



I will serve.

St Ursula's Convent School

Director of Year 8 and 9

September 2025

"The greatest gift we can give to others is love, for love is the greatest gift we can receive from God."

St Angela Merici

Job details

Salary: MPS / UPS + TLR 2 £5K (leadership & management)

Hours: Full-time

Contract type: Permanent

Reporting to: Assistant Headteacher

Responsible for: Year 8 and 9 Attendance, Punctuality, Behaviour, Wellbeing and Personal Development.

At St Ursula's Convent School, the Director of Years 8 and 9 is a key pastoral leadership position, responsible for personal development, behaviour, attendance, punctuality and wellbeing of all students in Years 8 and 9. A key aspect of this role is preparation for Key Stage 4, including overseeing the options choices for Year 9. This role requires strong leadership, excellent communication skills, and a deep commitment to the pastoral care and holistic development of young people.

Duties and responsibilities

Pastoral Leadership:

- Act as the primary pastoral lead for all students in Years 8 and 9.
- Monitor and promote student wellbeing, attendance, punctuality and behaviour.
- Co-Lead and support a team of Year 8 and 9 form tutors and the Deputy Head of Year to deliver high-quality pastoral care.
- Organise and lead regular year group assemblies and events.

Behaviour for Learning:

- Promote a positive, respectful, and inclusive school culture.
- Uphold the school's behaviour policy and support form tutors in dealing with behavioural issues.
- Work closely with the safeguarding team to identify and support vulnerable students.

Communication and Liaison:

- Serve as a key point of contact for parents regarding pastoral issues in Years 8 and 9.
- Working with colleagues such as the AHT, DHT and HODs to provide an exemplary options choices programme allowing students to explore choices in an informed manner.
- Work collaboratively with SLT, teaching staff, and external agencies where appropriate.

Administration and Organisation:

- Maintain accurate and up-to-date pastoral records.
- Contribute to the development of school policies related to student welfare and progress.
- Support the planning and delivery of trips, enrichment activities, and parent evenings relevant to Years 8 and 9.

Safeguarding

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for students in Years 8 and 9
- Remain alert to the fact that pupils with SEN may be more vulnerable to safeguarding challenges
- Using CPOMs update regularly any communications with parents

General

- Liaise with internal and external bodies as required
- Attend meetings outside of school hours including governors, parents and stakeholders as necessary
- To uphold the school's Catholic ethos in teaching and learning
- This role also requires a teaching commitment

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Director of Years 8 and 9 will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	➤ Qualified teacher status ➤ Degree
Experience	➤ Teaching experience of at least 3 years which is classroom based ➤ Experience of working in a pastoral role
Skills and knowledge	➤ Strong understanding of the needs of Key Stage 3 students ➤ Excellent communication and interpersonal skills ➤ Ability to motivate and lead a team ➤ Ability to build effective working relationships ➤ Ability to influence and negotiate ➤ Knowledge and understanding of key strategies to improve punctuality
Personal qualities	➤ Knowledge of child protection and safeguarding procedures ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to always maintaining confidentiality ➤ Commitment to safeguarding and equality ➤ Experience with data tracking systems (SIMS)

Last review date: September 2025

Next review date: TBC

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

