



Year 7 Transition Lead and Head of Year Job Description

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing environment alongside a rigorous and exciting curriculum.

There are approximately 330 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-19. Over 40 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of a wider Jesus and Mary Trust that educates young people in 30 countries across the world. It is set within 27 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for students of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016. Our 2024 CSE Inspection judged the school to be 'Outstanding' in all areas and our most recent (2025) ISI Inspection commented positively on the 'rapid' academic progress made by students across the school at the high levels of self-esteem and self-confidence evident in the student body. We are accredited by both NACE and the British Council (International Schools Award) and in 2025 was shortlisted as Independent Girls School of the Year.

Job Description:

Hours: 8am – 6pm, term time only

Contract: Support Staff

Reports to: Deputy Head Teacher (and the Head of Learning Development for LD work)

Line Manages: Year 7 Tutor team

The Year 7 Transition Lead is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School. The Year 7 Transition Lead will work closely with the Deputy Head Teacher, the Year 7 Tutor Team and wider teaching staff to ensure that every student in Year 7 is known, safe, thriving and on track academically. The Transition Lead will oversee the KS2 to KS3 transition process and, outside of pastoral time, will contribute to the Learning Development Department to ensure that all students receive the support they need to make progress in line with their individual abilities and needs.

Key Responsibilities:

Spiritual

- To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship and assemblies.
- To promote trust and respect in your relationships with colleagues and pupils based upon the Gospel Values of Peace, Justice, Truth and Love, in accordance with the Mission Statement of the College.

Leadership of Year 7

Pastoral Care

- To oversee the wellbeing of all Year 7 students, ensuring they feel safe, supported, and valued.
- To chair weekly tutor meetings to share updates, address concerns, and plan interventions.
- To respond promptly to issues escalated beyond the tutor level.
- To monitor attendance and punctuality; liaise with parents and implement strategies to improve where necessary.
- To lead assemblies for Year 7 as per the rota, promoting school values and community spirit.
- To contribute to whole-school pastoral initiatives such as anti-bullying and equality programmes.
- To ensure an engaging and purposeful tutor programme is in place.

Academic Progress

- To monitor academic performance across the year group using assessment data and reports.
- To identify students at risk of underachievement and coordinate intervention strategies with subject teachers and Heads of Department.
- To liaise with SENDCO and other key staff to support students with additional needs.
- To oversee homework / study monitoring and to ensure consistency and quality.

Leadership and Management

- To act as a role model for tutors, demonstrating high standards of professionalism and care.

- To lead and manage the Year 7 tutor team, ensuring clarity of expectations and consistency in implementing school policies (behaviour, attendance, uniform, safeguarding).
- To support the induction and development of tutors, identifying training needs and referring to SLT where appropriate.
- To maintain strong communication links between parents, tutors, teachers, and external agencies.

Administration

- To organise and implement a framework for tutorial activities, including administrative tasks and year-specific priorities.
- To ensure accurate and up-to-date student records.
- To oversee progress checks and school reports, including writing a summary comment for the year group.
- To monitor the settling-in process for new students and ensure appropriate follow-up.

Within the Learning Development Department

- To provide in-class support to help designated students, usually those on Stages of Assessment, access the curriculum, under the direction of the subject teacher and feedback information to the teacher/ Head of Learning Development.
- To support students with personal care where required and undergo any relevant training for this role.
- To be aware of students needs and to ensure all students have equal access to opportunities to learn and develop.
- To support students in small groups or individually in lessons under the direction of the class teacher and/or Head of Learning Development.
- To work with other professionals for example, speech and language therapists and occupational therapists, as necessary.
- To keep accurate records about students as directed by the Head of Learning Development.
- To contribute to the monitoring and evaluation of the students' learning in liaison with the subject teacher and/ or Head of Learning Development.
- To support the subject teacher in behaviour management and keeping students on task.
- To use ICT skills in the preparation of Individual Education Plans, the SEN Register and the paperwork generated through Annual Review meetings, Departmental meetings and review meetings.
- To gather information and attend SEN review meetings as required.
- To prepare resource materials for use in Learning Development Department and lessons.
- To ensure timely and accurate preparation and use of specialist equipment/ resources/ materials as required by staff/ curriculum/ lesson plans etc.
- To demonstrate and assist others in safe and effective use of specialist equipment/ materials.
- To help with assessments as directed by the classroom teacher and/or Head of Learning Development. This may include invigilation/ reading/ scribing during internal and external examinations in accordance with exam board rules and attend any training needed to carry out this role
- To assist with assessments of students as part of the admissions process and provide feedback when required
- To attend weekly Learning Development team meetings.
- To order materials for use in Learning Development and to help carry out an audit of resources at the end of the academic year as directed by the Head of Learning Development.
- To share and disseminate specific training and good practice to other department members.

- To facilitate and administer interventions needed outside of lessons as directed by the Head of Learning Development
- To run a study or friendship club as directed by the Head of Learning Development.
- To carry out supervisory duties as required. These may include morning break and/or lunchtime supervisory duties, as well as duties in the EYFS setting.

Safeguarding

- To promote and safeguard the welfare of students and young persons for whom s/he is responsible, or with whom s/he comes into contact.
- To adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times.
- To log all concerns, as appropriate, on CPOMS.
- To report any serious concerns to the School's Designated Safeguarding Lead.

Wider Responsibilities

- To contribute to the Appraisal process.
- To complete appropriate training courses as requested.
- To carry out reasonable staff duties as required.
- To attend all meetings as required and contribute towards them either as an individual or as a member of a particular group (e.g. department, year group or house).
- To attend school functions as arranged across the staff as a whole or within departments.
- To participate in the wider life of the School, supporting and assisting at events; including but not limited to concerts shows, and the School Fete.
- To attend and participate in all INSET and staff meetings
- To provide cover for absent staff when necessary.
- To assist where possible, in promoting the School.
- To represent the department at Open Days.

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