completed application forms should be emailed directly to the College addressed to Mrs Sandie Windsor, Head of Personnel, swindsor@stcatherines.college and arrive by no later than **noon on Monday 24 March 2025**.

We are committed to safeguarding and promoting the welfare of children and young people and successful applicants will need to undertake an enhanced DBS clearance.