



Working at Knole Academy

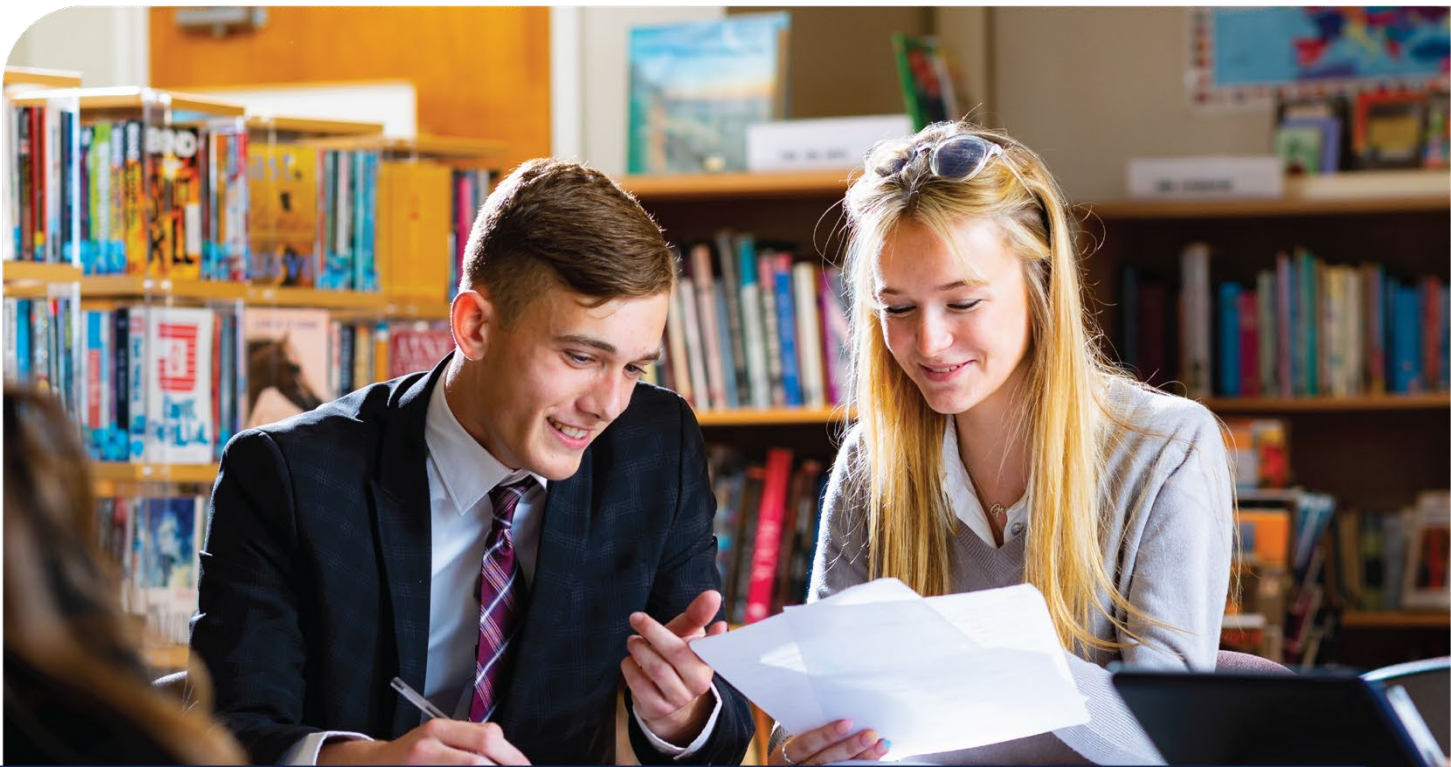
JOIN OUR TEAM



For Appointment of:

Assistant Head of Year (non-teaching)





HEADTEACHER WELCOME

Mr David Collins

Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.



Knole Academy has a capacity for 1550 students aged 11-19. All year groups are streamed and set with co-educational teaching. There are 240 places designated in each year group, Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

The Vision for Knole Academy

The Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

Knole Academy, Sevenoaks is:

- Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
- Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
- Ensuring first-class teaching and inspirational leadership
- Offers a strong tutorial system to support, guide and encourage each individual student
- Establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
- Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
- Providing exciting professional development opportunities for staff.



Staff know the pupils well. Relationships are strong between staff and pupils. Pupils feel safe and feel that staff care about their welfare - Ofsted, 2022

JOB DESCRIPTION

Job Title	Assistant Head of Year
Location	Sevenoaks, Kent
Duration	Permanent
Work Hours	37 hours per week; 38 weeks term time plus two directed weeks
Reporting to	Deputy Headteacher - Pastoral
Salary	£26,192 - £27,779 per annum (actual)
Pension	Local Government Pension Scheme



About the Role

As a new member of our busy Pastoral office, you will be supporting Heads of Year with designated year groups(s).

Working hours:

37 hours per week; with one hour unpaid lunch break

Monday to Friday 8:00 am to 4:30 pm (finishing at 4:00 pm on Fridays).

38 weeks term time plus two weeks directed by the Line Manager.

The academy has a good reputation for passionate and engaging teaching, provision of good pastoral care with high aspirations for all our students.

We would love to hear from you if:

- Want to work in a friendly and supportive environment
- Are committed to enabling every student to achieve their very best
- Are creative and inspirational
- A good/outstanding administrator with a commitment to personal development

Why work for Aletheia Academies Trust? Some of our Trust benefits include:

- Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment options and mentorship opportunities
- Unlimited access for you and your family to 24/7 GP telephone consultations.
- Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.
- Free access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions
- Free annual eye tests

KEY RESPONSIBILITIES



Under the direction of the line manager, the post holder will:

- Support the Head of Years in providing day-to-day leadership for the year group, promoting high expectations for conduct, attendance, uniform and learning behaviours
- Implement and support pastoral systems for the year group (including sanctions, rewards, reports and interventions), ensuring consistency and following academy policy
- Using behaviour and attendance data; report concerns and patterns to the Head of Year and lead on agreed actions for allocated students or groups
- Work closely with the Designated Safeguarding Lead (DSL) and pastoral team, supporting the Head of Year to ensure the year group students are safeguarded and that concerns are recorded and acted upon appropriately
- On a rota, help supervise student services, before school, at break time, lunch time and after school.
- Build strong relationships with students, parents/carers and staff; support communication (including meetings and written communication) to secure positive outcomes, escalating issues to the Head of Year as appropriate
- Working with external agencies and making referrals where appropriate to cover both internal and external support strategies. Monitor and evaluate referrals.
- Attend meetings with other schools and agencies at off site locations.
- (AHOY Year 7 only) Support Year 7 transition and induction activities and, where delegated, lead specific elements to help students settle quickly and develop a strong sense of belonging and aspiration
- (AHOY Year 7 only) Occasionally provide pastoral support to the Head of Sixth Form
- To fulfil on an equitable distribution other duties such as organisation of lockers, ordering uniform, bursary applications.





In liaison with tutors, subject leaders, SENCO, attendance team and other colleagues:

- To hold regular pastoral meetings and briefings with Year group tutors to review student progress, wellbeing and concerns
- To work with subject leaders to monitor achievement and engagement, supporting strategies to reduce gaps and raise attainment for Year group students
- To co-ordinate and quality-assure targeted interventions for students (including SEND, PP and vulnerable learners) and contribute to relevant multi-agency work where required
- To plan and lead year group assemblies and events that promote the academy values, personal development and student voice within the Year group.

General Duties

- To be responsible for continued professional development
- To adhere to Health and Safety regulations
- To ensure the safeguarding of students is a primary concern
- To be a First Aider (training will be given if necessary)
- To keep confidential any issues
- To participate in appropriate meetings
- To read, understand and adhere to all academy and Trust Policies
- To undertake any additional duties as may be deemed reasonable by the Line Manager

Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager.

PERSON SPECIFICATION



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Qualifications and Experience

A minimum of Level 2/GCSE grade C/5 or equivalent standard of education
A First Aid qualification (training will be given if necessary)
Experience of working in education
Working with a variety of different stakeholders

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Skills and Knowledge

Excellent communication skills; written and verbal
Good numerical skills
Good and accurate ICT /keyboard skills
Working knowledge of management information systems eg: Arbor
Good levels of literacy
Able to use own initiative, work independently, motivate and inspire a creative approach to problem solving
Ability to deliver high quality service with minimum supervision on own or within a team

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Personal Qualities

The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations
To maintain confidentiality at all times
A flexible working attitude
Appropriate attire for this position
A high level of integrity
The ability to work unsupervised
An understanding of relevant policies, code of practice and legislation

ALL ESSENTIAL CRITERIA

E = Essential

D = Desirable

HOW TO APPLY



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

Rose Marsaud, HR Manager
HR@aletheia-trust.org.uk
01732 749 774

Closing Date:

Monday 15 June 2026: 9:00 am

Interview Date:

Applicants will be reviewed upon receipt so early application is encouraged. We reserve the right to close this vacancy early should a suitable applicant apply.

To apply for this role, please visit MyNewTerm:
[Apply Now](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



CONTACT US

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