



ST MARGARET'S SCHOOL

Brief for the position of
Head of Year



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About St Margaret's School

StMargaret's is a co-educational independent day and boarding school in Hertfordshire offering an outstanding education to pupils from 2 to 18. Set in over 60 acres of beautiful grounds, the School has a reputation for supporting pupil wellbeing whilst nurturing academic talent and progress. In a supportive environment, pupils feel happy and secure and want to learn and do well. Pupils are confident, courteous and considerate.

All benefit from superb teaching by committed subject specialists, underpinned by excellent pastoral care and the School prides itself on working for and with individuals.

St Margaret's was established in 1749 as a charitable foundation to help orphans, specifically the children of deceased clergymen of the Church of England. This was the beginning of the Clergy Orphan Corporation, and of the two schools: for girls, St Margaret's, Bushey and for boys, St Edmund's Canterbury.

The school was initially situated in Southwark, the first of the five locations before its arrival at Bushey in 1897. In 1925, Little St Margaret's was built to provide accommodation for boarders but has since evolved into the Junior School. In 1996, the School architect, John Biswell, transformed old classrooms and common rooms in the main building into a new Library and Resource Centre using design features favoured by Alfred Waterhouse back in 1895.

Also in 1996, St Margaret's became completely independent from the Clergy Orphan Corporation. In 1999 the School marked its 250th anniversary with a grand service of Thanksgiving in St Paul's Cathedral in the presence of HRH Princess Alexandra.

As the School moved into the 21st century, it was graced with the presence of more royalty as the John Owen Sports Centre was opened in 2005 by HRH Princess Anne. Today, St Margaret's is a modern co-educational all-through school, although its history has left an indelible mark on its character and ethos.



A small, warm and kind school where children in a wonderful setting. Emphasis is on a family feel and making full use of its space, both inside and out.

GOOD SCHOOLS GUIDE





The Nursery

The Nursery at St Margaret's is for children from 2 years old, during their preschool years, before they start in Reception.

Children immerse themselves in play-based learning in a beautiful, light and spacious space, allowing them to create, play and explore the world around them. The children follow the EYFS curriculum, which focuses on areas including

communication and language, physical development, personal, social and emotional development, literacy, mathematics, understanding the world and expressive arts and design.

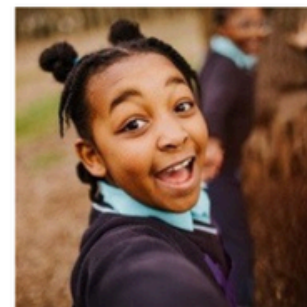


Junior School

The purpose-built Junior School is equipped with classrooms designed for pupils to excel in their learning. Pupils aged 4 years to 11 benefit from accessing specialist rooms across the School, such as The Garton Music Building, the Dance Studio and the Performing Arts Centre.

The Junior School has an engaging curriculum and high quality teaching, the children are happy and equipped for a changing world and they seamlessly move into the Senior School. In Y3 and Y4, the children focus on building strong core skills and technology is used as a key part

of the delivery of academic learning. Children in Y5 and Y6 continue to build on the broad and balanced curriculum with an emphasis on core skills, to enhance knowledge and understanding across the curriculum.





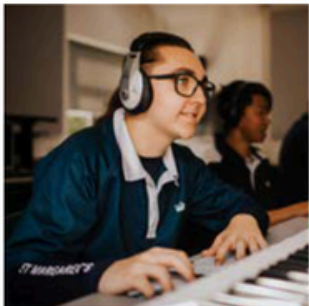
Senior School

The Senior School aims to provide an all-round education which is both challenging and flexible, offering small classes, a beautiful spacious campus and optional supervised study until 6pm each evening.

The curriculum is broad and balanced to allow the strengths of different individuals to be discovered and fostered. Regular educational visits and opportunities for residential trips extend knowledge and deepen friendships.

From Y10 to Y11, pupils take their GCSEs and are encouraged to choose varied subjects to maintain the breadth which is a mark of their earlier education.

The Senior School has recently completed the build of a new music centre which, along with a well-equipped performing arts studio and performance space in the main hall, ensures that pupils can enjoy the arts throughout the curriculum.





Sixth Form

From September 2020, St Margaret's Sixth Form went co-educational. With over twenty A-Level subjects to choose from, St Margaret's Sixth Form students have access to a broad range of inspiring and challenging courses.

At St Margaret's Sixth Form, students mature into adults with a set of values, practical skills and the confidence that will stand them in good stead for life. The post-18 pathways preparation programme enables students to learn more and prepare for the next steps into adult life, be that the world of higher education, apprenticeships or entry level jobs.

Typically, pupils gain access to the most competitive institutions, graduate schemes and entry level jobs in the world, having benefited from timetabled university preparation lessons, visits to universities, interview and entrance examination practice and bespoke career guidance.



Boarding

Pupils are welcomed into the boarding house, which is situated within the main school building, from Year 7 onwards. The offering ranges from full, weekly and occasional boarding and full boarders have the flexibility to go home for occasional weekends to fit in with family events.

Weekly boarders have their own bed in School which can be used for 3-5 nights a week by arrangement. Weekend stays and all excursions are available to weekly boarders for a supplementary charge.

Occasional boarding can take the form of one or two nights a week on a regular basis, just the odd night here or there, or a week or two during the year.





Co-curricular & Sport

At St Margaret's there are abundant opportunities to shine, inside and outside the classroom. Every day, pupils from EYFS classes through to Sixth Form take part in all kinds of co-curricular activities, to broaden their experiences and challenge themselves.

With a choice of twenty musical instruments to learn from alone, our pupils can truly say they have an enriching experience at St Margaret's. From academic enrichment clubs to volunteering; football and cricket to ballet; chess to speech and drama; Model United Nations to coding club, pupils are encouraged to push their limits and discover their passions.

Sports are a key part of life at St Margaret's: the dance studio, all-weather pitches, sports centre and large grounds ensure pupils can enjoy a wide range of sports and activities.





Scholarships & Bursaries

St Margaret's scholarships are awarded in recognition of outstanding achievement or promise in a particular subject.

The majority of scholarships are up to 10% of school fees and are available at 11+, 13+ and 16+. Specialist scholarships are also available in: Art, Dance, Drama, DT, Music, Sport and STEM (Science, Technology, Engineering and Mathematics).

St Margaret's is committed to broadening access to the School. Within the resources available, means-tested financial support for the payment of school fees can be provided to parents/guardians of pupils who have been offered a place following the normal admissions and selection process.





Governance

The Governors are Trustees of St Margaret's and are collectively responsible for the long term vision and development of the School and come from a wide range of professional fields.

As a board Governors meet eight to nine times a year following a circle form of governance. The board carry out their work and scrutiny of all aspects of school life through their regular meetings. The board is supported by a Finance, Pay and Compliance committee (FPC) which meets four times a year.

Our Governors come from diverse backgrounds including education, business, finance and property. Further information on St Margaret's can be found via the School's website: <https://www.stmargarets-school.org.uk/>





The Role

Hours of Work: Full time

Start Date: September 2026

Summary of the Role:

Year Heads are responsible for the overall well-being of their Year group. They need to be role models in terms of conduct, dress and professionalism and in the way colleagues and students are treated. This should be with respect and courtesy. Heads of Year are expected to support the School's ethos at all times and will liaise with the Vice Principal.

The post holder reports to the Head of Section with responsibility for the overall well-being of their year group.

The post holder is line manager to Form Tutors and helpers within their year group.



Job purpose:

The following duties shall be deemed to be included in the professional duties which you may be required to perform:

1. Pastoral/ Disciplinary/ Academic

- Assume overall pastoral responsibility for a full year group of students and have accountability for a year group of students across the curriculum;
- Assume responsibility for the welfare of students; follow up incidents; maintain records on CPOM; have meetings with parents during or after school as required, sometimes with other senior staff members; arrange sanctions where appropriate; communicate with parents; chair Tutor Team meetings and attend weekly Heads of Year meetings;
- Support and provide information to tutees that are undergoing a transition between key stages/academic years or are new to the School;
- Delegate and lead a large team of tutors and helpers, meeting with them both formally and informally on a regular basis in order to co-ordinate their work;
- Support the tutors by both counselling and disciplining students as and when appropriate.

- Support student wellness regarding, for example, issues such as online safety, anxiety and mental health. This can be done through Year Group Meetings and broader whole school pastoral events. Signpost students with specific needs to appropriate support;

- Write end of term reports for their year group;
- Monitor the rewards and sanctions system across the Year Group;
- Follow up on attendance concerns as reported by form tutors.

2. Home School Communication & Record Keeping

- Contact parents/guardians of all new pupils including boarders after a few weeks to let them know how they are settling in;
- Send 'Well Done' cards – regularly send home praise and encouragement of students' achievements via letter or card;
- Support and advise form tutors with regard to their contact with parents.;
- Respond to parental enquiries by telephone, letter and email as appropriate.

- Meet with parents where necessary/appropriate after liaising with Head of Section;
- To keep accurate records of all communication with parents, all sanctions issued and any other pertinent information relating to students within the year group.

3. Tutor Group System

- Co-ordinate the delivery of Form Time;
- Working in conjunction with the Tutor Team, plan, resource and evaluate the content of the Form Period;
- Support the Tutor Team in their delivery of the Form Period curriculum;
- Regularly visit the Tutor Team during Form time;
- Monitor the use of Form time;
- Monitor student attendance across the Year group in liaison with the tutor and report any issues to the Head of Section and the Vice Principal;
- Organise and lead Year evenings for parents e.g. Information and Celebration Evenings;

- Ensure that new students are allocated a 'buddy' to assist with their settling in when arriving mid-year;
- Manage any minor tutor group changes throughout the Academic Year and ensure that there is an induction programme in place for students entering the Year Group 'mid-term';

- Chair Tutor Team meetings, producing agendas and minutes;
- Ensure that Tutors are performing tasks such as recording commendations, setting targets, signing homework diaries weekly and general administration.

4. Reports and Assessment

- Ensure all Tutors have completed comments on Pupils' Reports;
- Monitor and evaluate standards of achievement and progress following internal exams;
- Support the Tutor Team in their delivery of the Form Period curriculum.

Job Description





5. Other Tasks

- Organise and lead Year Assemblies/Year Group Meetings;
- Organise and support any whole Year trips and/or activities;
- Ensure new students are given locker keys, fobs, login details for iSAMS / email;
- Write weekly/fortnightly information letters to parents;
- At the start of the academic year, organise for introductory and welcome letters to be sent home via Form Tutors;
- Ensure informative transition to occur between one academic year and the next, HOY's to meet in the Summer Term.

NOTE

This job description is not definitive and may be altered from time to time in order to undertake other duties commensurate with the level of the position in accordance with the needs of the School.

Job Description



Person Specification		ESSENTIAL	DESIRABLE
QUALIFICATIONS	University graduate and qualified teacher		✓
	PGCE or equivalent		✓
EXPERIENCE	Experienced teacher with an excellent academic track record		✓
	Proven ability to set high standards and inspire young people	✓	
	Successful leadership of people		✓
	Pastoral experience as a Form Tutor, mentor or coach		✓
	A proven ability to lead change and development, engaging and supporting others	✓	
KNOWLEDGE	A keen interest in teaching and learning, with a proven commitment to CPD	✓	
	Knowledge and experience of Child Protection and Safeguarding procedures	✓	
	Confidence with IT and database technology	✓	
SKILLS & ATTRIBUTES	An energetic and enthusiastic approach	✓	
	The ability to work effectively with colleagues across the school	✓	
	Clear and accurate written communication skills	✓	
	Excellent interpersonal skills to deal with a range of people	✓	
	Good planning and organisational skills, with the ability to use own initiative and take decisions	✓	
	Ability to think creatively, anticipate challenges and develop effective solutions	✓	
	A commitment to contribute to the extra-curricular life of the school	✓	
	A flexible attitude and a willingness to take on new ideas and challenges	✓	
	The ability to relate to and empathise with young people	✓	
	Hardworking and reliable	✓	

The Person



The closing date for applications is **Wednesday 13 May 2026 at midday**.

Interview Date: Week commencing Monday 18 May.

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made. In order to apply please submit an application form along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates. Please note, we are unable to accept CVs.

The application form is available online at <https://www.stmargarets-school.org.uk/work-with-us>

For an initial discussion, please contact: recruitment@stmargarets-school.org.uk

Personal Data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember not to mention information or details of individuals (e.g. referees) who have not previously agreed to their inclusion.

St Margaret's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

How to Apply





ST MARGARET'S
SCHOOL

stmargarets-school.org.uk