



# **PENDLE VALE COLLEGE**

**Assistant Head of Year**

**Candidate Information**

# CONTENTS

1. Welcome
2. Copy of Advertisement
3. Job Description
4. Person Specification

## Dear Candidate

Welcome to Pendle Vale College. I am delighted that you are considering our College as a new career opportunity.

We are fortunate to have a modern, innovative, and fantastically well-equipped College; a £32million new build project in 2008, the facilities at Pendle Vale College are second to none. The building remains modern and innovative in design and is an exciting environment in which to work, however the College is more than bricks and mortar – our school is made up of over 1000 students and over 100 colleagues who all attend school each day to learn, grow and improve. Our facilities provide first rate teaching and learning opportunities that give our students and teachers a clear advantage and that results in consistently good outcomes.

Our college is made up of a team of highly committed, motivated, dedicated and professional colleagues both teaching and non-teaching, who each individually make a significant and positive difference to the lives of our students. As Headteacher, I am extremely proud of our college and the colleagues and students with who I share the vision to make this a special place for adults and young people to teach and learn in.

Colleagues at Pendle Vale benefit hugely from working in an environment that is supportive, challenging and rewarding. We pride ourselves on welcoming new staff with an excellent induction programme whether you are joining us as a newly qualified or experienced candidate.

Whilst recognising that the College exists for the benefit of the students, we aim to be a place where staff can also realise their ambitions and potential and further develop their careers. We aim to be at the cutting edge of change and engage in high profile projects and developments that enable our students, and staff, to achieve the most that they possibly can while working or studying here. We are outward facing and strive to learn from and assimilate the very best practice and research. We really want to hear from those colleagues who are exceptional in what they do and who truly believe that they can make a positive difference to our college.

We know that Pendle Vale College is and will continue to transform the education and life chances of our young people. By working together as a team, we aim to develop happy, confident and independent learners ready to take their place in the modern world.

We have a modern, flexible, and responsive curriculum, which actively encourages our students to be responsible for their own learning and ensures that they are being stretched and challenged and appropriately prepared for their future learning. We know our students very well indeed and strongly and confidently believe that we are meeting their current and future needs.

As Headteacher, I believe that a team of people work best when they are working together towards a common goal. Pendle Vale College is an enjoyable and rewarding environment in which to work. There are significant career opportunities for colleagues and promotion is actively supported and encouraged. Our team ranges from early career teachers to experienced candidates who have reaped the benefits of working at our college.

We are a modern and contemporary College that wants to attract colleagues who have ideas, who are inspirational, innovative and who are truly dedicated to the development of our young people. If you have what it takes to take a forward-thinking College to the next level, then we look forward to reading your application and hopefully from there calling you to interview.

Our story is one of continued and improving success. We pride ourselves on being a strong, vibrant, and confident community. Don't just take our word for it, we warmly welcome visitors and prospective applicants to arrange a visit, meet with significant colleagues and see for yourself.

## Ofsted

Ofsted last visited us in November 2021 and confirmed that Pendle Vale remains a Good school. A copy of this Ofsted Report can be found on our college website.

## Community and Surrounding Areas

Pendle Vale College has a good location, situated just five minutes from the M65. Easily accessible from larger towns and cities of Manchester, Preston, Bradford, and Huddersfield, it is also in close proximity to the smaller rural communities for Pendle, Colne and Skipton. Nelson is under an hour away from the Lake District and North Yorkshire Moors.

If you are interested in moving the College forward within a focussed team who are highly committed to serving its students, staff, and community, then I welcome your application. Please submit the Teaching Staff application form, available on our website or from Hays, along with a letter of application of not more than two A4 sides, detailing how your experiences and impact to date qualify you for the post and how you see the role developing.

I look forward to receiving your application.

A handwritten signature in blue ink, appearing to read 'O. Hadley', is positioned above a light blue rectangular box.

Headteacher

## JOINING PENDLE VALE COLLEGE

We recognise that people are our most valuable resource, and we support them in being effective in their role by providing the following benefits:

- **Professional Development** – Pendle Vale is committed to developing staff within their roles and creating continued fantastic opportunities for further career progression through our weekly CPD sessions as well as access to NPQs and other professional qualifications.
- **Pension Scheme** – Every employee here at Pendle Vale has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Well-being Benefits** – Through our wellbeing provider, staff can access a number of generous well-being benefits including Physiotherapy, 24-hour GP Helpline, Cancer Support, Stress counselling support and Weight management
- **Cycle to Work Scheme** – Pendle Vale has joined this scheme to provide staff with the opportunity to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details on how to apply, please contact the central HR Team
- **Annual Flu Vaccinations** - Annual Flu Vaccinations offered to members of staff.
- **Gym Facilities** - Staff here are able to access the Gym facilities before and after school free of charge.

## Assistant Head of Year

**GRADE 6 (SCP11 TO SCP19) £24,423- £27,825 (actual pro-rata salary)**

**37 hours per week, term time only (39 weeks)**

**ASAP**

The College is looking for an energetic, enthusiastic, hardworking and innovative individual to accept and embrace the responsibilities as an Assistant Head of Year at Pendle Vale College.

The role will involve primarily working within a year team setting, supporting students to develop greater social and emotional resilience both on an individual and group basis involving where appropriate a range of external agencies.

It is essential that you have at least an appropriate Level 3 Qualification and GCSE Mathematics and English at Grade C / equivalent or above. Experience of working with service users in both one to one and group settings and experience of working with children, young people and their families in need or in crisis situations is essential. You will need to be able to work well with others, be organised, have excellent communication skills across all levels and be able to plan and deliver work programmes.

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For an informal discussion on this post, please contact Ms S Williams – Deputy Headteacher & DSL on 01282 682240 or [s.williams@pendlevale.lancs.sch.uk](mailto:s.williams@pendlevale.lancs.sch.uk).

If you are interested in applying for this position, to apply via our Every Recruitment Portal please click the following link:

<https://candidates.every.education/Vacancies/Details?advertKey=c3983638-25d1-42a4-9331-8d769b3b7bcf>

**Closing date for applications – Monday 29 September 2025 at 9am**  
**Interview – Friday 03 October 2025.**

*Pendle Vale College is committed to the health, safety, and welfare of its students.*

*All posts are subject to an Enhanced DBS disclosure. Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.*

JOB DESCRIPTION	
<b>JOB TITLE:</b>	<b>Assistant Head of Year</b>
<b>GRADE:</b>	Grade 6 SCP 11-19
<b>CAR USER:</b>	NOT APPLICABLE
<b>LOCATION:</b>	Pendle Vale College
<b>RESPONSIBLE TO:</b>	Head of Year
<b>STAFF RESPONSIBLE FOR:</b>	NONE
<b>JOB PURPOSE:</b> <b>The main objectives to be achieved by the Postholder</b>  Working directly with students to provide pastoral support to overcome particular obstacles to assist students to reach their full potential academically, socially, and emotionally.	
<b>MAIN ACTIVITIES:</b> <b>What the Postholder will actually do and what prescribed duties the Postholder will have. In addition to the following duties, the Postholder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts</b>	
<b>Accountabilities/Responsibilities</b> <ul style="list-style-type: none"> <li>▪ Working in partnership with other colleagues identify students requiring extra support</li> <li>▪ Provide 'first point of contact' pastoral support and guidance</li> <li>▪ Under the guidance of a Head of Year take action over issues that arise during the day and that require immediate attention</li> <li>▪ Liaise with teaching staff to assess and provide particular support to targeted students to raise achievement and enable them to overcome barriers to learning</li> <li>▪ Work in a one to one relationship with targeted students to implement agreed support activities</li> <li>▪ Work with small groups of students to implement agreed support activities</li> <li>▪ Work with parents, carers and external agencies to help address poor performance/attendance/behaviour/emotional wellbeing.</li> <li>▪ Support the reintegration of students internally and externally excluded</li> <li>▪ Provide extra support to students through knowledge of a range of relevant activities and opportunities</li> <li>▪ Support the development of partnerships with external agencies to set up initiatives and provide resources to reduce the risk of poor outcomes</li> <li>▪ Monitor agreed interventions (including report cards) and report on progress achieved.</li> <li>▪ Maintain accurate student records and prepare reports and evaluations as required</li> </ul> <b>Individuals in this role may also</b> <ul style="list-style-type: none"> <li>▪ Develop a range of study activities, such as homework clubs</li> <li>▪ Support the transition of students between phases</li> <li>▪ Supervise students who for whatever reason are not following their normal timetable</li> <li>▪ Contribute to the development of activities designed to encourage family involvement in school</li> <li>▪ Support families through the CAF process</li> <li>▪ Liaise with Lancashire Virtual school regarding CLA</li> <li>▪ Work with the NHS immunisation team to organise vaccinations and other health initiatives</li> </ul> <b>Additional supporting information</b>	

Working at national occupational standards (NOS) for learning, development and support services and knowledge/skills equivalent to current national qualifications in learning, development and support services for children, young people and those who care for them at level 3.

**Note:** In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This College is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We will always consider your references before confirming a job offer in writing.



PERSON SPECIFICATION Assistant Head of Year		
Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<b>Qualifications:</b>		
<ul style="list-style-type: none"> <li>NVQ level 3 qualification (or equivalent) <i>In exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable.</i></li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy</li> </ul>	E	A/I
<b>Experience:</b>		
<ul style="list-style-type: none"> <li>Experience of working with children</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Experience of working in a relevant classroom/service environment</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Experience of supporting pupils with challenging behaviour</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Experience of Administrative work</li> </ul>	D	A/I/R
<b>Knowledge/Skills/Abilities</b>		
<ul style="list-style-type: none"> <li>Ability to relate well to children</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Good communication skills</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Ability to relate well to parents/carers</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Ability to supervise and assist pupils</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Time management skills</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Organisational skills</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Knowledge of classroom roles and responsibilities</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Knowledge of the concept of confidentiality</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Administrative skills</li> </ul>	E	A/I/R
<ul style="list-style-type: none"> <li>Knowledge of strategies, for example numeracy and literacy</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>Ability to make effective use of ICT</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>Ability to assess children's development</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>Ability to plan and deliver work programmes</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>First Aid Certificate</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>Flexible attitude to work</li> </ul>	D	A/I
<b>Other</b>		
<ul style="list-style-type: none"> <li>Commitment to undertake in-service Development</li> </ul>	E	A/I