



Head of Years 7& 8 and Careers Job Description

THORNTON COLLEGE

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.

The School is part of a wider Jesus and Mary Trust that educates young people in 31 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.

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:

Line Manages: Year 7 & 8 Tutor teams

The Head of Years 7 and 8, Head of Careers and Teacher of PSHEE is a varied and rewarding role that combines pastoral leadership, careers education and classroom teaching. Working closely with students, families, colleagues and external partners, the post holder will lead the academic and personal development of students in Years 7 and 8, oversee the delivery of a high-quality whole school careers programme from Prep to Sixth Form, and teach PSHEE across the Senior school. The successful candidate will play a key role in supporting student wellbeing, aspiration and future pathways, ensuring students are known, supported and well prepared for the opportunities and challenges ahead.

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 Years 7 and 8

Pastoral Care

- To oversee the wellbeing of all Year 7 and 8 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 and 8 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 and 8 tutor teams, 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.

Head of Careers:

- To work with the Head of Sixth Form and Assistant Lead of Sixth Form in supporting students' choices, progress and applications
- To manage apprenticeship applications, including 1:1 support
- To interview all Year 12 students regarding possible Career choices and make suggestions relating to work experience. Create individual portfolios for students that are emailed to students, tutors and the Sixth Form leadership team
- To support Year 12 and Year 13 students as appropriate relating to UCAS applications, high level apprenticeships and job applications
- To interview all Year 10 and 11 students about Sixth Form opportunities and possible career paths
- To liaise with parents and carers about their daughter as required
- To be available for drop-in meetings for all students
- To be available for parents/students at Sixth Form Open Evening

Management:

- To attend weekly meetings with Sixth Form leaders – or as required.

Events:

- To organise and manage the Spotlight Careers Series, including at least one KS3 meeting per term
- To organise and lead a whole School Careers Event scheduled for the annual Careers Week
- To work with the Deputy Head, other members of SLT and Curriculum Heads of Department to organise and host Career events

Inspection

- Be available for all Inspection meetings regarding Careers

Teacher of PSHEE

- To contribute to the excellent standards of teaching and learning in the department.
- To plan, prepare and deliver the curriculum as relevant to the age and ability of the students being taught and to take account of other relevant initiatives and the school's policies.
- To teach using a wide variety of strategies to maximise achievement for all students including those with special educational needs and high achievers and to meet differing learning styles.
- To assess and record the progress of students' learning to inform next steps in your planning,

teaching and monitoring progress.

- To teach lessons in accordance with the relevant policies.
- To advise and work collaboratively with members of the department on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate.
- To monitor and evaluate the impact of PSHEE through student feedback, tutor input, and pastoral data, adapting provision accordingly.
- To support and promote the Catholic ethos of the school.
- To create a stimulating and safe learning environment.
- To be a positive role model in terms of behaviour, work, and attitudes.
- To set high standards of work and behaviour in the class and all other areas of the school.
- To encourage students in developing self-esteem and respect for others.
- To demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote acceptance of a diverse range of cultures, religious practices, and ethical approaches.
- To write academic reports as required by the reporting schedule.
- To make a valuable contribution to the Catholic life of the school and the co-curricular provision of the department by planning, leading and staffing trips and clubs.
- To communicate appropriately with parents and carers regarding PSHEE content.
- To ensure that careers education is effectively embedded within PSHEE across Key Stage 3 and contributes to provision at Key Stage 4.
- To support the school in meeting the Gatsby Benchmarks by contributing to a progressive careers programme, working in collaboration with the Careers Lead.

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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