



# ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



Assistant Head of Year - Salary Single Status Grade 6  
Required April 2025





## Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at [www.stcatherines.college](http://www.stcatherines.college), to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.



We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.



We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **'I have come that you may have life, and have it to the full' (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff "set very high standards for students' behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful." *Ofsted*

"There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential." *Ofsted*

## The Post

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.

The 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.

It is a requirement of this post that the successful candidate is a First Aider.

### **The Benefits of Working at St Catherine's College Include:**

A friendly, supportive and caring staff team

Very well-behaved students who are ambitious, hardworking, resilient, and responsible

Highly visible, supportive senior leaders

Excellent career development opportunities

Subsidised membership to Benenden Private Medical Healthcare

A fabulous, sociable staff room

*"Students and adults thrive in this caring community that celebrates love at its core."*

*(Inspection 2023)*

*"As a result of the rigorous routines used across the college, students are ready to learn and swiftly engage in lessons. This ensures that the atmosphere throughout the college in lessons and social time is calm, purposeful, warm and inclusive."*

*(SIAMS Inspection 2023)*

## **Job details**

<b>Salary:</b>	Local Government Single Status Grade 6 Scale point 14 to 16 £25,183 - £26,835 pa pro rata
<b>Hours:</b>	Full time
<b>Contract type:</b>	Permanent
<b>Reporting to:</b>	Head of Year

## **Job Purpose**

- To provide a consistent point of contact for all students.
- Be the first line of communication for parents and students concerning pastoral issues.
- To closely monitor the attendance and punctuality of all students.
- To assist in providing for the social, emotional, and educational welfare of students.
- Supporting the learning and behaviour of students within the College both inside and beyond the curriculum.
- To work together closely with the year team and other Assistant Heads of Year to discuss key students in terms of attendance, behaviour, progress and health needs.
- Be a designated First Aider.

## **Duties and Responsibilities**

- To monitor and report on students' attendance, punctuality, and uniform and liaise with parents as appropriate.
- To promote regular attendance and punctuality.
- Ensure accuracy in registers in conjunction with other staff.
- Monitoring regular truants, carrying out spot checks and checking areas used by truants.
- Running of the late systems and detention systems.
- Liaise with the Attendance Welfare Officer on a regular basis.
- Liaise with outside agencies as the need arises.
- Monitor students daily.
- To ensure all behaviour activity is logged onto the behaviour system as required.
- To carry out investigations into behavioural incidents in the College as required.
- To investigate allegations by students and parents of breaches of expected behaviour standards, including interviewing students and taking detailed statements.
- To liaise with Heads of Year to determine suitable behaviour sanctions where necessary and the implementation of agreed sanctions including first contact with parents.
- To liaise with individual teachers and support staff in relation to the behaviour and learning of individuals in the College.
- Escorting students to detention / Isolation when necessary.
- Assisting with the development and leading of behaviour for learning.
- Promote high expectations of student attainment and behaviour.
- Contribute to the pastoral care of all students in the College.
- Be the first line of communication for parents, staff and students concerning pastoral issues and to liaise with Heads of Year as appropriate.
- Offer support to students with welfare problems.
- To undertake first aid training and hold first aid qualification.
- To maintain student files and archive as necessary.
- To aid transmission and transfer of student data, in particular new Year 7 intake.
- To complete the day to day administration tasks including preparation of letters, filing and data input, in particular having responsibility for student voice forms.

## Job Description—continued

- Liaise with the Business Manager when dealing with administration for specific events.
- To attend and contribute to awards evening, intake evening and open evening.
- To assist in maintaining and implementing the College's anti-bullying policy.
- To assist with college parent evenings.
- To co-ordinate the provision of work for students on exclusion.
- To be alert to the signs and symptoms of abuse and report any child protection concerns to the DSL.
- To log any child protection concerns in line with college policy.
- Uphold the professional standards of every member of the Academy's staff in all dealings with students, parents / carers, colleagues, and the wider community.
- Work in ways that promote equality of opportunity, diversity, and responsibility.
- To undertake other duties of a similar level and responsibility as may be required from time to time.

## **Person Specification**

### **Qualifications and Training**

Good basic education essential

An existing First Aid qualification desirable

### **Experience**

Successful experience of working with secondary school children

Experience of working in a school / college

Experience of producing documents to a high standard using Microsoft Word and Excel

Experience of undertaking a range of clerical and administrative duties including data input

### **Skills and Abilities**

Excellent organisational skills

The ability to anticipate problems and develop creative solutions

Ability to produce accurate correspondence for the college using a variety of different tools

Able to communicate well, both in writing and orally

Able to manage time effectively and work to deadlines

Ability to establish and maintain positive relationships with staff and whole school community

Ability to show sensitivity and objectivity in dealing with confidential issues

Ability to present a professional college image and to positively promote the college

### **Knowledge and Understanding**

Knowledge of basic office routines

Knowledge of a range of computer applications including Word and Excel

Knowledge of Child Protection and Safeguarding

Absolute confidentiality

### **Personal Qualities**

Willing to accept the demands and challenges of the post and respond in a flexible manner

High standards and thorough attention to detail

Commitment, honesty and integrity

Commitment to safeguarding and promoting the welfare of children and young people

Possesses an infectious enthusiasm, stamina and considerable energy

Has a good health and attendance record

# Your Application

Completed application forms and letters of application should be sent directly to the college addressed to [swindsor@stcatherines.college](mailto:swindsor@stcatherines.college)

The closing date for this post is 12 noon on **Monday 24 March 2025**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.