



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



# We're Hiring

## Recruitment Booklet

### Head of Year

**COCKBURN SCHOOL**

Specialist status in the Performing Arts



Learning for Life

**COCKBURN**  
**JOHN CHARLES ACADEMY**



Learning for Life

**COCKBURN**  
**LAURENCE CALVERT ACADEMY**



Learning for Life



**COCKBURN**  
**INGRAM ROAD ACADEMY**



Learning for Life

**FOOTSTEPS**  
to success



**MIDDLETON**  
**PRIMARY SCHOOL**



**COCKBURN**  
**REACH ACADEMY**



 **MINDFUL  
EMPLOYER**



**0113 271 9962**



**recruitment@cockburnmat.org**



**www.cockburnmat.org**

# Job Description – Head of Year

<b>Post:</b>	<b>Head of Year</b>
<b>Required:</b>	<b>ASAP</b>
<b>Pay scale</b>	<b>C3 - SO2, SCP 19 to 28</b>
<b>Contract Type:</b>	<b>Permanent, term time only plus 5 additional training days</b>
<b>Hours of work:</b>	<b>Full time, 37 hours per week</b>

## **Accountable to: Deputy Headteacher**

The Head of Year's role, that of a para-professional, means that duties, responsibilities and working patterns need to reflect this. You must be available to perform such duties at such times and such places as may be specified by the Executive Headteacher/Head of School or a delegated person. This role would suit an ex-service person, police officer or ex-police officer.

Under the direction of the Deputy Headteacher and Director of Key Stages and working directly with the Directors of Year, the Head of Year will:

- Support and implement the school's Vision, Values and Expectations
- Be a member of the Care, Support and Guidance Team and attend relevant meetings
- Implement school policies
- Carry out duties for absent colleagues
- Work directly with the appropriate Director of Year and keep them informed of all issues relating to the students in your year group
- Liaise regularly with Subject Leaders, Teachers, Form Tutors, Attendance Team, Safeguarding Officer and the SENCO to discuss concerns and actions
- Supervise the behaviour of students in your year group
- Insist on high standards of co-operation and behaviour and initiate action as necessary
- Liaise directly with parents/carers and external agencies
- Safeguard and promote the welfare of our students
- Direct and oversee Positive Discipline for Learning within the year group and be a member of the working parties
- Contribute to Care, Support and Guidance meetings
- Be responsible for ensuring students attend detention and run school detentions
- Respecting confidential issues linked to home/students/teacher/schoolwork and to keep confidences as appropriate
- Be responsible for keeping the behavioural database and file up to date with all information about the students and provide relevant data as required
- Implement the Early Help process where necessary
- Monitor and evaluate Individual Behaviour Plans
- Monitor, intervene and evaluate the progress of students who disrupt learning
- Develop and monitor the matrix and, where appropriate, provide support in specific lessons or in the department generally
- Respond to emergency requests for support from teaching staff
- Be responsible for an area at lunchtime
- Be responsible for the organisation and smooth running of the year group assembly
- Actively involved in reducing the number of fixed term and permanent exclusions of

- your year group
- Organise and run out of hours support programmes for students
- Organise and attend progress review evenings.

# Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<b><u>QUALIFICATIONS</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Grade C or above in GCSE English or Level 2 Functional Skills in English/Maths	*		A/Q
Working knowledge of policies and procedures relating to child protection		*	A/Q
Education, Social Work qualification		*	A/Q
First Aid trained		*	A/Q
A degree or equivalent		*	A/Q
<b><u>KNOWLEDGE/SKILLS</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Experience of working with young people	*		
High quality people skills and the energy to deal with difficult situations	*		
Ability to relate well to students and adults	*		
Ability to facilitate children and young people's learning and development through mentoring, promoting and maximizing educational achievement		*	A/S
Good listening skills and the ability to communicate effectively both orally and in writing, especially with children	*		A/S
Excellent organisation and time management skills	*		A/S
Problem solving skills	*		A/S

Ability to record information concisely and present reports	*		A/S
Able to work exercise initiative, work independently and also deal with a number of problems at the same time, being able to prioritise	*		A/S
Good ICT skills	*		A/S
An ability to work constructively as part of a team	*		A/S
A customer service ethos	*		A/S
Ability to work flexibly	*		A/S
Sound working knowledge of safeguarding	*		A/S
<b><u>EXPERIENCE</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Experience of working with children or young people and their families	*		A/R
Experience of managing a caseload and maintaining accurate records	*		A/R
Experience of working in a school environment		*	A/R
Experience of dealing with safeguarding cases		*	A/R
Knowledge and experience of working with a wide range of support agencies and services		*	A/R
<b><u>PERSONAL QUALITIES</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Enthusiasm and commitment to working with children and their families	*		A/S
Ability to respect confidentiality	*		A/S
An open, honest and transparent approach	*		A/S
Be a strong, reliable dependable person, consistent in approach but maintaining a sense of humour		*	A/S
<b>Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.</b>			
<b>This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.</b>			

**Diversity Statement:**

**Cockburn MAT is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership**

METHOD OF ASSESSMENT (MOA)	A =	Application Form
	Q =	Qualification
	R =	References
	S =	Selection Process

# COCKBURN

## CAREER PATHWAYS

What job roles am I interested in?

### Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

### Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

### Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

### Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

### Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

### Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

### Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

### What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

### Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

### Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

### What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

### How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

### Smart clinic resources

Self-care and personal development

### National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

### Our values and ethos

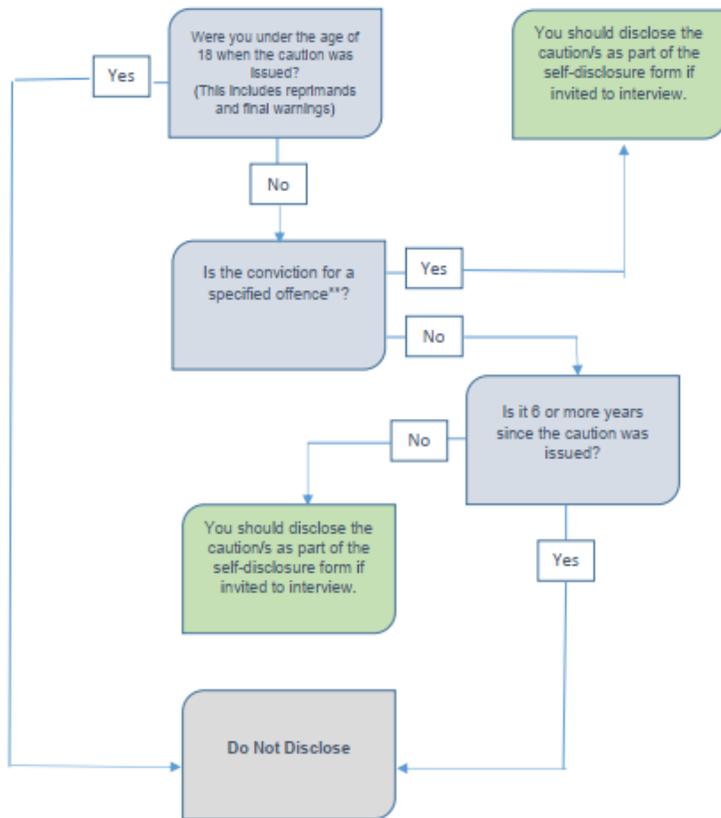
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

## SUPPORT STAFF



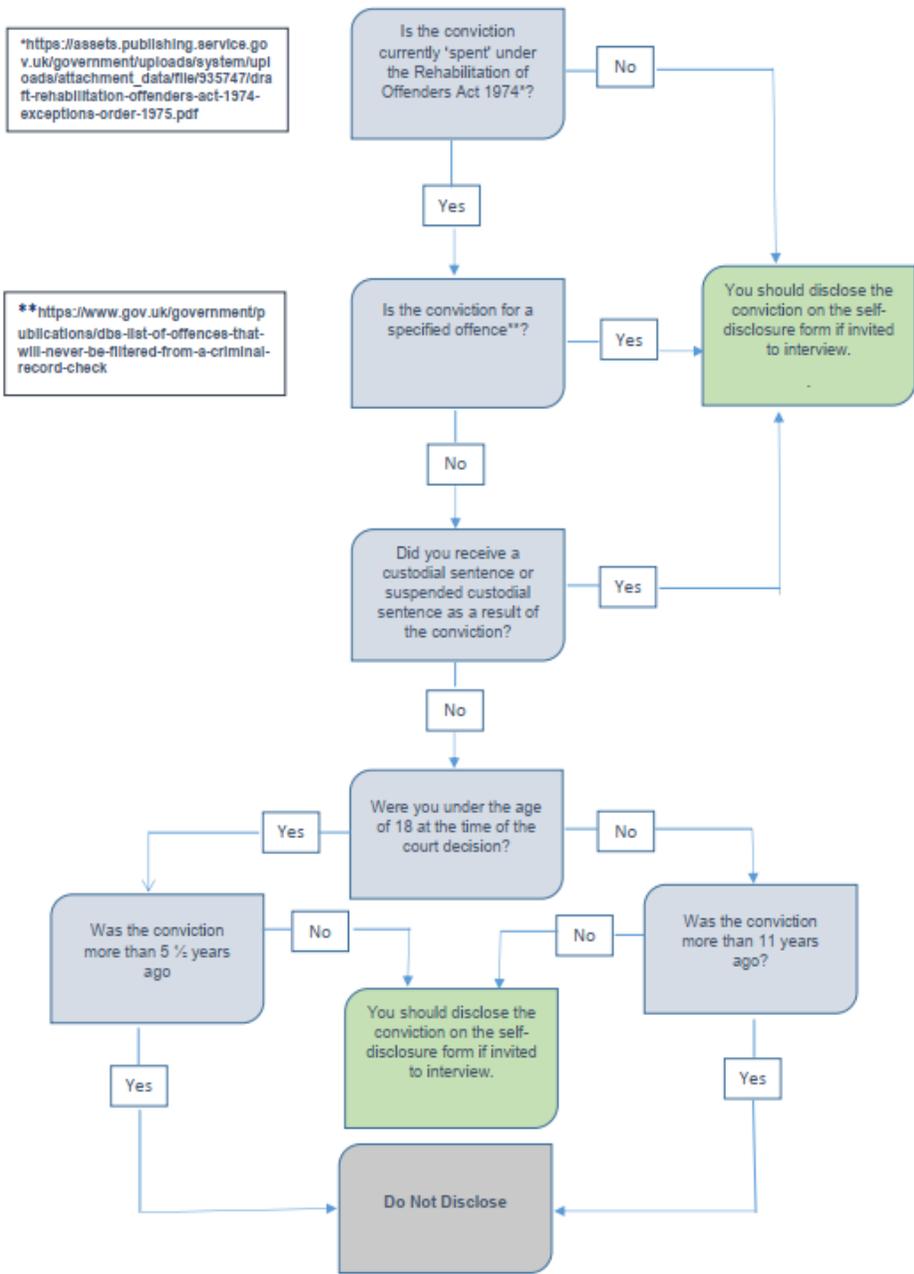
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**Disclosure of a Caution**  
(this includes reprimands and final warnings)



\*\*<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Disclosure of a Conviction**  
Please work this through for each conviction you have separately even if they were part of the same legal proceedings



\*[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf)

\*\*<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>