



Bolingbroke
Academy

Head of Year (KS3/KS4)

An exciting opportunity has arisen for dedicated Head of Year to join our passionate and ever courageous community.

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as 'Outstanding' in all five categories in the 2024 Ofsted inspection. Ofsted's recent parent survey also ranked us as the 'happiest secondary school' in Wandsworth.

The Role

We are seeking someone to share our vision and lead with courage and determination. As Head of Year, you will be responsible for ensuring outstanding pastoral support for all pupils in your year group and fostering a culture that enables all students to maximise their achievements across the spectrum of school life. You will be instrumental in our mission to provide every student, regardless of their background, with a great education and real choices in life.

Reports to: Assistant Principal

Start date: September 2026

Salary: £41,328 - £53,606 (Ark Main Pay Scale AM1-AM6) + TLR 2A (£3,525)

Contract: Permanent

Closing date: Monday, 4th May 2026

Key Responsibilities

Leadership and Management

- **Inspire and Lead:** Guide your team of civitas tutors to ensure their tutees feel safe and cared for, enabling them to thrive throughout their secondary education.
- **Programme Oversight:** Plan and oversee the Personal Development programme (SMSC/PSHE/assembly programme) for your year group.
- **Attendance Management:** Drive attendance across the year groups by working with and through your tutor team.
- **Empowerment:** Provide clear direction to Civitas tutors to maximize “Community time.”
- **Meetings:** Attend wider pastoral meetings with school leaders and oversee safeguarding concerns within your year group.
- **Behaviour and Rewards:** Lead staff and pupils to celebrate success with timely rewards and ensure swift actions to follow the behaviour policy.
- **Professional Development:** Lead, support, and aid the development of a professional community of Civitas tutors. Coach, observe, and motivate teachers within the key stage.
- **Community Leadership:** Support parents and families to ensure their child receives the best education. Attend and complete home visits and visits to alternative provision.
- **Daily Oversight:** Oversee behaviour follow-ups in year groups daily and attend relevant TAF and TAC meetings for students.

Strategic Activities

- **Data Analysis:** Regularly analyse pupil performance data, reviewing attendance, house points, and attitude to learning data to ensure children are on track to achieve their academic targets.
- **Support for Pupil Premium:** Motivate and support your team to provide additional support to children from a pupil premium background to enable them to excel pastorally and academically.
- **Programme Implementation:** Lead, organise, and implement daily tutor activities, tasks, and assemblies. Plan and organize the induction and onboarding of new pupils.
- **Curriculum Planning:** Plan, implement, and deliver an effective Personal Development programme by planning SMSC and PSHE curriculum year.
- **Quality Assurance:** Quality assure our annual Civitas tutor reports for each member of their cohort.

School ethos and culture

- **Community Building:** Foster a strong sense of school community and ethos among both pupils and staff.
- **Wellbeing:** Be proactive in the social, emotional, and academic wellbeing of students, collaborating with other staff members and external agencies as appropriate.
- **Parent Relationships:** Establish positive working relationships with parents and carers, communicating regularly with them.
- **Role Model:** Act as a positive role model to staff and students, communicating the highest expectations of behaviour, attendance, and punctuality.
- **Behaviour Management:** Implement and reinforce a consistent behaviour policy and system of rewards and sanctions. Model and implement orderly behaviour and effective stages of support by building caring and respectful relationships.

Teaching and learning

- **High Expectations:** Set high expectations so that all students are inspired, motivated, and challenged to reach their full potential, meeting their progress and attainment targets.
- **Lesson Planning:** Plan and teach well-structured, differentiated lessons aligned to the agreed curriculum, cultivating every student’s intellectual curiosity.

- **Data-Driven Instruction:** Use data to inform teaching and learning, identify areas for intervention, and provide feedback to students, staff, and families to promote progress and outcomes.
- **Behaviour Management:** Manage behaviour effectively in line with our behaviour to create a safe, respectful, and nurturing environment so that pupils can focus on learning.

Person Specification

- **Passion for Development:** Have a passion to learn and develop your practice through regular CPD and feedback.
- **Innovative Thinking:** The ability to question and challenge the status quo and find new and progressive solutions to existing systems.
- **Proven Experience:** Have strong experience teaching and achieving great results.
- **Safeguarding:** The ability to work in a way that promotes the safety and wellbeing of pupils and staff.
- **Organisational Skills:** Have excellent organisation and communication skills.