



# The Purbeck School

Achieving Excellence Together

## APPLICATION PACK for Head of Year

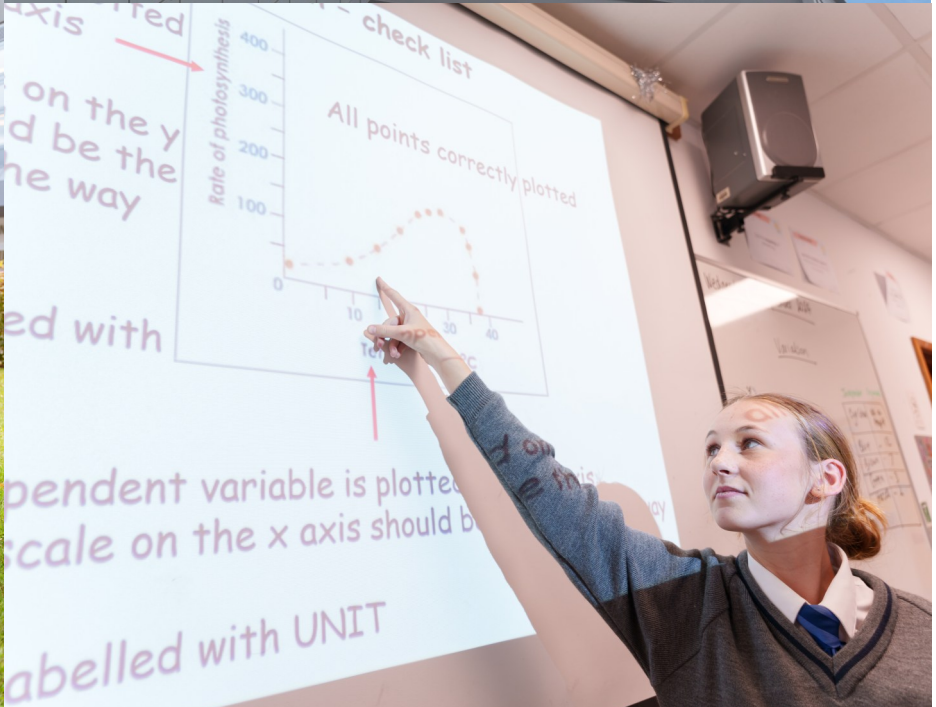


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*Kindness, Aspiration, Perseverance*







# Welcome to The Purbeck School

Thank you for your interest in becoming part of the team at The Purbeck School.

I am obviously a little biased but The Purbeck School is a wonderful place to work. The school prides itself on ensuring that students not only leave with an excellent set of qualifications, but also a set of values based around our core principles of 'kindness, aspiration and perseverance'. In the last set of progress based outcomes the school was placed in the top 10% for results at GCSE and A level across the country. This was supported by Ofsted (May 2025) that stated that the school was 'exceptional' in many areas.

We have high expectations of our staff and students and work around the key principles of kindness, aspiration, and perseverance. We are looking for committed people who care passionately about education and the welfare and progress of students. This is also an incredibly supportive and friendly school with a very caring pastoral team.

Informal visits are welcomed, or if you have any questions please contact Sarah Penney on [spenney@purbeck.wessex.ac](mailto:spenney@purbeck.wessex.ac)

Full details of how to apply are available on our website: [www.purbeck.wessex.ac](http://www.purbeck.wessex.ac)

The closing date for applications is midday on Wednesday 21st January 2026 .

I hope you find the information in this booklet useful and I look forward to hearing from you.

Yours sincerely,



Mr Adam Darley  
Headteacher



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*Kindness, Aspiration, Perseverance*



# What OFSTED say

## Recognises a school where students make 'exceptional progress'

We are absolutely delighted to share with you the outcome of our recent Ofsted inspection (May/June 2025), which has resulted in an exceptional report that we believe truly captures the spirit and strength of our school community. This report builds on the last set of progress based GCSE and A level results that placed us within the top 10% of schools nationally.

The opening paragraph of the report encapsulates everything we strive for at The Purbeck School:

*"The culture of the school is one of personal care and ambition for all. The value of 'kindness' underpins the work of the school to sustain high standards. The school has the highest expectations for the personal development and academic achievement of pupils. As a result, pupils make exceptional progress through the curriculum, and outcomes are high."*

We were proud that the inspectors recognised the unique ethos of our school where *kindness, aspiration, and perseverance* go hand in hand.

The report is a testament to the hard work, dedication, and passion of our staff, the enthusiasm and commitment of our students, and the support across the local community from parents.

Here are some more statements from the report that highlight the 'exceptional' work of the school:

*'Pupils treat other respectfully'*

*'Pupils make exceptional progress'*

*'The design for the Personal Development of pupils prepares them exceptionally well'*

*'An exceptional approach to Careers'*

*'The school runs an aspirational programme of over 70 clubs and events'*

*'Pupils conduct themselves exceptionally well'*

*'Curriculum design is both detailed and coherent'*

The full report is available here: <https://reports.ofsted.gov.uk/provider/23/148737>

The report does not identify any areas for improvement .

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*Kindness, Aspiration, Perseverance*





# JOB DESCRIPTION

**Job Title:** Head of Year

**Responsible to:** Mr Joshua Mead, Assistant Headteacher

**Salary:** Main Scale/UPS with TLR 1.1 (£10,174)

**Working Hours:** Full time, permanent

**Purpose of the Post:** To promote and lead on school ethos

**Background:** The school is transitioning pastorally from four House Leaders to five Head of Year posts. Each year group comprises approximately 180 students.

The successful candidate will work collaboratively within the Head of Year team, and lead a tutor team. The primary role of the Head of Year is to ensure that behaviour and attitudes are positively promoted across the school and that the Tutor/Personal Development curriculum is planned, delivered and quality assured.

We are looking for an enthusiastic and ambitious Head of Year who will embrace and lead on the school values; is confident to lead and drive school improvement; and keen to develop their own leadership potential.

It would be an advantage to teach Maths, Science or Humanities.

All teaching staff at The Purbeck School are dedicated professionals who take an active part in their own professional development to ensure that their own teaching incorporates the very best evidential practice. We are committed to developing each individual and therefore there will be access to CPD and opportunities to progress.

We would welcome all interested applicants to make contact with Sarah Penney, in advance of applying. Subject specific queries can also be answered at that point.  
[spenney@purbeck.wessex.ac](mailto:spenney@purbeck.wessex.ac)

## **Key responsibilities**

Upholding and promoting the ethos of the school through a focus on:

- Being a visible and proactive leader around the school with focus on the values of 'kindness, aspiration, perseverance

Develop and lead your year group: Inspire and support the students of your year group:

- Support, quality assure and develop the student voice structures within the school
- Support with raising standards within the year group
- Support, lead and engage with competitions
- Collaborate with Head's of Department around progress/attainment within the year group

Lead a team of Tutors to ensure that:

- There is consistency of approach in upholding the behaviour curriculum and ethos of the school as well as promoting the core values
- Tutors are supported and mentored appropriately
- Tutors are able to build effective communication with parents/carers
- The tutor programme is planned, delivered and quality assured

Lead the delivery of the pastoral curriculum

- Leading the year group assemblies as required
- Leading the tutor curriculum
- Supporting whole school and year group themes
- Supporting and ensuring that student success is celebrated

Lead appropriate intervention or students within the year group by:

- Liaising and working alongside The Nest/SEND team and DSL to form intervention plans to support them
- Liaising with Head's of Department around attainment of students in the year group
- Liaising with attendance team of the students within the year group
- Liaising with AHT monitoring & actioning areas around behaviour for learning of students in the year group
- Liaising with parents/carers as and when required

## **Key responsibilities - continued**

As part of the Head of Year team, develop the Personal Development curriculum:

- Support and plan the Personal Development programme across KS3/4 liaising with AHT
- Keep up to date with changes and issues relating to Personal Development and ensure that these issues are presented within the PD programme

Other duties:

- Be a part of, and attend whole school events
- Liaise with and support SEND/Inclusion and outside agencies as appropriate
- Support the transition across the key stages
- Play a full part in the life of the school community to support its mission of promoting 'kindness, aspiration, perseverance'
- Be someone who is always keen to develop their own pastoral practice
- Where appropriate, lead INSET
- Where appropriate, chair meetings
- Prepare and deliver reports to SLT/Governors as required

The Head of Year will be line managed by the Assistant Headteacher in charge of the Personal Development programme in the school & the Assistant Headteacher responsible for behaviour.

# PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• A degree in an appropriate relevant subject</li> <li>• Experience of leading across a Year Group/House</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualification in a relevant area</li> <li>• NPQ qualification</li> <li>• DSL level 3 qualification</li> <li>• First aid qualification</li> <li>• Significant experience in pastoral care</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching in secondary school</li> <li>• Proven track record of raising educational standards</li> <li>• Experience of leadership of teams</li> <li>• Experience analysing behaviour, attendance and performance data</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of responsibility for a significant curriculum area or project</li> <li>• Significant experience of managing &amp; resolving challenging situations</li> <li>• Experience of deal with child protection issues</li> <li>• Experience of the Early Help process</li> <li>• Experience in delivering assemblies</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Effective time manager with ability to prioritise and work under pressure</li> <li>• Firm but fair discipline</li> <li>• Sense of proportion</li> <li>• High level of emotional intelligence</li> <li>• Excellent planning and organisational skills</li> <li>• Good knowledge policies and statutory frameworks</li> <li>• Ability to communicate clearly with staff, pupils, parents, governors and outside agencies</li> <li>• High level competence in ICT</li> </ul>	<ul style="list-style-type: none"> <li>• Able to demonstrate an ability to work effectively with a diverse team</li> </ul>



# PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Shaping the future</b>	<ul style="list-style-type: none"> <li>• Vision and the ability to inspire others</li> <li>• Awareness of strategies to develop a team</li> <li>• Commitment to the development of the school ethos and the care, guidance and support of all pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualification in a relevant area</li> <li>• NPQ qualification</li> <li>• DSL level 3 qualification</li> <li>• First aid qualification</li> <li>• Significant experience in pastoral care</li> </ul>
<b>Developing Self and Working with others</b>	<ul style="list-style-type: none"> <li>• Ability to set appropriate and challenging targets in those you teach</li> <li>• Ability to work collaboratively and contribute to decision making</li> <li>• Ability to evaluate own practice</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of coaching and mentoring less experienced staff</li> <li>• Practical target setting at department/group level</li> </ul>
<b>Leading, Learning and Teaching</b>	<ul style="list-style-type: none"> <li>• Placement of learning at the centre of delivery and an understanding of learning styles</li> <li>• Commitment to developing a school-wide focus on high standards and high achievement</li> <li>• Demonstration of high expectations and an understanding of behaviour for learning</li> </ul>	<ul style="list-style-type: none"> <li>• Led a successful department or Pastoral Team or school initiative</li> <li>• Experience of the implementation of educational initiatives</li> </ul>
<b>Safeguarding Children</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Training in safeguarding to level 2 or a willingness to undertake this training</li> </ul>	<ul style="list-style-type: none"> <li>• DSL Level 3/4 or appropriate qualification</li> </ul>

# GENERAL INFORMATION

The Purbeck School is a very successful school. GCSE and A level results have consistently place us as one of the leading schools in the County. In 2024 our results for GCSE and A level placed us in the top 10% of providers across the country.

Many of our students go on to study Medicine, Law, Physics and English Literature at universities including Oxford and many other Russell Group establishments, whilst others have secured highly competitive places on Higher Level Apprenticeships with companies such as Wessex Water and Babcocks.

As a result we have been consistently oversubscribed. The school currently has around 870 lower school students and 165 in the sixth form, we are ambitious to grow these numbers over the coming years.



## The School

The school has excellent facilities as much of the school was updated 10 years ago. The SEND block has undergone a major refurbishment this summer and now includes a bespoke Complex Communications Base. This will allow our SEND students to experience a fantastic new environment with the very best resource and equipment.



Elsewhere in the school our ICT network comprises over 250 networked computers located around the school and in our excellent Learning Resources Centre. All staff have their own laptop computers and a wireless network covers the whole site, allowing sixth form students to access the school network with their own devices.

An outstanding on-site sports centre with a sports hall, bar, floodlit all-weather tennis courts and Astro pitches, gym, dance facilities, squash courts and a six-lane, heated indoor swimming pool is shared with the local community. The sports complex also houses the Wareham Youth Centre with whom we enjoy an excellent working relationship.



The school has a largely comprehensive rural intake. Our roll includes around 180 in the Sixth Form. We have 65 FTE teachers and 40 FTE support staff. We are fortunate to have expert teaching in all areas of the school and staff turnover is low.





## Location

The Purbeck School is located in a highly desirable area in which to live and work. The school itself is situated in Wareham, a Saxon-walled market town in the central southern area of Dorset known as the Isle of Purbeck. It is a gateway town to the World Heritage designated Jurassic Coast that stretches south west from Swanage to East Devon. We are on the edge of Dorset's wonderful Area of Outstanding Natural Beauty (AONB) and adjacent to Poole Harbour, the world's second largest natural harbour.

Our 1000 students mostly come from the towns of Wareham and Swanage, both tourist and commercial centres, and the neighbouring villages of East and West Lulworth, Corfe Castle, Wool, Bovington and Studland. It is a predominantly rural area of some 200 square miles. The Winfrith Technology Centre, extensive army garrisons at Bovington and Lulworth are all nearby. Throughout this valuable ecological area are many tourist attractions, and the towns of Poole, Bournemouth and Dorchester are within easy reach by car, train or bus and offer good cultural, shopping and sporting facilities.

The school is situated on a fine site sloping down to the River Frome, commanding unspoilt views of the Purbeck Hills. It lies adjacent to the Wareham bypass, about half a mile from the town centre, and has its own extensive playing fields and excellent sporting facilities.



## Teaching and Learning

The school is totally committed to ensuring that all its students have the opportunity to flourish. As part of this commitment we have established our teaching and learning around the principles of a Mastery curriculum which premise starts from one that all can succeed given the time and the right instruction. Effective curriculum design and using evidence based teaching techniques are the absolute cornerstones of our teaching and learning. All teaching staff at The Purbeck School are dedicated professionals who take an active part in their own professional development, supported by evidential based practice.

## Pastoral Care and SEN

A well-established pastoral care system, based upon our four houses of Swift, Skylark, Kestrel and Kingfisher, provides many opportunities for students to develop their leadership skills and also forms the basis for our healthily competitive academic, sporting and cultural competitions. Students are part of a same-year tutor group, with each belonging to one particular house. We are looking to change to Year based system for September 2026.

We are committed to an inclusive education and as such provide our students with a range of support through the 'Nest' which comprises of 4 non-teaching staff who support students with the day to day rigours of school. Within the Nest there is behavioural/ mental health/ attendance/ and safeguarding expertise and it is a vital support system for our staff and students.

In addition to an excellent pastoral system we also provide a highly effective SEN provision (Aim High). Our SENCO and team of HLTA/TA's work with small groups and individuals to ensure that all of our students have the very best opportunities to succeed.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We enjoy accredited Healthy Schools' Status and are a completely non-smoking site.

## Leadership and Management

The school's Senior Leadership Team comprises the Headteacher, a Deputy Head, six Assistant Heads and the School Business Manager.

The school is organised into curriculum areas and we offer wide choice and diversity. Our curriculum is rich and we provide a wide range of learning opportunities in a variety of contexts through both the formal curriculum and the extra-curricular programme.

The Governing Body comprises 16 governors, including staff governors, who meet termly, as do their sub-committees for Finance, Teaching & Learning, Pay & HR, Student Development and Chairs'.

## Achievement

As you will see from our examination results, we continue to work hard to improve progress and achievement at The Purbeck School. We aim to achieve this by focusing on high quality teaching and learning. We invest heavily in professional development to continually improve practice and are looking to appoint teachers who share this same aspiration and potential.



## Safer Recruitment Procedure

The Purbeck School is committed to safeguarding and promoting the welfare of children in the school. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. The process is outlined below, but can be provided in more detail if required.

## Reference Checking

At least two references will be requested, normally from previous and current employers. These may be contacted before the interview and in all cases, before an offer of employment is made. Please be aware that there may be checks carried out on all aspects of an application to confirm the validity of information supplied.

## EQUAL OPPORTUNITIES STATEMENT

The Purbeck School values the diversity of our workforce and welcomes applications from all sectors of the community.

## CHILD PROTECTION STATEMENT

The school is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure and Barring Service check with the Governments safer recruitment.





# School Staffing Structure 2025/26

## Senior Leadership Team (SLT)

Headteacher – Mr Adam Darley  
Deputy Headteacher – Mr Carl Morris

## Assistant Headteachers

Mr Simon Holmes  
Mrs Carly Watson  
Mr Joshua Mead  
Mr Joe Foyle

Head of Sixth Form – Mr Simon Holmes  
Special Needs Coordinator – Miss Rebecca Alls

## House Heads

Head of Kestrel - Miss Katie Yarnold  
Head of Kingfisher - Mr Nathan Hunt  
Head of Skylark - Mr Jerome Deremaux  
Head of Swift - Mr Adrian Barker

## Core Subject Leaders

**English:** Mr Joshua Basford - **Maths:** Mr Carl Morris - **Science:** Mr Joe Foyle

## Designated Safeguarding Lead (DSL)

Mrs Claire Smith

## Deputy DSL

Ms Marta Coronilla - Mr Adam Darley - Mr Joshua Mead  
Mr Simon Holmes - Mr Jason Waterman

## Support Services Manager

Mrs Paula Dale

## PA to Headteacher & HR Manager

Mrs Sarah Penney

## Subject Leaders

**Form Teachers— Subject Teachers— Class Teachers**

**Support Staff— Office Staff**

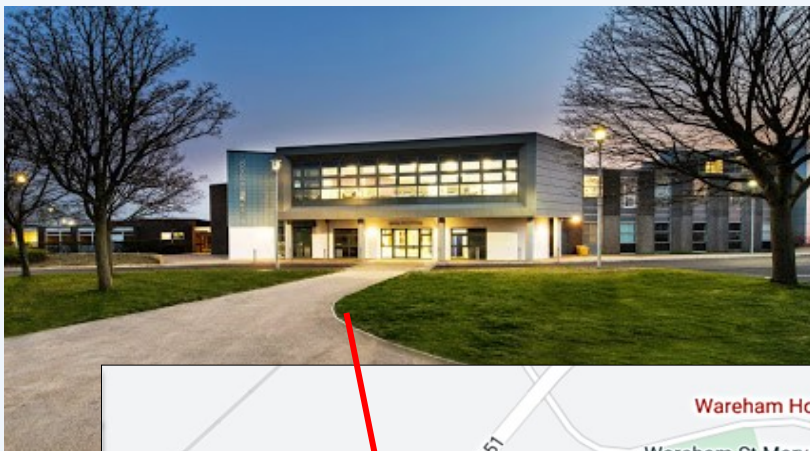
# How to find us

The Purbeck School  
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Wareham  
BH20 4PF

Phone: 01929 550077

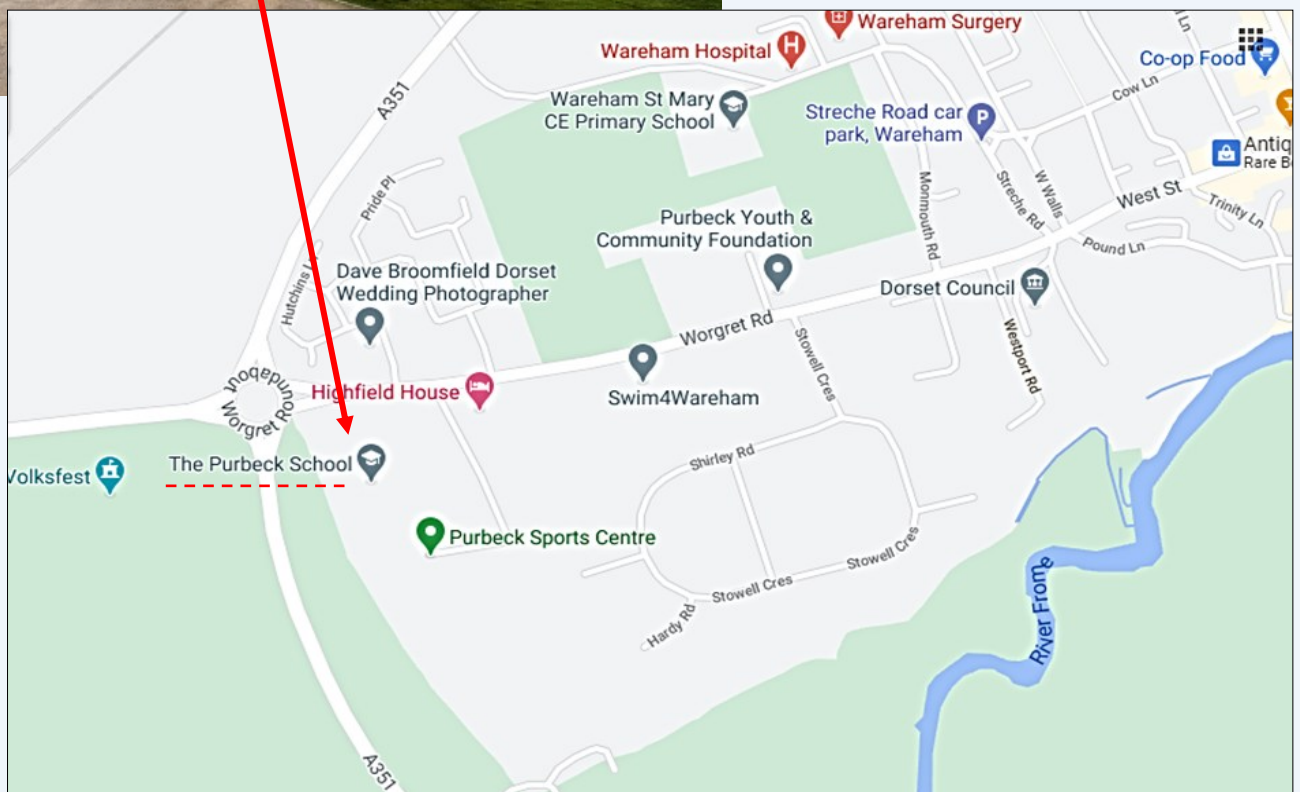
Email: [office@purbeck.wessex.ac](mailto:office@purbeck.wessex.ac)

[www.purbeck.wessex.ac](http://www.purbeck.wessex.ac)



COMPANY NO: 07677838

REGISTERED IN ENGLAND AND WALES



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