



LET
EDUCATION
TRUST

AMBITIOUS | INCLUSIVE | RESILIENT

Rhyddings

Head of Year (Non Teaching)

Recruitment Pack

- **Location:** Rhyddings, Haworth Street, Oswaldtwistle, Lancashire, BB5 3EA
- **Grade:** 8 SCP 25 - 30
- **FTE Annual salary:** £37,563 to £42,123
- **Pro rata salary:** £32,597 to £36,555
- **Contract type:** Permanent / 37 hours per week / Term time plus 5 days
- **Start date:** ASAP

All of our staff will have access to the Local Government Pension Scheme.

CEO's Welcome

Dear Applicant,

Thank you for your interest in joining Rhyddings School as a non-teaching Head of Year and for taking the time to find out more about the role and our Trust.

Rhyddings is a proud member of LET Education Trust, a family of schools serving communities across Lancashire. Each of our schools has its own identity and character, but we are united by a shared ambition: to provide the very best possible education and opportunities for every young person in our care.

We know that young people achieve their best when they feel safe, supported and known, but also when expectations are consistently high. As a Head of Year, you will play an important role in bringing these things together – promoting excellent attendance and behaviour, supporting safeguarding and wellbeing, and making sure pupils remain focused on their learning and achievement. These are all central to helping young people succeed at school and opening up opportunities for their future. This reflects the broad remit set out in the role, which includes behaviour, attendance, safeguarding and academic progress.

We are looking for someone who genuinely enjoys working with young people and believes in what they can achieve. You will get to know your pupils and their families well, celebrate their successes and provide support and challenge when it is needed. Above all, we want someone who will champion their year group, maintain high standards and encourage every pupil to be ambitious for their future.

This is an exciting time to join Rhyddings and LET Education Trust. We have a new Headteacher, a great team of staff and a real determination to keep moving the school forward. You will also have opportunities to work with colleagues across LET as we strengthen our professional networks and share good practice across our schools.

If you share our ambition for young people and want to play a part in helping them achieve success both at school and beyond, I would be delighted to receive your application.

You can find out more about LET Education Trust at www.let-edu.org and about Rhyddings School at www.rhyddings.co.uk.

I wish you the very best of luck with your application.

Yours sincerely,
Jeniffer Sing
CEO
LET Education Trust

Headteacher's Welcome

Thank you for your interest in the position of Head of Year at Rhyddings.

I am incredibly proud to have recently been appointed as Headteacher of Rhyddings and feel privileged to be leading the school into an exciting new chapter. As we look to the future, I am determined to build a school where every young person feels safe, valued and supported, and where they are given every opportunity to succeed.

I believe passionately that every young person deserves an exceptional education, regardless of their starting point. My ambition is to secure outstanding outcomes for every pupil whilst developing the whole child. Academic success is vital, but so too are the confidence, character, resilience and aspirations that enable young people to flourish. I want every pupil who leaves Rhyddings to be the very best version of themselves.

Central to achieving this is the strength of our pastoral provision. We are therefore looking to appoint an exceptional Head of Year who shares our ambition for our pupils and understands the importance of building positive relationships, maintaining high expectations and ensuring that every pupil feels a strong sense of belonging within our school community.

This is a key role within our school. The successful candidate will play a central role in supporting the academic progress, attendance, behaviour, wellbeing and personal development of pupils within their year group. They will work closely with senior leaders, tutors, pastoral colleagues, pupils, families and external agencies to ensure that pupils receive the support and challenge they need to thrive.

We are looking for someone who is approachable, resilient and highly organised, with the confidence to set high expectations and have difficult conversations when required. Equally, we want someone who knows their pupils well, celebrates their successes and is committed to helping them overcome barriers and reach their full potential.

Rhyddings is a school with enormous potential and a community that deserves the very best. We have high expectations for what our pupils can achieve and are building a culture in which everyone is encouraged to achieve their Positive Personal Best. We are looking for colleagues who share that ambition, believe in the transformative power of education and want to make a lasting difference to the lives of our young people.

If you are an experienced, values-driven pastoral professional who is excited by the opportunity to lead and support a year group and play an important part in the next chapter of Rhyddings, I would be delighted to receive your application.

Together, we have a unique opportunity to build something truly special for the young people and families we serve.

Mr D. Swarbrick
Headteacher

Safeguarding at Rhyddings

LET Education Trust is steadfast in its commitment to safeguarding and promoting the welfare of children and young people; we expect all staff and volunteers to share this unwavering dedication.

Criminal Record and Background Checks

In accordance with Keeping Children Safe in Education (KCSIE), this position is subject to a robust vetting process:

- As this role involves "regulated activity," the successful candidate will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- This post is not exempt from the Rehabilitation of Offenders Act 1974. However, certain "protected" convictions and cautions are "filtered" and do not need to be disclosed.
- Shortlisted candidates will be required to complete a criminal records self-disclosure form before the interview.
- In line with statutory guidance, the Trust will conduct online searches for all shortlisted candidates to identify any incidents or issues that may affect their suitability to work with children.

Statutory Compliance

- To comply with the Immigration, Asylum and Nationality Act 2006, all shortlisted candidates will be asked to provide evidence of their legal right to work in the UK on the day of the interview.
- This role is identified as a public-facing position under Part 7 of the Immigration Act 2016. Therefore, the ability to fulfil all spoken aspects of the role with confidence and fluency in English is an essential requirement.

All appointments are subject to satisfactory references and medical clearances.

How to Apply

Applications should be submitted using the forms available on our website, accompanied by a supporting letter of no more than two A4 pages. The supporting letter should be clear, concise, accurately written and presented in an organised way; it should show how your experience to date has prepared you for this role. Your letter and complete application form should be returned no later than the specified closing date, and returned to pearcek@rhyddings.co.uk.

- Application deadline date: Friday 2nd October 2026, 12 noon.
- Interview date: Wednesday 7th October 2026

Job Description

- **Post Title:** Head of Year
- **Location:** Rhyddings, Haworth Street, Oswaldtwistle, Lancashire, BB5 3EA
- **NJC Scale:** Grade 8, Pt. 25-30
- **Contract Terms:** Permanent / 37 hours per week / Term time plus 5 days
- **Start date:** ASAP

Main Purpose

To lead and manager a pastoral year group and house continent. Pastoral year leaders will be expected to promote the values of Rhyddings and LET Education Trust.

Responsibilities specific for this post:

- To ensure the whole school community has high expectations for pupils' behaviour and conduct.
- Monitor and show demonstrable improvement in the behaviour and attendance of pupils who have particular needs.
- To eradicate or minimise incidents of concern, bullying, aggression, discrimination and derogatory language, if they occur they are dealt with quickly and effectively and are not allowed to spread.
- To support pupils in pastoral care and encourage a commitment to their learning, support them in studying effectively and therefore to do so, are resilient to setbacks and take pride in their achievements.
- Ensuring pupils have high attendance, come to school on time and are punctual to lessons. When this is not the case, the Pastoral team alongside other school systems in place takes appropriate, swift and effective action.
- To encourage positive relationships among pupils and staff and respectful culture; pupils are safe and they feel safe.
- Identify pupils who may need early help or who are at risk of neglect, abuse, grooming or exploitation; help pupils reduce their risk of harm by securing the support they need, or referring them in a timely way to those who have the expertise to help.

Main Duties & Responsibilities

- Lead and coordinate the day-to-day operations of the year group, managing form tutors to improve pupil behavior, progress, and attendance.
- Organise and chair half-termly year meetings with form tutors to align strategies and share best practices.
- Supervise and lead year-group specific assemblies, events, and functions (such as options processes, reward visits, and annual celebration ceremonies).
- Assess, monitor, and provide targeted support to pupils facing social, emotional, or behavioral barriers to learning, working closely with teachers to raise academic achievement.
- Liaise with curriculum leaders to implement key intervention strategies for specific sub-groups (e.g., SEND, Pupil Premium, and Able, Gifted & Talented).
- Track, monitor, and support looked-after children (LAC) within your assigned House Continent, documenting progress and impact through detailed case studies.

Job Description continued

- Develop, monitor, and review individual support and action plans (including IEPs, PSPs, and reintegration plans for excluded pupils or those on alternative timetables), maintaining accurate and detailed records.
- Deliver direct pupil support through individual mentoring and structured small-group sessions.
- Facilitate smooth transitions for targeted pupils between key stages (KS2/3, KS3/4, and KS4/5).
- Collaborate with form tutors to maintain high standards of attendance and punctuality, identifying and responding promptly to underlying safeguarding or welfare concerns.
- Devise and implement targeted action plans for pupils whose attendance falls below school expectations.
- Partner actively with parents and carers to address concerns regarding performance, attendance, or behavior; this includes organising parents' evenings and conducting home visits to build positive family relationships.
- Liaise with external support agencies and attend multi-agency meetings (such as the CAF process) to champion and protect pupil wellbeing.
- Lead and champion the House Continent System, organising inter-house competitions, activities, and challenges to foster teamwork and leadership.
- Foster positive cross-year relationships and encourage pupil participation in out-of-hours learning and extracurricular opportunities.
- Promote global citizenship and empathy among pupils by delivering a global perspective in education and raising awareness of global issues through charity work.
- Provide classroom cover for absent colleagues as and when appropriate.
- Engage in professional development (CPD) and comply fully with the school's Safeguarding and Child Protection guidelines.

Equal Opportunities: We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Safeguarding Commitment: This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.

PERSON SPECIFICATION - HEAD OF YEAR

Criteria	Essential / Desirable	How Evidenced
Qualifications and Training		
GCSE Grade C/4 or above (or equivalent) in English and Maths or equivalent.	Essential	Application Form / Certificates
First Aid qualification	Desirable	Application Form
Evidence of recent, relevant professional development or training (e.g., safeguarding)	Desirable	Application Form / Interview
Experience		
Significant experience working with children of secondary school age (11–16) within an educational or structured setting.	Desirable	Application Form / References
Experience liaising with parents, carers, or external support agencies.	Desirable	Application Form / Interview
Knowledge and Understanding		
A strong understanding of Safeguarding and Child Protection procedures within a school setting.	Essential	Interview
Skills and Abilities		
Excellent interpersonal and communication skills, with the ability talk to teenagers on their level.	Essential	Interview
Ability to work independently using your own initiative, as well as collaboratively within a wider school team.	Essential	Interview / References
Competent IT skills for record-keeping, tracking pupil progress, and using school platforms (e.g., Arbor).	Essential	Application Form
Personal Attributes and Style		
Resilience and patience when dealing with challenging pupil behaviour or emotionally charged situations.	Essential	Interview / References
A genuine passion for supporting young people to reach their full potential, combined with a good sense of humour.	Essential	Interview
Absolute commitment to confidentiality, data protection, and equal opportunities.	Essential	Interview

