

Helena Romanes School



Head of Year - Teaching



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Welcome from the Head

Dear applicant,

Thank you for your interest in working at Helena Romanes School. This pack is intended to give you essential information about the school, our vision and ethos, alongside specific information about the role. You can find further background information about the school on our website.



Helena Romanes School is an all-through school. We believe that it is our privilege to guide children through the most important years of their lives, from the time they start with us aged 4 years old, to the time they leave our Sixth Form, aged 18. As an all-through school, we believe we are in a unique position to ensure smooth transitions between key stages, both in terms of our curriculum and the pastoral care we offer. Our primary school gives all pupils the opportunity to shine, outcomes in the Secondary phase are strong and we are proud of our growing and vibrant Sixth Form phase. Being a member of staff at Helena Romanes School provides staff with an exciting opportunity to work across phases, thus developing a unique set of skills and knowledge.

Our staff are talented and dedicated. We offer early career teachers a comprehensive package of support which is delivered by Saffron Teaching School Hub and complemented by our own expert colleagues as mentors alongside a full package of statutory entitlements. Our teachers are enriched by working across Saffron Academy Trust, networking with a high calibre of subject and phase specialists who know how to teach to the highest level. Our middle and senior leaders are invested in, and benefit from coaching and access to training led by Saffron Academy Hub. Support staff are valued and receive in-house training and role specific training. We take staff development seriously and believe that we build a great school by developing great people.

We are proud of our students and work hard to provide them with the best pastoral care possible. We are an inclusive school and are lucky to have a dedicated pastoral and SEND team. We look for opportunities to teach our children about our school values: we want them to be ambitious for themselves and for what they can achieve, resilient and independent in their learning, kind and respectful to everyone in our community and broadminded, considering different viewpoints with empathy and understanding. We also have high standards for student behaviour and expect our students to 'dress smart, think smart'. We are also a phone-free school, allowing our young people to focus on learning and friendship.

We are excited to share that we will shortly be moving into a new, state-of-the-art school building, built for us by the Department for Education. This building will offer our young people and staff the very best in facilities and will be an inspiring place to learn. The primary building will be a nurturing and inspiring space with a library at the heart of the school and a dedicated multi-purpose practical room, alongside engaging outdoor learning environments. The secondary and sixth form building, also utilised by our primary phase, will have fully equipped teaching spaces, laboratories and DT workshops; a school hall with retractable seating for performances; multiple

music, drama and dance spaces; an eight-court sports hall with activity studios and fitness suite; outside eating spaces and an amphitheatre. The school is being built in phases, with the primary building opening in the 2026-2027 academic year, and the Secondary and Sixth Form phase following shortly after.

As Headteacher, there is no higher priority than the recruitment and development of staff. We ask a great deal from staff, but in return we provide extensive support and development opportunities and a fantastic wellbeing programme. If you wish to have an informal discussion about the post before applying please feel free to contact Eleanor Ball, HR Officer and Admin Manager via email at eball@hrs.education who will be able to answer your questions or put you in touch with the relevant department. We hope you will consider joining us and we look forward to receiving your application.

With best wishes,

Catherine Davis
Executive Headteacher

School Information

Helena Romanes School is a mixed state all through school catering for students from ages 4 through to 18. Set in leafy Great Dunmow, the school prides itself on being a school for the community whilst providing students with a broad range of enriching experiences to prepare them for their future lives. We value every aspect of our students, not just their academic success, and foremost of our values is kindness. In whatever capacity you join our school, as teacher, parent, student or support staff, you will be joining a friendly and inclusive community where your individuality is valued.

Students can join us at any stage of the journey. The primary phase opened in 2021 and currently consists of years R-5, with plans to expand to a two-form entry. Staff with a child in the primary school benefit from a 50% discount in wraparound care fees and the knowledge that their child is learning happily nearby.

Students in KS3 benefit from a broad range of subjects which include the core subjects of English, Maths and Science (double and triple award is offered), as well as a number of humanities subjects, including Religious Studies, History, Geography and Classical Civilisation. In addition there are numerous practical subjects such as PE, Design and Technology (including Textiles and Timber), Music, Art and Drama. We have impressive facilities: a large sports hall, specialised dance studio, extensive playing fields and astro turf, as well as a large library and well-equipped performing arts facilities. At KS4, students typically opt for between nine and ten GCSE subjects.

Many students choose to remain with us to continue their learning as valued members of the 6th form. Although we have a dedicated 6th form teaching block (complete with Costa cafe), lessons

also take place in the main school building. Most Sixth Formers take at least three A-levels and may choose the EPQ and other qualifications in addition.

Students of all ages benefit from the passion and dedication of their teachers who give so generously of their time to help our students. Departments frequently run trips and excursions to extend and enrich students' classroom learning, and many of our Year 13s go on to continue their learning at universities or further education establishments. Helena Romanes School is committed to educating the whole person, and to this end we run co-curricular activities such as Duke of Edinburgh and adventurous trips with companies like World Challenge.

Helena Romanes School is committed to developing not only its students but also its staff. We welcome Early Careers Teachers and have a number of experienced mentors on our staff. ECTs and their mentors work with our Appropriate Body - Saffron Teaching School Hub - and receive in-house training as well as the statutory entitlements during their induction period. The senior leaders of Helena Romanes prioritise staff wellbeing; staff training and social events are organised with this in mind.

Benefits from working at Helena Romanes School include:

- The school is a popular and successful all through comprehensive situated in the beautiful North Essex countryside with good communication links to London and the South East and is approximately 7 miles from Stansted Airport.
- The school is currently located adjacent to the town's leisure centre, of which we receive a discounted membership, and we have ample on-site parking.
- We are proud to offer our staff a 50% discount on wraparound care for their children in the primary school, helping to support work-life balance. This benefit provides significant savings on before and after school care for children, ensuring that our team can feel confident and supported both at work and at home.
- Our Trust have also invested in a package of Employee Assistance through Education Support which our staff can access 24/7.

This is an exciting time to join the school:

- It is confirmed that Bowmer & Kirkland will commence our new school building shortly, funded by the Department for Education. This building will be to the highest specification with brand new equipment and a fully resourced technology area. The school is set to open to the primary phase in the 2026-2027 academic year, with the secondary and sixth form phase shortly after.
- Helena Romanes has also made excellent progress with the support of Saffron Academy Trust towards being judged by Ofsted as a Good school (Oct 2023). Working with the talented senior leadership team that is in place across all phases of the school, and drawing on the commitment from staff to provide the best possible outcomes for the pupils.



Start Date: September 2026

Salary: MPS/UPS + TLR

Contract Type: Full Time/Permanent

Closing Date: 29th April 2026

Interview Date: TBC

This is an exciting opportunity for an enthusiastic and motivated applicant to join our middle leadership team, as part of a friendly and very hard working pastoral team. This is a key appointment for a candidate with a passion for supporting students to achieve their best. It is also an excellent preparation for senior leadership roles.

This post is open to applicants of all subject specialisms.



Leadership starts in the classroom. As well as being a great leader, we are looking for a teacher who will be able to demonstrate excellence in teaching and have the knowledge and experience to teach across a range of ages and abilities.

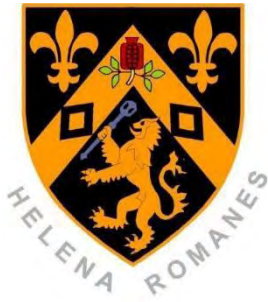
We seek inspirational teachers and leaders with the talent and drive to join our strong and successful team. We believe our success is directly linked to the quality of our staff, and we offer excellent professional development. You will be supported by a Pastoral Leader team and Assistant Headteacher.

We would love to hear from you if you are a dynamic and creative individual who makes learning fun and challenging.

At Helena Romanes we value the personal attributes of hard work, positivity and kindness, and we are looking for someone who can model these values.

Helena Romanes joined the highly successful Saffron Academy Trust in September 2020. Consequently, there are a wide range of opportunities in terms of CPD, school-to-school collaboration and career development for members of our team.

We are committed to promoting equality of opportunity, celebrating diversity, safeguarding and promoting the welfare of children and young people.



Head of Year

Job Description:

Aim and main purpose of the job:

To provide leadership and management for a team of tutors and lead the provision of pastoral and academic care so all students achieve their potential within an atmosphere in which students feel challenged, valued, and secure.

To assist the Headteacher and Leadership Team in the overall management and development of the school.

To carry out other such associated duties as are reasonably assigned by the Headteacher.

General responsibilities:

- To lead both the team of tutors and cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
- To manage both the people and resources associated with each year group.
- To promote the ethos of the school through leading high quality assemblies.

Academic Progress

- To monitor the academic progress of the year group in order to secure and sustain effective learning.
- To use assessment data such as CATs, SATs and internal data, to inform an analysis of individual student progress, identified groups and the year group as a whole.
- To have an overview of the range of barriers to learning that impact on student progress, with reference to behaviour for learning, in and out of the classroom.
- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies, in liaison with AHT, and in conjunction with teachers and Heads of Department.
- To monitor the effectiveness of these interventions and report to SLT termly on the progress being made by students in the year group.
- To liaise with key staff, including the SENCO, regarding all groups of students' achievement in the year group.
- To report to the line manager on the progress of the year group and individuals.

Behaviour, Attitudes and Personal Development

- Ensure students (including DA) are offered, and attend, a broad range of high quality personal development opportunities.

- To monitor attendance and punctuality, and intervene with tutors, parents and external agencies as appropriate.
- Meet regularly with the attendance officer to discuss the attendance of individual students and the year group as a whole.
- Ensure that the attendance policy is fairly and robustly enforced.
- Maintain monitoring reports of student behaviour creating individual profiles and support frameworks for students as appropriate.
- To play the leading role in the disciplining of students referring situations to the appropriate member of SLT when appropriate.
- To oversee students on report and make contact with parents when necessary.
- Liaise with the SENCO, AHT and DHT regarding the requirements for specific students to coordinate a support plan.
- To promote and coordinate whole year activities, which are likely to promote a sense of community.
- Make contact with parents to discuss student behaviour.
- Liaise with external agencies and make appropriate referrals for support.
- To liaise with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead to monitor and support students with welfare and child protection concerns.

Leadership and Management

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors.
- To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding.
- To set the agenda for tutor meetings which should include a development item.
- To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff INSET.
- To have an overview of all the different care and guidance for students' e.g. learning mentor, SENCO, teaching assistants, external agencies etc.
- To provide a link for parents, tutors, SENCO, teachers, Heads of Department, SLT and external agencies.
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
- To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events.
- To contribute to the management of key school events; for example induction, transfer arrangements, outings, extra curricular and social events.

Administration

- To organise and, through a team of tutors, implement a framework for daily tutorial activities. This includes both day to day administrative tasks, and year specific tasks (preparation for exams, options, learning conversations etc).
- To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities.
- To maintain individual student records as necessary and ensure that they are kept up to date.
- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting.

- To monitor the settling in of new students.
- To have an involvement in policy development and decision making across the school.

Specific Accountabilities

- 1 Year 7
 - 1.1 To play a full part, in conjunction with the AHT KS3, in the induction of students to year 7.
 - 1.2 To oversee the settling in of year 7 during the Autumn term to include contributing to the year 7 parent and student welcome events.

- 2 Year 8
 - 2.1 To play a full part in preparing students for option choices and preparation for GCSE's.
 - 2.2 To lead the revision and preparation for the end of Key Stage 3 assessments.

- 3 Year 9
 - 3.1 To monitor option choices through the Autumn and Spring terms to ensure that students choices are relevant and appropriate prior to commencement of the GCSE and BTEC courses from Easter.
 - 3.2 To support the entry into GCSE.

- 4 Year 10
 - 4.1 To lead the revision and preparation for GCSE exams.
 - 4.2 To support students with work experience and careers advice.

- 5 Year 11
 - 5.1 To lead the revision and preparation for GCSE exams.
 - 5.2 To lead the prom celebration.
 - 5.3 To participate in and support the promotion of the sixth form.
 - 5.4 To support students with applications for next steps.
 - 5.5 To make visits to primary schools for the purpose of meeting students due to transfer to HRS at the end of year 6.
 - 5.6 To play a part in the organisation of the year 6 taster day in July.

Line Management

Heads of Year are managed by the appropriate key stage manager from the Senior Leadership Team.

Duties: the duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Helena Romanes School

Person Specification: Classroom Teacher/HOY

Category	Essential	Desirable	Evidence
Qualifications			
Qualified to teach and work in the UK	✓		Application Interview References
Ability to teach ages 11-16	✓		
Ability to teach Post 16		✓	
Good relevant degree	✓		
Experience, Knowledge & Understanding			
Experience of raising supporting students' progress	✓		Application Interview References
Evidence of continually improving own teaching and learning	✓		
Up to date knowledge in the subject area	✓		
Good knowledge of pedagogy	✓		
Able to use ICT as a vehicle for effective learning and teaching	✓		
Understanding of the strategies needed to establish consistently high aspirations, outcomes and behaviour	✓		
Experience and understanding of target setting and the development of strategic and creative intervention planning to raise pupil progress	✓		
Outstanding knowledge and understanding of successful intervention strategies from Years 7 to 11	✓		
Ability to present and analyse data and construct effective subsequent intervention strategies	✓		
Ability to secure the confidence of parents/carers to work in partnership with the school in securing the best outcomes for their children	✓		
Knowledge and understanding of the legal frameworks pertaining to children and young people and using safeguarding platforms effectively	✓		
Experience of working with external partners and agencies (TAFSO, CAMHS)		✓	
Personal Qualities			
A willingness to lead development of policies and practices and promote collective responsibility for their implementation	✓		Application Interview References
A willingness to become involved in wider school initiatives and activities	✓		
Committed to maintaining the high standards across the school	✓		
High expectations for accountability and consistency	✓		
Resilience, motivation and commitment to driving up standards of achievement	✓		

Enthusiastic, confident, positive, self-motivated and determined	✓		
Excellent communication, planning, organisational, listening and time management skills	✓		
Effective and systematic behaviour management, with clear boundaries, sanctions, praise and recognition	✓		
Commitment to regular and on-going professional development and training to establish outstanding classroom practice	✓		
Readiness to reflect and self-evaluate, and the ability to change, develop and improve	✓		
Work effectively alone and as a part of a team	✓		
Develop positive relationships and act as a role model to staff and students	✓		
High levels of honesty and integrity	✓		
Other			
The post holder will be subject to an Enhanced Disclosure and Barring Service (DBS) check	✓		Application Interview References
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		

How to Apply:

To apply for the position, please submit a letter of application, no longer than two sides of A4, outlining why you are a suitable candidate for the role, and an application form, which can be found on our website www.helena-romanes.essex.sch.uk, to our HR Officer Eleanor Ball via email eball@hrs.education

The Governing Body is committed to promoting equality of opportunity, celebrating diversity, safeguarding and promoting the welfare of children and young people. It expects all staff and volunteers to share in this commitment. This post is subject to an enhanced DBS check and satisfactory references.

The school reserves the right to interview candidates before the published closing date.

Visits to the school to meet with our students and staff are welcomed. Please contact Elle Ball, HR Officer to arrange a convenient appointment or to answer any questions that you may have. eball@hrseducation.co.uk

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