



Dear Applicant

Thank you for showing an interest in the Head of Year (non-teaching) post at Portchester Community School.

The successful candidate must be capable of maintaining the highest professional standards and place the child at the centre of everything they do. If you match this description– then we would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome as well as informal discussions via telephone to support and inform your application.

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher



Head of Year (non-teaching)
Permanent, 37 hours per week, 40 weeks per year
Grade E – Term time only
Actual Salary: £28,204 to £30,917 p.a.
Full Time Equivalent Salary: £32,149 to £35,241 p.a.
Start date: 1 September 2025

We require an energetic and enthusiastic person with excellent communication skills and a flexible approach to contribute to the work of our strong pastoral team. The successful candidate will work closely with the other Heads of Year to ensure our pupils are well educated, safe, happy, engaged in their learning and have profitable post 16 destinations.

You will need to be an inspirational person with a 'can-do' attitude and:

- An inclusive and challenging vision for your cohort – setting high expectations for all.
- A systematic approach to planning and development.
- A clear understanding of how to raise standards.
- The ability to design and deliver aspects of the school's SMSC programme.
- The Leadership skills to support your Pastoral Assistant and team of Tutors.

Supported by a Pastoral Assistant you will lead a team of tutors and be responsible for a year group comprising approximately 130 students.

In addition, the successful candidate will assist in the coordination of mental health provision for pupils across the school.

This is a multi-faceted role that necessitates adaptability, strong organisational skills and attention to detail. Above all, a 'can-do' attitude and the ability to engage children is essential in this challenging and very rewarding role. Experience of safeguarding, child protection and child mental health is desirable, but comprehensive training in this area will be provided.

The postholder will also be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's Safeguarding Policy.

Why join Portchester Community School?

Portchester Community School is a popular and growing 11-16 comprehensive school situated in the historical village of Portchester. We are surrounded by the beautiful Hampshire countryside and benefit from our highly effective local authority.

Pupils have a positive approach to learning, a committed staff and a supportive body of Governors and parents have helped to create a school which was judged by OFSTED (January 2024) to be 'Good' in every area of its provision and 'outstanding' for personal development. We pride ourselves in being highly inclusive and pupil focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, for the second time in April 2024. We are immensely proud of our pupils and their achievements.

We have a strong Community provision that includes Nursery, Pre-school, Adult Learning, Community Sports, and Letting and hires.

We will offer you:

- Competitive salary
- Excellent pension options

- Bespoke training opportunities
- A highly supportive work environment.

If you have any questions about this vacancy, or would like to visit our school in advance of making an application please contact Mr Richard Carlyle – Headteacher j.earl@portchester.hants.sch.uk or call 023 92364399

An Application Pack can be downloaded from our website at www.portchester.hants.sch.uk under the 'About Us' menu, or email: recruitment@portchester.hants.sch.uk

Please email your completed application to recruitment@portchester.hants.sch.uk. Please return the equalities monitoring form in line with the details shown on the form.

Closing date: Wednesday 19 March 2025

Please note: The school welcomes early applications and may choose to interview prior to the published closing date if there is a strong field of applicants.

Please be aware that a Hampshire County Council application form must be completed, as CVs are not accepted.

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will be completed on all shortlisted candidates as part of the recruitment process.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy or maternity, religion or belief and marriage and civil partnership.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. Applicants shortlisted for interview are therefore required to declare whether they have any criminal convictions (or cautions or bind-overs) including those which are 'spent.' The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected' and are not subject to disclosure. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>



APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance “Keeping Children Safe in Education”, issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school’s Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school’s Child Protection policy and Safeguarding policies are available on request or on the school’s website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Successful Confident Responsible

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

T: 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | www.portchester.hants.sch.uk

Details about the post: Head of Year (non-teaching)	
<i>Salary:</i>	Grade E. Actual Salary: £28,204 to £30,917 p.a. Full Time Equivalent Salary: £32,149 to £35,241 p.a.
<i>Contract Type:</i>	Permanent, 37 hours per week Term-time only plus one week (40 weeks)
Safeguarding of pupils:	
<i>School statement:</i>	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
<i>Start date:</i>	September 2025.
Terms and conditions:	
<i>School statement:</i>	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
Equalities Statement:	
<i>School statement:</i>	The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions. The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability. The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation. All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.

Information about the recruitment and selection process:	
<i>Closing date for applications</i>	Please email your completed application form to recruitment@portchester.hants.sch.uk by 19 March 2025. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch.uk with the title: 'Confidential - equality monitoring form'. If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk
<i>Interview date:</i>	To be advised.
Employment checks required:	
1	Fully completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps
6	Proof of academic and professional qualifications
7	Occupational Health check
8	Professional character references

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.



Portchester Community School: JOB DESCRIPTION

JOB TITLE: Head of Year (non-teaching)

REPORTS TO: Assistant Headteacher – Pastoral

PURPOSE OF JOB: To enable all pupils to engage in education by providing leadership and support around pupils' welfare, behavioural, attendance and aspiration issues. This will involve working with staff, parents/carers and pupils to address barriers to learning and make sure effective policies and procedures are in place and work in the best way possible for all pupils.

MAIN RESPONSIBILITIES, TASKS & DUTIES

Working with pupils.

- To support every child in your cohort to be - **a successful learner, confident individual, and responsible citizen.**
- Promote high standards of behaviour and consistently implement the school's behaviour policy
- Identify strategies to help overcome individual pupil's barriers to learning
- Use systems to monitor and evaluate the behaviour and progress of pupils who are on targeted interventions
- Co-ordinate the development of pupil support plans for improving mental health and review ongoing progress towards set goals.
- Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning
- Use systems to monitor the attendance of pupils, including supporting those who are on targeted interventions (such as the Emotionally Based School Avoidance pathway)

Working with staff

- Liaise with teaching staff to support monitoring activities on individual pupil's behaviour.
- Make sure each member of staff has access to, understands and can apply consistently, the school's procedures and strategies, especially new staff
- Work with the attendance lead to monitor and implement strategies to improve the attendance of pupils who are on targeted interventions
- Work with the SENCO to identify pupils in need of additional support and to develop individual support plans
- Work with senior leaders to develop whole-school pastoral care policies and action plans
- Participate in senior leadership meetings, as required
- Assist the Designated Safeguarding Leads in supporting children on TAC, CIN or CP plans.

Working with parents/carers and external agencies

- Act as the lead point of contact for parents/carers in relation to pastoral and behavioural issues, involving relevant staff members as necessary
- Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child

- Maintain regular contact with parents/carers to discuss their child's progress, behaviour and attendance
- Build positive relations with parents/carers to encourage family involvement in their child's progress
- Communicate with parents/carers about specific support in place for their child
- Assist parents/carers with any information they need to support their child. Liaise with external support agencies and professionals as required, to cater for pupil's individual needs
- Build and refresh knowledge on the range of external support available that could support pupil's individual needs

Administration

- Maintain accurate records of interventions and relevant meetings
- Facilitate the transfer of relevant pupil information inside and outside the school
- Make sure that pupil medical information is updated, and that staff are aware of the individual medical needs of pupils
- Complete relevant paperwork required by external agencies

Other areas of responsibility: Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

LINE MANAGEMENT OF PEOPLE: Pastoral Assistant for relevant Year Group.

CONTACTS AND RELATIONSHIPS

Direct contact with Line manager, Headteacher, SLT members, teaching and support staff, pupils, parents and other professionals/agencies.

KNOWLEDGE AND SKILLS - details are on the person specification

Basic level of formal qualifications are required.

Proven track record of working with children for at least one year.

Basic understanding of education system or a willingness to learn.

Basic computer skills.

Good communication skills both written and oral.

Ability to understand the needs of the children and set appropriate targets.

GENERAL

The Headteacher will decide the precise role of the Head of Year within school and outline specific responsibilities. The postholder is expected to work to carry out the duties in accordance with the school's policies and procedures.

Name:

Signature:

Date:

ROLE PROFILE FORM

Role Profile Form Number: 02300
Role Profile Date: 03/10/06

1. **DEPARTMENT:** Children's Services - Schools
2. **SECTION:**
3. **GROUP/SPECIALISM:**
4. **ROLE TITLE IN FULL:** Pastoral Support Worker
5. **SAP ROLE TITLE:**

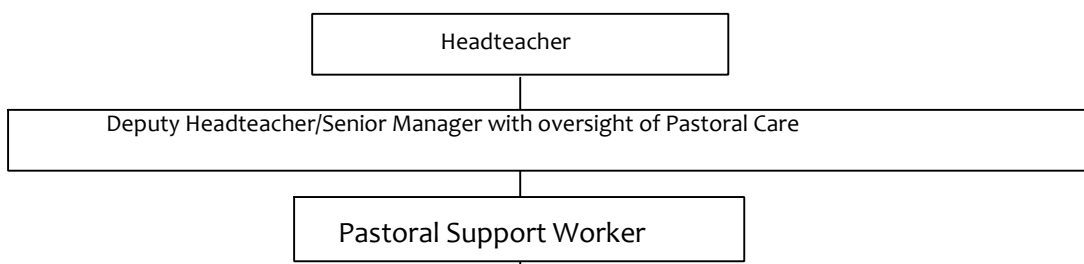
6. **NEW ROLE PROFILE**
DATE OF COMPLETION: August 2006

7. REPORTS TO: Senior Manager / Deputy Headteachers with oversight of the pastoral system

8. **ROLE PURPOSE:**

To provide support for pupils' pastoral welfare. To liaise with staff, parents and the relevant outside agencies to provide appropriate intervention for pupils experiencing disruption to their learning. To develop strong links between the school and families in order to improve educational opportunities for pupils and to promote a positive attitude towards school.

9. **ORGANISATION**



10. Accountabilities

- Providing pastoral and personal support to pupils experiencing difficulties in school or at home through listening and supporting referred pupils and others as required
- Supporting the pastoral team to offer individual or (exceptionally) group counselling for pupils within the limits of the pastoral support worker role
- Establishing productive working relationships with pupils and acting as an appropriate role model
- Providing information and advice to enable pupils to make choices about their behaviour and attendance
- Challenging and motivating pupils to promote and reinforce their self-esteem

- Liaising and cooperating with the pastoral support team in setting up regular appointments for referred pupils
- Providing advice and support to any staff member whose role involves supporting pupils in distress
- Safeguarding appropriate confidentiality and ensuring that, wherever necessary, pupils are aware of the limits of confidentiality in the school setting
- Liaising with support staff and teachers to ensure that
- Recording outcomes of interventions with pupils and monitoring pupils in order to assess their support needs
- Retaining files securely and accurately and regularly reporting on types of issues encountered in order to inform pastoral support and planning
- Referring pupils to other agencies where issues arise outside of the postholder's remit and/or competence and informing the appropriate senior manager / deputy headteacher without breaching the appropriate level of confidentiality of the pupil
- Liaising with parents in circumstances where pupils feel this may be appropriate

11. Key Decision Making Areas in the Role

- Assessment of emotional or social difficulties of individual pupil
- Making judgements regarding when to refer pupils to external agencies for counselling or more specialised intervention as appropriate
- Assessing when a particular case may need to be referred as a potential child protection case or to Education Welfare
- Assessing what information to relay to other members of staff or when confidentiality is not appropriate and disclosure to other agencies is required
- Deciding on appropriate support and advice for individual pupils according to their specific circumstances or difficulties experienced

Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)

- No budgetary responsibility
- Size of school / number of pupils
- Number of referrals anticipated in a specified period

Main Contacts – external/internal customer contacts and purpose

- Pupils (daily) – to assess welfare, social and emotional needs and to provide advice and counselling
- Teachers (regular) – to liaise over individual pupils and referrals
- Parents – to arrange visits to the school to discuss pupil's welfare, emotional and social needs
- External agencies (Education Welfare, Social Services, school medical staff, Health services, pastoral team etc) – to make referrals as appropriate or to seek appropriate advice

12. Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.

- School and classroom based learning environment
- Likelihood of encountering challenging behaviours
- Frequent contact with distressed individuals

13. Role requirements for operational effectiveness.

- Knowledge and understanding of the problems and issues families/parents face which affect and inhibit the educational progress of children, particularly those children with challenging behaviour(s)
- Knowledge of child development
- Experience of working with children and young persons
- Excellent communication skills which enable positive resolutions of difficult situations
- Ability to listen effectively
- High level of self motivation and the ability to work on own initiative
- Ability to work as part of a team and to establish good working relationships
- Experience of working with key agencies to resolve situations
- Knowledge of child protection / safeguarding procedures
- Responsibility to ensure appropriate level of professional supervision, thus ensuring work practice is monitored and remains within the ethical framework

16. Context/Additional Information

- This role has a highly confidential component and requires the postholder to gain and maintain the trust and confidence of pupils and their families. The postholder may be afforded access to child protection / family sensitive information and will be required to treat this accordingly.
- The postholder may experience stress as a result of working with individuals with a diverse range of complex and demanding emotional and behavioural needs
- This role requires a high degree of integrity and a full understanding of the confidentiality of the issues with which the role holder will be dealing



Portchester Community School

PERSON SPECIFICATION

Head of Year (non-teaching) March 2025

Attributes	Essential	Desirable	Evidenced by;
Education and Training			
GCSE Grade 4 or above in Maths and English	*		Application Form
Experience			
<ul style="list-style-type: none"> • Experience of working in a school environment or other educational setting. • Experience working with children / young people with additional needs (e.g. SEND, PD, behavioural, mental health). • Experience supporting and working with parents of young people with additional needs. • Experience planning and delivering targeted interventions. • Experience working with colleagues and external stakeholders (e.g. from external agencies). • Ability to support pupils across the 11-16 age range. 	* * * * * *		Application Form and References
Knowledge & Skills			
<ul style="list-style-type: none"> • Ability to communicate effectively with 11-16-year-old pupils. • Good listening skills. • Effective written and verbal communication skills. • Knowledge of the barriers to learning that pupils may face. • Knowledge of data analysis to support identification of need and challenge. • Tailoring plans and interventions to individual pupils. 	* * * * * * *		Application Form and Interview

<ul style="list-style-type: none"> • Able to use IT systems effectively to communicate, conduct analysis and produce reports for a range of audiences. • Creation of reports and analysis of need and impact. • Able to create good relationships with children, staff, parents and external agencies. • Knowledge of available support services in the local area • Safeguarding of children and young people. 	* * * *		
Personal Attributes			
<ul style="list-style-type: none"> • A genuine liking for young people. • Patient and calm. • Can problem share and problem solve. • Wants to provide the best possible opportunities for all pupils. • Organised, good time management, proactive and self-motivated. • Upholds and promotes the ethos and values of the school. • Able to work under pressure and prioritise effectively. • Always maintains confidentiality • Committed to safeguarding, equality, diversity and inclusion. • Reliable. • A commitment to continuous professional development. • A willingness to be involved in extra-curricular activities. • A commitment to upholding the values and policies of the school - particularly regarding promoting the welfare of, and safeguarding, children. 			Application Form References and Interview

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The post holder will be subject to Safer Recruitment checks in line with the Keeping Children Safe in Education guidance, which includes an enhanced DBS check. This position will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.



Dear Applicant

Equality Monitoring

Thank you for your interest in the Head of Year (non-teaching) vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle
Headteacher



Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: Head of Year

Manual Handling

The types of manual handling operation involved in this role are *objects*.

These manual handling operations are required on an *infrequent basis*.

The weights involved in these manual handling operations are *up to 6-10kg*.

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *laptop/desktop computer, virtual learning platform*.

Job Characteristics

This role involves working with children and young people *between 11 and 16 years old*. This role also involves working with children and young people with special needs including those with physical disabilities.

This role also has potential to involve *verbal abuse and/or aggression and this is likely on an infrequent basis*. The role is also likely to require behaviour management interventions for which the postholder will be trained

Work Equipment/Machinery

This role also involves working with computers

Driving

This role may require the postholder to drive *a mini bus/their own vehicle for work purposes, on a voluntary basis, following appropriate training if necessary*.

COSHH (Control of Substances Hazardous to Health)

This role may require the postholder to *change printer toner cartridges on an occasional basis*.

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.



Policy Statement

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

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