LATHOM
HIGH SCHOOL



ASSISTANT HEAD OF YEAR RECRUITMENT

Work hard, be kind

LATHOM HIGH SCHOOL

Glenburn Road, Skelmersdale,
Lancashire WN8 6JN

Tel: 01695 725653

Headteacher: Mr P. W. Livesley (BA Hons, NPQH)

Ofsted Good Provider

Dear Colleague

Assistant Head of Year – Full time

I am thrilled to write to you as Headteacher at Lathom and I am delighted that our governing body is able to offer this exciting opportunity. Lathom is an extremely special place to work and the successful candidate will be joining a staff body consisting of professionals who are totally committed to ensuring that we provide the very best Quality of Education at all times. Working together we are able to ensure that our students are fully prepared for their life after Lathom and that they are able to stand ahead of their peers when applying for Further and Higher Education and when entering the world of work. Almost all of our students live in the town of Skelmersdale and we seek leaders and staff who will value our relationship with the community highly and who recognise the importance of partnership, determination and ambition. As an accredited trauma responsive employer and educational provider, we value every member of the staff team and are determined to support well-being so that colleagues can thrive and know that they are important and integral to our success.

Our governors, staff and students are PROUD of everything that we have achieved together. Lathom has been recognised by parents and the local community leading it to being significantly oversubscribed since 2023. We are determined to continue the journey of development towards strong standards and better across the board whilst always serving our community and preparing our students for future successes.

You will join a committed team of professionals who are dedicated to getting the best from our students. We are looking for a highly skilled communicator who is both inspirational and passionate about supporting students to succeed within a school environment committed to achievement and belonging through a trauma informed lens. As you read about Lathom, I trust that you will be encouraged to discover more to gain a real understanding of how we operate and how the school's values underpin our daily practice and that this, in turn, will be the motivation for your application.

Yours faithfully

Paul W Livesley
Headteacher

Welcome from Mrs Michelle Pearson, our Chair of Governors

Dear Colleague

Assistant Head of Year

Thank you for your interest in the position of Assistant Head of Year at Lathom High School. I am extremely PROUD and privileged to be Chair of the Governing Body. We are a school committed to empowering both staff and students to achieve, belong, and thrive.

Skelmersdale is entering an exciting phase with the Town Master Plan, including new homes, enhanced connectivity, and land reserved for a potential rail station. Lathom is proud to serve a growing, dynamic community at the heart of these developments.

We offer a supportive, trauma-informed environment, innovative flexible working from day one, and excellent opportunities for professional growth and career development.

We welcome applications from enthusiastic and dedicated individuals who wishes to make a meaningful contribution to our students' education and the wider school community.

I hope that you will feel encouraged and inspired to apply to join us on our journey.

Kind Regards



Michelle Pearson
Chair of Governors

Job title: **Assistant Head of Year**
Salary: **Grade 6 (scp 11 – 19)** £29,071 - £33,119 pro rata
Contract: **Permanent (Term time only)**
Start date: **ASAP**

Why Lathom, why now?

At Lathom High School, our values are **PROUD – Perseverance, Respect, Ownership, Understanding and Determination**. These values underpin everything we do as we strive to deliver an exceptional standard of education for our students and community.

Lathom High School prides itself on being innovative, supportive and inclusive to staff and students. This is an exciting opportunity to inspire students to achieve and belong, develop excellent relationships with our families and community, work alongside great staff, and contribute to the wider opportunities we offer our young people.

Our staff wellbeing is a pillar for our inclusive culture and therefore we are constantly reviewing how best to support all members of the Lathom team, ways in which our organisation can be flexible with the demands of the modern world and ensuring a CALM measured approach to a rapidly changing, fast paced world of education. In this, we currently have several systems in place to support flexible working for all members of staff. For this role, we welcome applications from individuals looking for **full time employment.**

Lathom High School is a supportive and ambitious school where staff development is a priority. We offer:

- A strong and supportive pastoral team
- A robust and high-quality CPD programme
- Opportunities for career progression
- A positive and inclusive school culture
- Flexible working scheme

About the Role

This is a rewarding and dynamic role supporting the Head of Year in delivering excellent pastoral care. You will play a key role in improving **attendance, behaviour, student welfare, and achievement**, while supporting tutors and engaging families.

You will need to be proactive, resilient, and able to respond effectively to a wide range of situations, using your initiative to support students in overcoming barriers to learning.

For an informal discussion, please contact **Jen Hongkins, Deputy Headteacher**, via the school office.

Closing date: Thursday 19 November 12 noon
Interview date: w/c 23 November

Safeguarding Statement

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Job Description

Job Title: Assistant Head of Year
Reports to: Head of Year
Salary: Grade 6 SCP 11–19 (£29,071 - £33,119) pro rata
Disclosure Level: Enhanced

Purpose of the Role

To support the Head of Year in leading and managing high-quality pastoral provision, with a focus on **attendance, behaviour, safeguarding, welfare, and student achievement**.
To support tutors in delivering effective pastoral care and to work proactively with students, families, and external agencies to remove barriers to learning.

Key Responsibilities

Pastoral Care and Student Support

- Maintain a visible presence across the school day, including tutor time
- Support students in meeting expectations around behaviour, uniform, and readiness to learn
- Deliver targeted interventions (1:1 and small group)
- Promote safeguarding and student wellbeing at all times

Attendance and Behaviour

- Monitor attendance, punctuality, and behaviour trends
- Implement interventions to address persistent absence and behaviour concerns
- Conduct home visits where appropriate
- Support attendance panels and behaviour processes

Communication and Engagement

- Build strong relationships with parents/carers and stakeholders
- Communicate effectively regarding student progress, welfare, and concerns
- Contribute to assemblies and year group activities
- Celebrate student achievements

Strategic and Data Responsibilities

- Analyse pastoral data to identify priorities
- Support development and delivery of year group improvement plans
- Implement and evaluate targeted interventions
- Monitor impact and report outcomes

Supporting Staff

- Work with tutors to ensure consistent pastoral standards
- Promote teamwork and effective communication
- Act as a positive role model

Learner Development

- Support vulnerable students and those at risk of exclusion or underachievement
- Work with SENDCo and curriculum leaders on personalised support
- Engage parents/carers as partners in learning
- Contribute to meetings and reports

Additional Duties

- Contribute to extra-curricular and enrichment activities
- Support school events and reward systems
- Engage in CPD and appraisal processes
- Uphold all school policies, including safeguarding, behaviour, and health & safety
- Undertake additional duties as directed by the Headteacher

Person Specification

Requirements (on the basis of the job description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (A), Interview (I), Reference (R)
Qualifications		
GCSE passes at Grade C/ 4 or equivalent in Maths and English	E	A/I
Experience		
Experience of working with young people in an educational or pastoral setting	E	A/I
Experience of supporting behaviour, attendance or student welfare	E	A/I
Experience of working in a Secondary school setting	D	A/I
Experience of working with external agencies	D	A/I
Knowledge/skills		
Understanding of safeguarding and child protection procedures	D	A/I/R
Strong communication and interpersonal skills	E	I/R
Ability to build positive relationships with students, staff and families	E	I/R
Ability to analyse and use data to inform interventions	E	I/R
Good organisational and time management skills	E	I/R
Ability to remain calm under pressure and deal with challenging situations	E	I/R
Knowledge of attendance systems and pastoral tracking tools	D	A/I
Training in safeguarding, behaviour management or pastoral care	D	A/I/R
Personal Qualities		
Commitment to the school's PROUD values	E	I
Resilient, proactive and solution focused	E	I/R
High expectations of student behaviour and achievement	E	I
Professional integrity and confidentiality	E	I/R
Team player with a flexible approach	E	I/R
Other		
Commitment to safeguarding and protecting the welfare of children	E	I
Undergo an enhanced DBS check	E	I
Commitment to health & safety	E	I
Commitment to equality and diversity	E	I