



Head of Year – Secondary (non-teaching post)

Reporting to:	Assistant Headteacher
Start Date:	September 2025
Location:	Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ
Contract:	Permanent; Annualised Hours
Hours:	8:00am – 4:30pm, Monday – Friday, term-time only
Salary:	Ark Support Staff Grade 8 (points 20 – 28; £31,585 – £37,938 p/a) Pro-rata (£30,185 - £36,257 p/a)
Closing Date:	12pm Thursday 1st May 2025

If you are ready to add further value to our Educational Support Team and to work alongside a brilliant staff and school leadership team, then you will find this job extremely rewarding.

About the role:

We are seeking an inspiring Head of Year to add to our Secondary phase. You will lead all aspects of the year group, developing the year group identity and culture. In this non-teaching role, you will provide high quality, well-planned pastoral support and guidance to students and their families to promote high expectations, raise aspirations and facilitate academic progress. As Head of Year, you will enable students to develop their virtues, character, personal excellence and a sense of pride for the academy community.

You will join a strong staff community responsible for supporting students, parents, teachers and the academy to establish a supportive and nurturing learning environment in which children can make good academic progress.

The successful candidate will:

- have strong communication skills and act as the first point of call for parents with queries about support for their child
- be able to analyse student data to diagnose concerns and plan action
- have strong behaviour management, ensuring calm quiet movement of students around the building
- be able to organise and lead on a range of events to raise student's aspirations such as assemblies, training sessions, celebrations and transition events
- be able to support teaching staff by providing pastoral expertise and advice as and when required

Ambitious

Resilient

Kind



About Ark Victoria Academy

Ark Victoria Academy provides pupils with an excellent education through an ambitious curriculum, personal development and character programme, and an extensive student experience and extra-curricular offer. Although we are a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they flourish and leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

Our school values and virtue pathways are crucial to our culture and ethos, they are also part of the way we work and learn together and have been instrumental to us on our school improvement journey. Our values of Ambition, Resilience and Kindness permeate our curriculum, our culture, school and our learning community.

It is for these reasons that Ark Victoria Academy was judged to be significantly improved in all areas from the 2019 'Good' inspection, by Ofsted, in October 2024: *'This is a school which lives out its values in full for the benefit of children in Nursery to the pupils in Year 11...pupils thrive at all stages of Ark Victoria Academy...as the school knows its pupils very well, they are very well supported to engage with the school's ambitious curriculum'*. The full report (September 2024) can be found here: <https://files.ofsted.gov.uk/v1/file/50262921>.

We prioritise staff development with a strong emphasis on securing expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our pupils and staff. **Our [website](#) can provide more information about Ark Victoria Academy.**

Why work for our school?

We value our staff and provide a comprehensive programme of coaching and professional development for all our staff. We use our values and our virtue pathways to shape the way we work and learn together. Hear what our teachers have to say about working at Ark Victoria Academy: <https://arkvictoria.org/jobs/working-for-us>

- We take CPD seriously, which is why we offer twice the number of training days as standard
- Our school's 'Wellbeing Wednesdays' are a great hit – get in touch to find out more
- Our staff can take advantage of our on-site fitness suite
- Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers
- Interest-free loans of up to £5,000 available for season tickets or a bicycles
- Gym discounts offering up to 40% off your local gym

For an informal conversation about the role please contact HR Manager, Kelly Mubarik, via 0121 393 4459 or via k.mubarik@arkvictoria.org.

Please note the school reserves the right to close this advert early and interviews may take place before the advertised closing date. Applicants are strongly encouraged to apply early for this role to avoid disappointment.

How to Apply:

Please submit your application online by visiting <https://arkvictoria.org/jobs/vacancies>.

Job Description

Key responsibilities

- Facilitate leadership of a year group, managing staff and students to ensure rigorous behaviour systems are sustained and that students are making good progress
- Lead support and hold accountable a professional community of form tutors
- To analyse attendance and behaviour data, using it to rapidly diagnose concerns and plan action to be reported to the Associate Head Teacher responsible for Behaviour, Culture and Ethos
- Organise, and through a team of tutors, implement the daily routines to support the tutor activities, tasks and assemblies
- identify students in need of additional support and initiate, deliver and evaluate a support plan appropriate to their needs
- resolve issues that are impacting on academic performance, in a timely manner
- ensure that parents are fully involved in their child's pastoral care by establishing regular contact with those in the most need
- provide welcoming and supportive opportunities, such as invitations to assemblies, training sessions, celebrations, etc. for parents to engage in the life of the academy and small school
- To be the first point of contact for parents with queries about support for their child within the small school
- To ensure the calm and quiet movement of students around the school site
- To ensure that students are appropriately supervised at lunchtimes, providing them with appropriate activities and signposting opportunities elsewhere in the academy
- To support teaching staff by providing pastoral expertise and advice as and when required
- To supervise students departing the site at the end of the school day, ensuring neighbourly behaviour
- To prepare documentation for and liaise with other stakeholders involved in the pastoral care of students both within and outside the academy
- To help secure an aspirational culture of achievement, hard work and perseverance within the small school through day-to-day discussions with parents and students, formal assemblies and other formal events
- To work with the academic tutor and teaching staff to follow up any issues regarding the quality and frequency homework
- Lead and supervise student line up and duty
- Lead assemblies within the year group

Academy Culture

- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships

Other

- Undertake other various responsibilities as directed by Line Manager or Principal
- Ability to work as part of a team as well as working on their own initiative

Person Specification

Experience

- Experience of establishing effective, appropriate relationships with a variety of young people at the relevant age
- Experience of establishing effective relationships with families and other stakeholders
- Experience of working with challenging young people
- Experience of managing difficult behavioural situations calmly and confidently
- Experience of dealing with minor first aid issues calmly and confidently
- Experience of addressing student personal health and hygiene issues sensitively and confidently
- Experience of leading a team of people to drive results forward
- Experience of having worked with a team to ensure the success of others

Behaviours

- Displays an enthusiasm for working in a challenging educational environment
- Effective team member and leader
- Understand their own contribution to the academy as a whole as well as their year group
- Management style that encourages participation, innovation and confidence
- Regularly demonstrates an enthusiasm for working in a challenging educational environment
- Ability to self-manage using own initiative as well as working as part of a team
- Demonstrates self-control and adaptability
- Has strong written and oral communication skills
- Has good listening skills enabling the effective building of relationships with others
- Possesses the ability to implement the necessary routines and patterns to establish good behaviour management within the school
- Understands the importance of confidentiality and discretion
- Demonstrate high levels of ambition and optimism regarding what the academy and its students will achieve
- Exemplifies Ark Victoria values, policies and expectations
- Reflect critically on their own performance and respond positively to feedback regarding the performance of their duties
- Aspire to meet challenging targets
- Take responsibility for their own professional development
- Take full responsibility for all aspects of their work by identifying areas for improvement and instigating action on their own initiative

Personal skills and qualities and knowledge

- Genuine passion and belief in the potential of every student
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with others
- Able to follow instructions accurately but make good judgements and lead when required
- Communicates high expectations

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process.

Ambitious

Resilient

Kind

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This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Executive Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious**, **resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

Ms Ela McSorley, Executive Principal

Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff

Ambitious

Resilient

Kind



- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Ark Safer Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.