

## Assistant Head of Year -Sixth Form & Careers

Permanent, term-time plus 15 Days

Scale PO2: £41,472 to £42,510 pa FTE (£38,538 to £39,501 actual salary)

Start date: Immediate start

We are currently seeking an outstanding Assistant Head of Year Sixth Form to provide professional and administrative support to the Head of Sixth Form and a career Lead for Sixth Form students. You will contribute to the management and development of systems and procedures to improve the standards of achievement, behaviour and personal development for a sixth Form

*Haggerston School was judged 'good' by OFSTED in October 2017. The OFSTED report noted: "Staff have high morale. They are proud to work at the school and feel that leaders support them in a variety of ways. These include providing training to meet their individual needs."*

We are looking for someone who:

- has excellent literacy and numeracy, educated to degree level
- has successful experience of working with young people and their families
- has knowledge and experience of post-16 education
- has in-depth knowledge of the careers education, information and advice required for schools
- is able to build good relationships with students and adults
- is a highly organised administrator, able to use ICT effectively to support tasks and activities

We can offer you:

- a school committed to your professional development
- work in a team where your skills, enthusiasm and hard work will be appreciated
- a high quality physical environment - a grade II listed building with excellent facilities

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you.

Download an application pack from the school's website or you can request one by contacting the HR department via e-mail: [recruitment@haggerston.hackney.sch.uk](mailto:recruitment@haggerston.hackney.sch.uk)

Application forms can also be returned to HR via email.

**Application closing date: 8am on Monday 12th December 2022**

**Interview and Assessment: Wednesday 14th December 2022**

*We are a diverse community. committed to equality, and welcome applications from candidates from black and ethnic minority backgrounds.*

*Haggerston School is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an*

Weymouth Terrace, London, E2 8LS  
[Haggerstonschool@haggerston.hackney.sch.uk](mailto:Haggerstonschool@haggerston.hackney.sch.uk)

T 020 7739 7324 - F 020 7 739 8603  
[www.haggerston.hackney.sch.uk](http://www.haggerston.hackney.sch.uk)  
Headteacher Ms Ciara Emmerson  
Chair of Governors Wendy Mason



# Haggerston School

enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Weymouth Terrace, London, E2 8LS  
[Haggerstonschool@haggerston.hackney.sch.uk](mailto:Haggerstonschool@haggerston.hackney.sch.uk)

T 020 7739 7324 - F 020 7 739 8603  
[www.haggerston.hackney.sch.uk](http://www.haggerston.hackney.sch.uk)  
Headteacher Ms Ciara Emmerson  
Chair of Governors Wendy Mason

## HAGGERSTON SCHOOL

Weymouth Terrace, London E2 8LS

Tel: 020 7739 7324; Fax: 020 7739 8603

Headteacher: Dr Jane Keeley

[www.haggerston.hackney.sch.uk](http://www.haggerston.hackney.sch.uk)

