



# Bishop's Hatfield Girls' School

Headteacher: Mr A Wood BA (Oxon), PGCE, MBA, NPQH  
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<b>Job title:</b>	HEAD OF YEAR (PASTORAL SUPPORT)
<b>Salary:</b>	H5-H6 £23,857 - £28,515 including fringe (pro rata, ie actual salary £20,314 - £24,281)
<b>Hours:</b>	37 hours per week term time only + 5 INSET days (total 39 working weeks pa) - part-time applications will be considered
<b>Responsible to:</b>	Deputy Headteacher (Inclusion)
<b>Contract:</b>	Fixed term until December 2024 during the absence of the Head of Year 8 (possibility to extend)

We require a non-teaching Head of Year to provide pastoral support to our pupils. More than ever before, young people need support with their learning and development and we are looking for an enthusiastic and imaginative individual to join a friendly and committed pastoral team. We hope that you will want to help us to develop our goal that all members of our community be able to 'achieve their potential and enjoy the journey'. The role covers a range of activities including monitoring and supporting student progress, promoting positive behaviour and attendance, working with year group form tutors and providing cover for absent staff. Heads of Year have a key role in our school and you will join an established and committed team of five Heads of Year. Each Head of Year has responsibility for one year group but the whole team works together to support our pupils in both their personal and academic development. A full induction and training programme will be provided for the successful applicant.

Visitors tell us that our school is a friendly, lively and stimulating community where we emphasise the importance of the individual's contribution and take pleasure in sharing and celebrating achievement. They commend the good behaviour of the pupils and their thirst for knowledge. Bishop's is a diverse community that offers mutual support and encouragement and expects everyone within it to respect others' heritage, identity, religion and beliefs. We hope that the values, self-discipline and sense of personal worth that pupils gain here will be a support throughout their lives as British and Global Citizens. We welcome applications from all members of the community and always encourage interest from racially minoritised communities and from other groups that are underrepresented in the UK education system. We are a single sex school but we encourage any gender to apply for staff posts.

Bishop's Hatfield Girls' School is heavily over-subscribed and has around 950 pupils on roll, including the Sixth Form. We are fully committed to our values of teamwork, respect, honesty, trust, kindness and ambition. The school successfully completed its most recent Ofsted inspection in December 2022 and was judged to continue to be 'Outstanding'. However, we are not driven by

*"Pupils flourish and support each other to succeed"*



Ofsted and place a strong emphasis on developing the whole person, through improving pupils' knowledge, skills and character. The school has benefited from a total rebuild completed in 2017 and enjoys excellent state of the art facilities. BHGS holds International School Status, holds the Music Mark accreditation and is a Fairtrade School. Hatfield is within easy reach of London and other areas and the London Fringe Allowance is payable.

The school's Admissions Code gives priority places to children of staff. We give high priority to staff development and staff are able to apply for our Professional Development Award which provides bursary payments to help finance CPD that goes beyond the school's usual training programme.

This is an exciting opportunity to join our friendly and supportive school at a time of growth and development.

We take the safeguarding of our students extremely seriously and an enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

If you would like to visit us, prior to making an application, and see for yourself how our pupils learn in a vibrant, supportive environment please contact Sally Fullerton at [sfullerton@bishophatfield.herts.sch.uk](mailto:sfullerton@bishophatfield.herts.sch.uk)

*An Equal Opportunities' Employer,  
Bishop's Hatfield Girls' School is committed to  
the protection and safety of its pupils and expects all  
staff to share this commitment.*

**Closing date for applications:** Wednesday 31st January

**Interview and assessment date:** To be confirmed

**PLEASE COMPLETE THE BHGS APPLICATION FORM - SUPPORT STAFF**

(available on our website - <https://bishophatfield.herts.sch.uk/vacancies/> and email to [sfullerton@bishophatfield.herts.sch.uk](mailto:sfullerton@bishophatfield.herts.sch.uk))