

Job Description

Deputy Head of Year (Non-teaching)

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| Working hours | Full-time, term-time (37 working weeks) plus 2 weeks (39 weeks in total) Monday-Friday, 8.00am-5.00pm |
| Salary | £28,467 actual salary (£33,190 full-time equivalent) |
| Pension scheme | Local Government Pension Scheme |
| Holiday entitlement | The salary includes an element for statutory paid holiday which is to be taken during school holiday periods |
| Start date | Autumn Term 2026 (September) |
| Contract terms | Permanent |
| Line manager | Head of Y12/13 |

The London Academy of Excellence Tottenham (LAET), an academic sixth form in the heart of Tottenham, is looking to appoint a new non-teaching Deputy Head of Year for a September 2026 start. Supported by Tottenham Hotspur and Highgate School, LAET benefits from ample resources to ensure that all students can overcome socio-economic barriers and flourish. This includes access to extra academic support, but also extends to the wellbeing and welfare of our students, the latter being central to this role.

This position is integral to raising standards and outcomes for our young people, supporting and nurturing our talented and dedicated students to their best possible futures. Through consistently acting as a positive role model and upholding high expectations with an emphasis on aspiration and in line with our warm/strict culture, the Deputy Head of Year can have a significant impact on the life chances of our students.

This position is ideally suited to a graduate who may be interested in a career in the charity sector, social justice or education in the longer term. We would offer support to candidates interested in progression into teaching. We are looking for someone who can offer effective pastoral care to our students whilst reinforcing our strong academic values and someone who has a proactive nature to support our continual quest for improvement. Our Deputy Heads of Year work closely with our experienced safeguarding team and well resourced mental health provision, demonstrating the school's commitment to student wellbeing.



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Key responsibilities of the role:

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| Outstanding pastoral care | To build excellent relationships with students and assist the delivery of high-quality pastoral care within the school. |
| Student conduct, attendance and punctuality | To help students maintain high standards of conduct, punctuality and attendance. Support the delivery of strategies to ensure excellent punctuality to school in the morning and to lessons throughout the day and oversee pastoral interventions. This will include communication with parents and students and the oversight of data relating to conduct and attendance. |
| Student achievement | To model the values of the school in being academically ambitious, committed to endeavour, having a strong sense of community and being consistently reflective through supervision of effective independent study which prepares students for university. To support the UCAS applications process (Y13) or induction and enrichment (Y12) to ensure that <i>all</i> students are making the most of the opportunities that LAET provides. |
| Administrative responsibilities | To fulfil administrative duties that are fundamental to the effective management of the year group including monitoring attendance throughout the day and reporting any safeguarding concerns whilst supporting student wellbeing. |

Specific tasks

Pastoral care

- To be proactive in responding to concerns raised about students.
- To be a reliable member of the safeguarding team, to protect the safety of our students and promote their wellbeing. DHOYs attend weekly safeguarding meetings.
- To offer positive interventions to address staff concerns, in line with the behaviour systems.
- To provide accurate records of all safeguarding interventions on the school's database - Myconcern.
- To complete tasks as directed by any member of the school's safeguarding team.



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Student conduct

- To visibly model high standards of behaviour through completing duties (including study space supervision) with diligence and enthusiasm around the school, setting the tone for positive, formal and productive learning behaviours.
- To monitor behaviour and communicate effectively with tutors and the pastoral team to implement the behaviour system where interventions are required.
- To supervise weekly detentions after school and daily late detentions.

Attendance and punctuality

- To support the Attendance Lead and Head of Year to maintain outstanding standards of attendance and punctuality, consistently communicating the importance of excellent attendance and punctuality.
- To follow the school's systems for addressing instances of lateness, absence and truancy on a daily basis.
- To oversee the accurate completion of all registers for the year group.
- To support weekly analysis of attendance and punctuality data to ensure key stakeholders are informed of concerns and strategies for improvement are implemented.

For further details on the position, please see the sections below for a detailed person specification, general responsibilities of LAE Tottenham staff members and general terms of the role.

Part 1 - Person specification

| Essential professional criteria | How these will be confirmed |
|---|--|
| <p><u>Qualifications</u></p> <p>Strong literacy and numeracy skills</p> <p>Good A-Level (or equivalent) results</p> | <p>Sight of original exam certificates / academic qualifications will be requested</p> |
| <p><u>Knowledge/Experience</u></p> <p>Understanding of the skills, knowledge and experiences necessary for a young person to develop academic excellence</p> | <p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p> |



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| <p>Experience of achieving highly ambitious personal academic goals</p> <p>Experience of working with young people</p> | |
| <p><u>Personal attributes and qualities</u></p> <p>Able to build a rapport with students and be seen as a valuable resource to support their development</p> <p>A high degree of personal drive and a commitment to the vision of LAE Tottenham</p> <p>Empathetic listening skills</p> <p>Able to deal with sensitive information in a confidential manner</p> <p>Good organisational skills with attention to detail and the ability to manage competing demands</p> <p>A strong role model for academic learning Enjoyment of working with young people</p> <p>Energy, drive and determination</p> <p>An awareness of the central importance of safeguarding</p> <p>An interest in the psychological development of young people</p> | <p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p> <p>References will also ask about aspects of these</p> |



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| Desirable professional criteria | How these will be confirmed |
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| <p>Experience of working with young people in inner-city schools, or an understanding of the issues economically and/or racially-marginalised students face</p> <p>An undergraduate degree</p> | <p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p> |

Part 2 - Further information

General responsibilities as a member of LAE Tottenham staff:

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility

Other Information

- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may deal with sensitive material and should maintain confidentiality in all school related matters.
- This role will involve flexibility in terms of working hours and days to be discussed at interview.



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Part 3 - Recruitment and selection policy statement

We are committed to diversity and inclusion and proactively seek to recruit a diverse staff body.

The London Academy of Excellence Tottenham is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the [school's website](#).

May 2026

