



Harlesden Road, Willesden, London, NW10 3RN

JOB DESCRIPTION

Head of Year (7 & 8 Maternity Cover)

Pay – TLR 1B - £9838 pa

Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI March 2024) and have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, "*Everyone Counts, Everyone Contributes, Everyone Succeeds*" best encapsulates the ethos and values of the community we have established.

This vacancy has arisen due to a maternity leave for the current Head of Year 7. The role will be for the academic year 2025-2026 from September 2025 to July 2026.

Accountable to: Line manager – Assistant Headteacher (pastoral)

General Responsibilities

1. To contribute to the development of, implement and manage whole school policies in accordance with the mission of this Catholic school.
2. To develop, manage and evaluate your tutor teams.
3. To seek opportunities to develop the extra-curricular experience of NCC students.
4. To support the vision and direction of the SLT.
5. To develop, manage and evaluate opportunities for students to exercise responsibility within school and beyond.
6. To develop effective links with bodies external to NCC in order to enhance and enrich the education of all students.

Principal Accountabilities

1. To provide and manage a caring and secure learning environment in which all students can achieve the highest standards.
2. To manage a team of tutors and to evaluate their work individually and as a team.
3. To develop and maintain systems necessary to monitor achievement and behaviour of all students within school.
4. To ensure that you use both Bromcom, SISRA and any school data to effectively monitor the performance of students in your year groups.
5. To ensure that you develop and lead the wellbeing of students in your year groups. This includes a focus on attendance, behaviour, health and positive academic performance.
6. You must ensure that all assemblies are educational and support Newman Values. In addition the benefit of tutor time must be used positively. Liturgical celebrations are central to the pastoral experience of students of all faiths, and you must ensure liturgical themes are covered and that daily worship is fulfilled.
7. The school expects you to contact parents, ensure your tutors contact parents and seek to build positive relationships.
8. To participate and manage your teams at duty time.
9. To maintain and develop the HOY office as a professional work space.

Head of Year Specific Responsibilities

1. To oversee the Options process from the end of Year 9 and to ensure that all students are studying subjects where they can make progress and be happy.
2. To ensure that all designated year students develop good habits that will see them through the rigours of KS3/4.
3. To visit designated Year classes on a daily basis (where possible) to monitor the performance of students. This should involve dialogue with staff, students and intervention if required.
4. To ensure consistent and regular positive (and constructive) contact with home, which tutors regularly record on Bromcom.

General Statement of Ethos

The Head of Year role is one that is crucial to the development of a student's life. We expect the holder of this post to be: energetic, hardworking, thoroughly committed to the well-being of children; loving, compassionate and professional at all times. The children will remember how you cared for them for the rest of their lives.

Application process:

- Visits to the school are welcome and encouraged. Please get in touch if you would like to arrange this: We would be more than happy to show you around, and answer any questions you may have in advance of the interview.
- Newman Catholic College is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.
- Appointment is subject to a clear, enhanced DBS check.
- Application forms must be completed and are available from the school website or by phoning the school office on 020 8965 3947. Please note that CVs will not be accepted.
- Completed forms should be returned directly to Newman Catholic College at the above address or via email to trohan@ncc.brent.sch.uk.
- If a suitable candidate is found before the closing date, we have the right to close the application earlier than stated.

Closing date: 1st May 2025

Interview: 6th May 2025