



**SHIRE OAK
ACADEMY**

Turning Potential into Excellence



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Head of Year Post

REQUIRED FOR APRIL 2020

NJC Grade 6 (Point 15 – 23)

35 hours per week

Term time only (39 weeks)

A vacancy has arisen for a non-teaching Head of Year from Summer Term 2020. The successful candidate will be working within the Academy Pastoral Team with responsibility for the induction of the new Year 7, and then from September responsibility for the Year 7 pupils and their parents.

Duties will include dealing with day to day issues that arise and monitoring behaviour, attendance and punctuality, liaison with the Success Centre and outside agencies if necessary.

The successful candidate will work within a smaller team consisting of Assistant HOY, Success Centre Staff and 9 form tutors but will have the support of the Pastoral Manager and her Assistant.

Letter of application of no more than 2 sides of A4 to Sara Read by e-mail on read.s@shireoakacademy.co.uk

By **6th March 2020**