



# HADLOW RURAL COMMUNITY SCHOOL

Effort achieves



01732 498120  
[www.HRCSchool.org](http://www.HRCSchool.org)



# Our School



Hadlow Rural Community School (HRCS) opened in September 2013 and offers a unique educational opportunity to students across the Weald of Kent; located within an idyllic 20-acre rural campus, situated in the historic village of Hadlow.

HRCS is a popular, oversubscribed School with a current roll of just under 400 students. The School relocated to a £7million new build in 2016 and has developed a strong reputation both locally and beyond for enabling its young people to excel and flourish; providing an exciting, vibrant and dynamic experience in academic and land based vocational studies. The school is heavily oversubscribed and has, for the last four years, achieved one of the highest percentages of preferences for Year 7 places, for non-selective schools, across Kent.

The success and popularity of the school has been based on our ethos of providing an educational experience suited to our students and the local community and, whilst academic progress is of the highest importance to us, this is equally matched by our promotion of vocational and enrichment opportunities, ensuring the development of every child as a whole.

Positive, productive, and supportive relationships with all stakeholders is a key element of the school and this is further underpinned by maintaining small class sizes of 25-28 students across the school, with many Key Stage 4 option subjects averaging class sizes of 15 students.

High expectations are promoted across every aspect of the school and all members of HRCS are expected to be kind, caring and considerate, showing honesty and integrity and applying 100% effort in all their endeavours, supporting our school motto of 'Effort Achieves'.

# Vacancy

## Head of Year (Non-Teaching)

**Application:** Apply by 9.00am, Friday 10th July 2026  
**Start:** September 2026  
**Salary:** £25,914—£27,504  
**Location:** Kent  
**Contract:** Permanent



Hadlow Rural Community School is a unique school, combining a traditionally academic curriculum with a challenging Land-based specialism.

As the only specialised Land-based school in the country, our students have the opportunity to not only study for the highest academic grades but also to participate in a wide variety of life-enhancing and enriching experiences, working in a beautiful outdoor environment in areas such as agriculture, horticulture, animal care and countryside management.

We wish to appoint a dynamic, innovative and exceptional Head of Year who has the ambition and expertise to play a key part in the future success of the School.

This is an exciting post for an excellent practitioner and offers an outstanding opportunity for career progression (70%+ of leadership positions appointed internally in the last 5 years). The role provides the perfect opportunity for a candidate wishing to begin their career within a small and supportive environment or, for more experienced colleagues, it will provide the opportunity to take on more responsibilities supporting any potential aspirations for leadership in the future.

If you feel that you are a highly motivated, inspirational person who has the expertise and experience to play a vital part in the future of our School then we would very much like to hear from you.

# Benefits of Working at HRCS



The Trustee's and Senior Leadership Team at HRCS are very aware of the significant contribution that colleagues bring to the school and the importance of providing a positive, supportive and productive working environment.

This is epitomised through our vision and values and the daily interactions between staff, students and parents. Student conduct is exemplary and based on high expectations and mutual respect; poor behaviour is not tolerated.

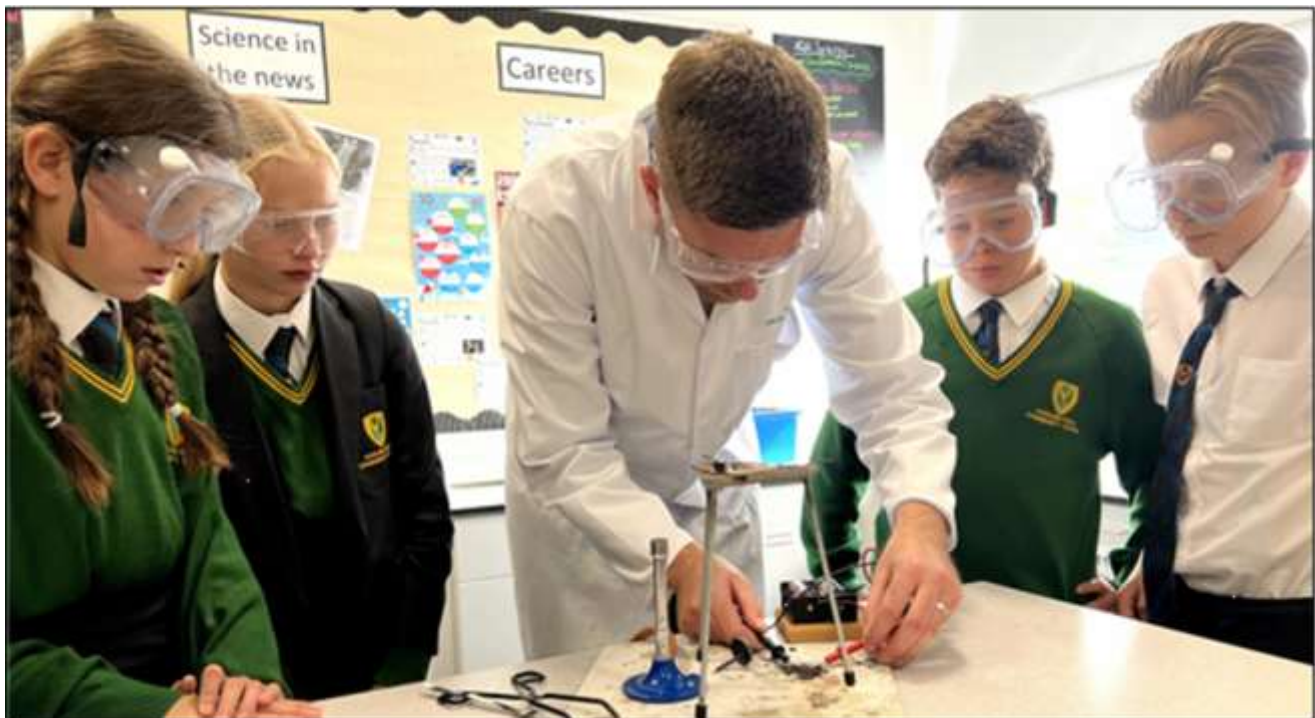
Career development and progression for those staff with leadership aspirations is prioritised and the school has a strong track record of supporting colleagues in achieving their career goals.

All staff are highly valued, with wellbeing represented as a standing agenda item on all meetings, and working groups regularly meeting to review common practices and workload considerations.

# Benefits of Working at HRCS

The school also provides the following benefits:

- Working within an idyllic rural setting
- Welcoming environment
- Competitive Salary
- Reduced Directed Time (50 hours)
- Staff Loyalty days
- Paid leave for key life events
- Health Insurance
- Wellbeing weeks—3.30pm closure
- Comprehensive Induction
- Personalised CPD
- Aspirational Leadership Support
- Funded NPQ's/Higher Level training
- Access to Teacher Training
- Small Class Sizes
- Headteacher & SLT open door policy
- SLT Staff Wellbeing Champion
- Priority within school admissions criteria
- Access to school car
- Subsidised Electric Car Chargers
- Free Parking
- Free Duty Meals
- Free Tea and Coffee
- Sick Pay
- Pension Contributions
- Support Line
- Occupational Health Support
- Staff Social Events
- Staff wellbeing & workload group
- Kent Rewards



# Job Description

## Post Title: Head of Year

This job description may be amended at any time following discussion between the Headteacher and member of staff in the light of any changes in the requirements and priorities of the School, and will be reviewed annually.

## Job Purpose

- To monitor pupil progress
- To monitor and manage pupil behaviour
- To take direct responsibility for the pastoral care of one designated year group
- To guide and support pupils
- To maintain and improve the high standards of pastoral care
- To be committed to inclusive education
- To promote and safeguard the welfare of children and young people at HRCS
- To provide support for classroom teachers in managing behaviour
- To develop and coordinate the use of sanctions within the School
- To take responsibility for Safeguarding and Child Protection of students within designated year groups

## Areas of Responsibility and Key Tasks

- Lead year teams and co-ordinate the activities of form staff
- Supporting the professional development of Year teams and form staff
- Taking a lead role in decision making and the development of policy within Student Support
- Supporting the personal development of pupils
- Setting, promoting and ensuring high standards of pupil attainment and behaviour
- To provide relevant data on behaviour incidents on a daily/weekly and term basis
- To manage the 'On Call' system and coordinate subsequent referrals/sanctions as appropriate
- Investigation and collection of evidence related to student behavior issues (including behavior reported from outside the School)
- Coordinating the re-admission of students from Exclusion in conjunction with the Head of Student Support & Deputy Headteacher and other senior staff
- Developing the recording of behavior incidents on the School MIS system
- To support the supervision of students during unstructured periods of the day as part of a whole school duty rota
- Applying and monitoring rewards and sanctions as appropriate/necessary
- Managing general pupil review processes and procedures
- Monitoring the progress of individual students
- Attending and where appropriate leading the range of meetings required to support the pastoral needs of the pupils including; Head of Year Meetings, Planning and Review Meetings, Pastoral Support Meetings, Parental Interviews

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- Attending and where appropriate leading the range of meetings required to support the pastoral needs of the pupils including; Head of Year Meetings, Planning and Review Meetings, Pastoral Support Meetings, Parental Interviews
- Developing appropriate relationships with the parents of pupils in their care and initiate and co-ordinating parental contact as required
- Co-ordinating pupil transition between the years and the Key Stages
- Co-ordinating school reports, internal exams, parents evenings and review meetings
- Promoting the school ethos through attitude, activities and events including inter-form competitions and providing opportunities of responsibility
- Monitoring attendance and punctuality in line with the school attendance policy
- Monitoring and keeping reports of student behaviour
- Liaising with outside agencies and other professionals to support students
- Taking steps to prevent bullying and support victims of bullying
- Working to promote and develop whole school pastoral priorities as identified by the school self-review process
- Creating and working with teams of teaching and support staff to oversee the delivery of support and enrichment programmes
- Meeting with parents, collectively and individually, to promote inclusion
- Meeting with year teams at strategic points to ensure effective communication and monitoring
- Monitoring and intervening to ensure appropriate support and academic progress for all pupils
- Ensuring that there is continuity across the Key Stages in terms of support, expectation and parental involvement
- Helping to ensure that all pupils progress to the best of their ability and that appropriate measures are taken to support those making greater or less progress than expected
- Monitoring and intervening to ensure student academic progress
- Acquiring a good working knowledge of: DfE's pastoral strategies and initiatives; Child Protection procedures and the support available from the various agencies within the local area
- Maintain high levels of visibility around the school and dealing with incidents as they occur
- Managing withdrawal for students in isolation/11-5 days (internal exclusion), including:
  - Liaising with staff with regard to work needing completion
  - The supervising of students
  - Completing paperwork
  - Ensuring that incidents are logged on the School MIS system
  - Keeping banks of work up to date
  - Ensuring completed work is safely returned to subject teachers

This description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exhaustive definition. It may be subject to modification and the post holder may be required to undertake additional duties as

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description sets out the duties of a Head of Year at the time it was prepared. Such duties may vary from time to time without changing the general nature of the duties and level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

# Person Specification

Post Title: Head of Year

	Qualifications	Essential	Desirable
1.	NVQ Level 3 or equivalent		√
2.	Training relevant to managing student behaviour	√	
3.	Further Accredited qualifications and CPD		√
4.	Maths and English Grade A-C at GCSE or equivalent		√
5.	First Aid		√
<b>Professional Development</b>			
1.	Evidence of relevant CPD	√	
2.	Demonstrating an active role in the school	√	
3.	Evidence of leading CPD for others		√
4.	Demonstrating an active role in the wider community		√
<b>Experience</b>			
1.	Experience of working in secondary schools		√
2.	Evidence of working with students demonstrating challenging behaviour		√
3.	Experience of working with students with additional educational needs	√	
4.	Evidence of good outcomes for students in your care	√	
5.	Leading teams of staff to success		√
6.	Working with other professionals / external agencies		√
<b>Knowledge &amp; Skills</b>			
1.	Ability to work successfully with pupils with challenging behaviour	√	
2.	Ability to work as part of a team	√	
3.	Ability to relate well to children and adults	√	
4.	Understanding of equal opportunities issues in an education context	√	
5.	An understanding of safeguarding and Child Protection and its importance within a School environment.	√	
<b>Personal Attributes</b>			
1.	Organisational ability and a reflective practitioner	√	
2.	Flexibility, enthusiasm and commitment	√	
3.	High expectations of students and high standards of your own work	√	
4.	Suitable to work with children.	√	
5.	An excellent attendance record	√	

# How to Apply

## Finding out more about HRCS:

We know that applying for a position and starting employment at a new school can be a big step, and therefore it is very important for us that candidates have a good understanding of our school and are able to make a judgement, for themselves, on the excellent working environment and the support provided at HRCS.

We are therefore always extremely happy to provide personalised tours of the school and arrange opportunities to meet staff and students to ask questions and support your interest in working at HRCS.

Similarly, should you require any further details on any role within the school or would like an informal discussion with the Headteacher, please contact the PA to the Headteacher via email on [Heidi.Whitmore@hrcschool.org](mailto:Heidi.Whitmore@hrcschool.org) or via 01732 498120.

## Applications

If you wish to apply to join Hadlow Rural Community School in the next phase of its exciting future, the school website [www.hrcschool.org/Staff/Vacancies/](http://www.hrcschool.org/Staff/Vacancies/) will provide further details and an application form.

- Applicants should send to school
- A fully completed application form

A letter of application identifying how your knowledge, skills and experience meet the requirements of the Person Specification; and how you will contribute to making Hadlow Rural Community School an outstanding place of learning.

Letters should be addressed to the Headteacher and presented on no more than 2 sides of A4, font size 11. Please send this to: [HR@HRCSchool.org](mailto:HR@HRCSchool.org)

The deadline for applications is **9.00am, Friday 10th July 2026**



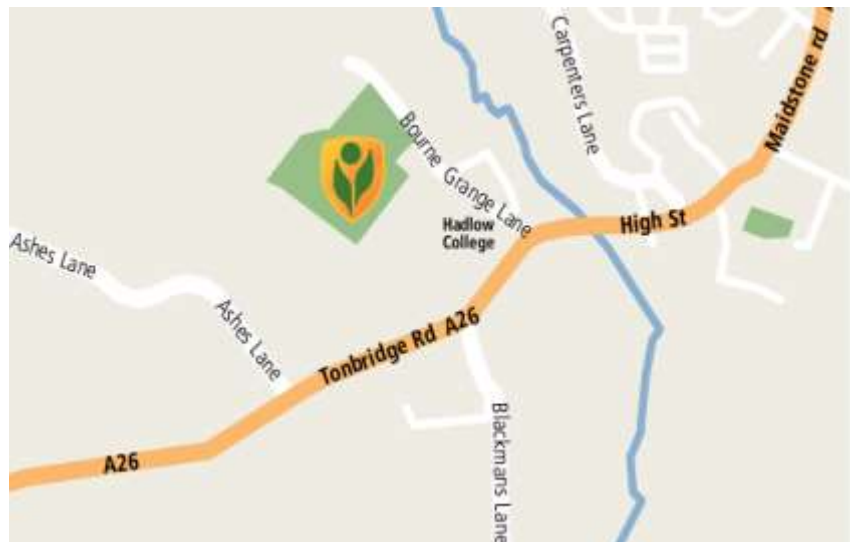
# Directions



Hadlow Rural Community School located within an idyllic 20-acre rural campus, situated in the historic village of Hadlow.

**Address:**

Hadlow Rural Community School  
Tonbridge Road  
Hadlow  
Tonbridge  
TN11 0AU



**Contact:**

01732 498120 or [contact@hrcschool.org](mailto:contact@hrcschool.org)

**Driving**

The school can be accessed via the A26 Tonbridge Rd, supporting access via the M26 and M20 from the North and the A21 and A228 from the South.

**Rail**

Mainline rail services can be accessed at Tonbridge and Maidstone mainline stations, with Taxi and Public Bus provision servicing the Hadlow campus.

**Public Bus**

The school maintains its own bus service (HRCS 1), covering Hadlow, East Peckham, Kings Hill and Snodland. Other public services are available between Tonbridge and Maidstone.