



APPLICATION PACK

HEAD OF YEAR

AT WESTFIELD ACADEMY



Westfield Academy

Seeing the qualities in every child

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www.westfieldacademy.co.uk

Westfield Academy continues to make a significant impact on the education and personal development in our community.

We have been rated '[Good](#)' by OFSTED (2023, 2018, 2014).

Our site has seen substantial investment, including new sports facilities and Creative Arts spaces.

We invest in our staff through dedicated wellbeing support and extensive professional development opportunities.

All students have access to their own Chromebook, improving teaching, learning and feedback.

Our full time, non-teaching Heads/Deputy Heads of Year are a key element to our strong pastoral care, to calm, focussed learning.

We are also the top choice for supply teachers locally, ensuring that staff cover is genuinely "rare cover".

Please return your application form, including the names and addresses of two referees, to Rhiannon Rodber, HR & Student Data Officer, (rhiannon.rodber@westfieldacademy.co.uk) by **09:00am on Friday 5th June 2026**. **Shortlisted candidates will be contacted by 5:00pm on Friday 5th June.**

Keeping Children Safe in Education states that as part of the shortlisting process, schools and colleges will carry out online searches as part of their due diligence for all shortlisted candidates.

Detailed references will be requested for all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes



Simon Dallimore
Headteacher



Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

STRIVE—What are the values?

At the heart of our school community are a set of core values. These underpin our whole school curriculum and ethos. Our school values are:

- **Scholarship**—work hard and apply effective study habits
- **Teamwork**—be able to work positively and effectively with others, combining your efforts when working towards a shared goal
- **Be Resilient**— have self awareness, work with purpose and be willing to adapt to change
- Have **Integrity**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Be Versatile**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Have Empathy**—be aware of the feelings of others, contribute to your community and support your peers.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Aqua, Ignis, Terra, Ventus). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.



HEAD OF YEAR

Main Purpose of Job

- Create a distinct identity for the Year Group to which students feel a sense of belonging, identity and pride.
- Be responsible for the day-to-care pastoral care of students within a Year.
- Work with subject leaders, teachers and tutors to maintain high expectations of students behaviour and endeavour and academic progress.
- Ensure good communication exists between school and parents.
- Guide the students through year specific events, e.g. Transition, Options, GCSE Exams and Prom.

Main Responsibilities & Duties

Create a distinct identity for the Year to which students feel a sense of belonging, identity and pride

- As part of the Head of Year team, and in conjunction with other members of staff, devise and support a range of year group events.
- As part of the Head of Year team, and in conjunction with the SLT, organise and support reward events.
- Lead the Year Assembly Programme.
- Celebrate success of students whether academic, sporting, aesthetic or other, through recognition in assemblies, reports on the school website, through displays, letters to parents, etc.
- Regularly remind students of key expectations about attendance, behaviour and commitment to learning (ABC) and disseminate key messages to students via assemblies and Year noticeboards.

Be responsible for the day-to-day pastoral care of students within a Year

- Guide and support students in order to establish good standards of attendance and behaviour and positive attitudes to learning.
- Encourage students to become “successful learners, confident individuals, responsible citizens”.
- Ensure safeguarding and the Every Child Matters agenda are fully embedded in the work of the Year Group.
- Ensure students records are accurate and are kept up to date.
- Monitor patterns of attendance and behaviour within the Year and seek ways of improving these.
- Use a range of positive behaviour management strategies to ensure inappropriate behaviour is challenged.
- Record incidents and interventions on students’ behaviour log.
- Contact parents with any concerns and seek their support.
- Implement appropriate sanctions for unacceptable behaviour, including detentions and internal isolations.
- Implement suspensions as necessary, consult with the Head of Pastoral Care.
- Be “on duty” before school, at break and lunch times to supervise students.

JOB DESCRIPTION *(continued)*

Support the learning of students within the Year Group

- Act as “key worker” for vulnerable students, including those new to the Year, poor attenders, school refusers and students facing challenging temporary circumstances, for example bereavement, illness or injury.
- In conjunction with the SEN team, support the learning of students on the SEN code of practice where appropriate.
- Formulate and implement Pastoral Support Plans and Medical Care Plans to address identified behaviour, attendance and medical concerns.
- Undertake 1:1 and small group work with students designed to improve the social and emotional aspects of learning.
- Develop effective links with external agencies, including the Education Safeguarding Officer (ESO), Careers South West, the Police, Children’s Social Care, the School Nurse, the PFSA and FIS (Family Intervention Service).

Ensure good communication exists between school and parents

- As part of the Head of Year team, manage the arrangements of Parents’ Evenings.

Facts and Figures

- Supporting around 220 students from within your Year Group.
- Responsible to the Head of Pastoral Care.
- Working with 8 form tutors within the Year but will have no line management responsibility.
- Working with the 4 other Heads of Year to deliver 1:1 and small group work according to their particular expertise.
- Working with a Deputy Head of Year.



JOB DESCRIPTION (*continued*)

Supporting Processes

Problem Solving and Creativity

- Ability to think creatively and find solutions to the concerns of individual students, within the context of school policy and available resources.
- Ability to make holistic assessments and work with staff, students and parents to devise and implement action plans linked to their assessed needs.
- Be ready to explore new opportunities and innovative ideas for supporting the attendance, behaviour and achievements of students.
- Ability to work with competing deadlines and changing demands, prioritising and planning time carefully to focus on the outcomes that will have most impact on students' personal development and well-being.
- Readiness to deal with unexpected and urgent situations on a daily basis.
- Ability to work independently, taking responsibility within agreed boundaries.
- Ability to work with external services to deliver coherent and effective support for students and their families.
- Ability to analyse attendance, behaviour and performance data and identify patterns.
- Work will often be reactive, dealing with urgent sudden issues, but will need to find time to develop planned programmes. Will need to understand limits of the role and when to refer.

Decision Making

- To make day to day decisions about priorities and workload.
- To make decisions related to meeting the social, emotional and health needs of students.
- Collate and analyse information on attendance, behaviour and performance and work with others to make decisions on actions to take to improve achievement.
- Identify appropriate support and ensure it is put in place.
- Anticipate any difficulties that may arise and take preventative action.

Physical Effort & Working Conditions

- Office based but will spend much of time walking the school.
- Will be expected to be a visible presence and high profile around the site.
- Will need to use IT effectively for the recording of data.

Contacts & Relationships

- Work closely with students in Year, Tutors, Deputy Head of Year, Academic Head of Year, Head of Pastoral Care, Attendance Officer, SEN team, Referral Room Supervisor, RJ Co-ordinator and Work Experience Co-ordinator to provide advice, guide, mentor, monitor, praise, sanction and take action as required.
- Communicate with parents and carers, supporting them as necessary to understand and meet the needs of their children.
- The post holder will need to meet and communicate verbally and in writing with a number of people.

JOB DESCRIPTION *(continued)*

Additional Information

NOTES:

1. The normal working week is 37 hours, paid all year round, however flexibility is required to meet the needs of the role, including attending evening events and being on call during school holidays.
2. The annual salary will be paid at Grade 11 (£32,597—£36,363), as a full time, all year round contract.
3. The appointment is subject to the general conditions of service for Westfield Academy staff.
4. Professional development is an integral part of the post. The post will be subject to an annual process of Performance Review.

The postholder will be entitled to 29 days holiday, which must be taken during the school holidays. However it is recognised the post will involve the need for evening work and extended working hours during term time, and it is anticipated these additional hours will be taken in lieu during holiday periods.

The description is current as of May 2026. It is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.



PERSON SPECIFICATION

Qualifications & Training

Essential

- GCSE Grade C or above in English and mathematics or equivalent.

Desirable

- Further/Higher education or professional qualification in youth work or counselling.

Experience

Essential

- Proven experience of working with young people aged 11-16 in a educational, youth work or social care setting.

Desirable

- Experience of working in a school environment

Skills & Knowledge

Essential

- Sound knowledge and experience of Child Protection and Safeguarding legislation and pastoral care systems.
- Ability to work with initiative and independence.
- Ability to think creatively and innovatively.
- Ability to engage with students that may have difficulties in expressing themselves and may frequently be unable to control their frustrations.
- Ability to build effective relationships and work sensitively and effectively with colleagues, parents/carers, staff and outside agencies.
- Excellent written and oral communication skills.
- General administrative and IT skills.
- Proven organisational skills and time management skills.
- Ability to work under pressure and manage conflicting demands.
- Understanding the main challenges and issues which affect young people.
- Knowledge and ability to deal with a range of different pupil behaviours.

Personal Qualities

Essential

- Ability to promote a positive ethos and work in a relational way with students
- Good communication skills, flexible approach with tact and diplomacy
- Self-motivating and ability to work as part of a team
- Ability to ensure confidentiality
- Tenacity and readiness to keep persevering with students whose challenges appear to be insurmountable.
- Emotional maturity and resilience, the ability to remain calm in difficult situations and a high degree of patience.
- A general passion for student wellbeing
- A calm assertive and professional presence in a school environment

Special Working Conditions

- Working outside normal school hours will be required.
- Substantial daily activity, including walking, standing and moving across the site.

INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects including tests and observations where appropriate, as well as a panel interview. There will be an opportunity for you to tour the school, meet other staff and ask questions relating to the post.

The closing date for submission of applications is **09:00am Friday 5th June 2026** with interviews taking place week commencing 8th June 2026.

Please mark your application for the attention of Miss Rhiannon Rodber, HR & Student Data Officer, and return it via email to rhiannon.rodber@westfieldacademy.co.uk

We look forward to receiving your application.



Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Head of Year. Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

Employer Westfield Academy Trust

Position Head of Year
Westfield Academy, Westfield Road, Yeovil, Somerset, BA21 3DB
This position is full time and permanent.

Reporting to Head of Pastoral Care

Location Westfield Academy and any other place operated by the Academy.

Start Date 1 September 2026

Salary Grade 11 (£32, 597—£36,363)

Holidays Holiday must be taking during school holidays.

Safeguarding Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.

Pension Scheme This post is eligible to be a member of the Local Government Pension Scheme.

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