



## Job description: Head of Year 7 and Transition (Non-Teaching) ● ● ● ●

<b>Reports to:</b>	Senior Assistant Principal for Inclusion
<b>Start date:</b>	01 September 2026
<b>Location:</b>	255 Shakespeare Road, London, SE24 0QN
<b>Salary:</b>	Ark Support Staff Grade 8 (£36,886 - £43,052)
<b>Contract:</b>	Full time – Annualised Contract
<b>Hours:</b>	08:00-17:00

Ark Evelyn Grace Academy is looking to appoint a highly motivated and inspiring Head of Year 7 and Transition. You will work with families, parents and carers to enable students to adapt to the demands of secondary school and thrive-both academically and personally- in the secondary setting. As well as your key responsibilities, you'll be an inspirational role model to our students and work with both staff and the wider school community to establish a supportive and nurturing environment in which young people can progress and be the voice of their future.

### The Role

- To create and embed a culture that enables all students to thrive, especially those with SEND, including creating Pupil Passports.
- To work with the leadership team and primary schools to plan transition activities, including bespoke programmes for students with SEND.
- To lead transition events, including Summer School.
- To monitor students' attendance, punctuality, behaviour and academic progress and address the needs of students who require help to overcome their barriers to achievement, both inside and outside of school, through activities and strategies enabling them to reach their full potential.
- To liaise both internally and externally with agencies and individuals to support students' progress.
- To work with relevant colleagues to ensure that the highest level of pastoral care is provided to every student and play an active role in resolving any issues of student welfare and support.

## **Key Responsibilities**

### **Behaviour for Learning**

- To ensure that students have been successfully inducted in the school's culture, policies and routines, and that these are understood and maintained throughout the year.
- To communicate the highest expectations of behaviour and consistently and effectively implement the Academy's behaviour policy and procedures
- To establish and communicate the highest expectations of attendance and punctuality for all students.
- To be responsible for effective follow-through around school culture and student discipline
- To work closely with relevant colleagues to ensure that students demonstrate positive behaviour and that the teams are fostering the right culture
- To successfully reinforce an ethos of high expectations, exceptional attitudes to learning and exemplary conduct.
- To personally demonstrate the persistence, insistence, and consistence necessary to inspire positive behaviour.
- To contribute to assemblies, pastoral initiatives and enrichment programmes
- To take responsibility for following up behavioural incidents which occur
- To support students in acquiring and developing learning dispositions and positive character traits
- To contribute to raising students' aspirations through implementing systems for praise and recognition in conjunction with the leadership team.
- To work with our data management team to ensure attendance, punctuality, behaviour and academic data is used to constructively lead school improvement on a student-by-student basis.

### **Liaison**

- To liaise both internally and externally with agencies and individuals to support students' progress
- To attend conferences regarding student welfare and support and initiate follow up
- To supervise and support students who have been internally excluded and ensure students who have been suspended have adequate work provided to them.
- To develop effective relationships with the parents/carers of students and to communicate regularly with them.

## **Monitoring and Evaluation**

- To provide assistance as required in the collection and monitoring of behaviour and attendance data
- To monitor and review the behaviour, learning and progress of students in year 7 through the use of data and work with relevant colleagues to plan and implement appropriate interventions.
- To monitor the attendance of students, highlighting any attendance and punctuality issues promptly and working with the Attendance Officer to address any such issues
- To review the attainment and progress of all students.

## **Other**

- To undertake any other duties as directed by line manager and/or the Principal.
- To play a full part in the life of the school community including attending and contributing to the summer fair.

## **Person Specification**

### **Qualifications & Training**

- Right to work in the UK
- Educated to degree level or equivalent experience
- Evidence of relevant professional development in pastoral care, behaviour, safeguarding or SEND (desirable)
- Safeguarding training (or willingness to undertake this)

### **Experience**

- Experience of working with young people in an educational or youth setting
- Experience of working with students with diverse needs, including SEND and vulnerable learners
- Experience of supporting students' behaviour, attendance and well-being
- Experience of liaising with parents/carers and external agencies
- Experience of using data to monitor student progress and inform interventions
- Experience of leading or contributing to transition programmes (desirable)

### **Knowledge & Understanding**

- Understanding of safeguarding and child protection procedures
- Understanding of barriers to learning and strategies to support student engagement and achievement
- Knowledge of effective behaviour management approaches
- Awareness of the importance of inclusion, equality and diversity in education
- Understanding of transition challenges from primary to secondary school

### **Skills & Abilities**

- Excellent communication and interpersonal skills, with the ability to build strong relationships with students, families and staff
- Strong organisational skills and ability to manage multiple priorities effectively
- Ability to analyse and interpret data to inform decision-making
- Ability to work collaboratively as part of a team and independently when required
- Resilience, persistence and a solution-focused approach
- Ability to motivate and inspire young people

- Strong problem-solving and conflict resolution skills

### **Personal Qualities**

- Commitment to the ethos and values of Ark Evelyn Grace Academy Culture Compass
- Passion for improving the life chances of young people
- High expectations of self and others
- Professional integrity, reliability and discretion
- A proactive and flexible approach to work
- A commitment to safeguarding and promoting the welfare of children

### **Other Requirements**

- Willingness to work flexible hours, including attendance at school events such as Summer School and community events
- Commitment to continued professional development