

APPOINTMENT OF COLLEGE LEADER

CONTEXTUAL INFORMATION

Thank you for your interest in our College Leader role.

We wish to recruit a non-teaching colleague as a College Leader to lead, manage and support the personal development, behaviour and welfare needs of all our students in a College to help the school continue its excellent progress.

Our College system has evolved around our students to ensure that each individual feels a valued and valuable part of the school community and that their wellbeing, future and aspirations are genuinely cared about and cultivated.

Within each College are a number of tutor groups which operate a 'vertical' tutoring system. This means that tutors groups will have students from years 7 to 9 (Lower School), 10 to 11 (Upper School) and 6th form (12 to 13). This creates a more 'family' centered approach that ensures every individual is part of an important team that will take care of its members and that individuals do not feel lost in a big school. The Colleges encourage students to contribute to their tutor group, their College and to the school, thereby enhancing not only their own school experience but that of those around them.

College Leaders lead a team of 10-11 form tutors within their college and deliver high quality pastoral care for approximately 350 students in either Upper or Lower school. They are supported in their role by an Assistant Headteacher. They take a lead role in supporting students with a variety of pastoral and wellbeing needs, as well as playing an integral part in supporting the schoolwide behaviour and rewards policies. This requires College Leaders to form effective working relationships with students, teachers, parents and adults from external support agencies. The job offers excellent variety and an opportunity to play a key role in the development and wellbeing of young people. Effective college leaders will demonstrate empathy, excellent time management, an ability to make evidence-based judgements, effectively utilise data to plan strategies and lead their team of tutors and students in an inspiring manner. College Leaders will be expected to lead safeguarding procedural work and meetings, assemblies and in school activities as well as very occasional emergency cover.

Can you help us on our journey? If so, this is an exciting place to spend the next stage of your career as we strive to improve further. As College Leader, you will be an influential middle leader in the school with a real opportunity to make an impact.

Working Hours and Holiday Arrangements

The post is advertised as full time, 37 hours per week 42 weeks per year (38 term time plus 5 staff learning days plus 15 days to be worked during the school holidays and cover for parents' evenings and school events)

There will be out of hours work from time to time, and this should be considered part of the professional role and will not attract additional payment.

Support staff who work term-time only or term-time plus an agreed number of days during school holidays may not take any holiday during term.

Overtime pay is not available to senior staff on the higher grades, but we acknowledge that the pressures of deadlines may occasionally mean working over 37 hours during term. There is opportunity to take back some of this time, by adjusting working times a little during the school holidays.

Grading of the Post

The pay system in operation uses a banding system, within which this post has been job evaluated, and aligned to a band, representing the job weight and the seniority of the post.

Payment is made monthly at the end of the calendar month direct into a nominated bank or building society account. Cost of living rises are awarded for all staff on or around 1st April each year, except during national wage freezes.

Increments within the defined scale for the post are automatic each April, as long as a minimum of six months has been completed by the time of the first increment. For example, if starting in September, the increment would be paid the following April, but if starting on 1st December, the first increment would not be paid until six months had elapsed, that is on 1st June.

Finally, a note about our job descriptions: you will see that the College Leader's job description appears to be very comprehensive! We adopt this approach in order that roles may be accurately evaluated and graded, but it is nevertheless impossible to include everything that may fall under the remit. Details change over time, and whilst the enclosed job description will give a strong flavour of the role and should certainly give a good guide to the general level of job weight and broad areas of responsibility, please be aware that some of the content may change over time, and there will be some details that are not captured.

Induction and Professional Development

An induction programme will be developed for the successful applicant and a programme of support and training will be given. Following the induction period, a planned professional development programme will be established, linked to the in-house performance review system.

The Organisation of Staff at Stratford upon Avon School.

There are just over 240 staff employed at the school, with slightly over half being support staff. We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

We take seriously the wellbeing of our staff and believe that everyone has a vital contribution to make to the life and vibrancy of the school. We operate a wellbeing programme; all staff have the opportunity to be involved in school improvement activities, and to contribute to student development if they wish in ways appropriate to their role and expertise. Other optional opportunities involve running extra-curricular clubs, accompanying school trips, leading an assembly, getting involved in sport (e.g., a staff half-marathon team or staff cycling), and participating in staff social events.

Start Date

As a result of a College Leader gaining an internal promotion, we are seeking to appoint a new College Leader to start after October half term. Our policy is always to appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then we are fully accepting of that.

Interviews

Interviews will take place within 2 weeks of the closing date

Stratford upon Avon School is a friendly school, with high expectations for the achievement and behaviour of our students, and with a supportive ethos for all staff.

We hope you find this opportunity of interest and look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please initially contact the HR department, on recruitment@stratfordschool.co.uk.

James Hill
Assistant Headteacher
September 2026