



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 
Learning for Life

 **MINDFUL EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description – Head of Year

Post:	Head of Year
Required:	September 2026
Pay scale	C3 - SO2, SCP 19 to 28
Contract Type:	Permanent
Hours of work:	Full time, 37 hours per week term time only plus 5 additional training days

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/Headteacher or delegated leader.

Under the direction of the Deputy Headteacher and/or Assistant Headteacher 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 trust and academy policies
- Carry out duties for absent colleagues when required
- 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 and monitor attendance 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 students
- Direct and oversee Positive Discipline for Learning (PDFL) within the year group and be a member of relevant working parties when required
- Contribute to Care, Support and Guidance meetings
- Be responsible for ensuring students attend detention and run academy detentions
- Maintain strict confidentiality in relation to information concerning students, families, staff and academy matters, sharing concerns on a need-to-know basis only and in accordance with safeguarding policies and procedures
- Be responsible for keeping behaviour systems up to date with all relevant

- 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 a specific 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 and other relevant student events.
 - Support the implementation of safeguarding policies, procedures and practices, working proactively as part of the wider safeguarding team

Any other duties and responsibilities:

- All the above duties and responsibilities to be carried out in accordance with Cockburn Multi Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities including preventing sexual harassment, Data Protection and Health and Safety
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
- Be aware of and support differences ensuring fairness and equal opportunities for all
- Contribute to the overall vision and values of the Trust
- Enable and support the role of other professionals
- Work collaboratively and effectively as part of a team
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and professional development as required
- Flexible and to work at different sites as required

The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

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.

QUALIFICATIONS	Essential	Desirable	MOA
Grade C or above in GCSE English or Level 2 Functional Skills in English/Maths	*		A/Q
Education, Social Work qualification		*	A/Q
First Aid trained		*	A/Q
A degree or equivalent		*	A/Q
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
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 knowledge of safeguarding	*		A/S
EXPERIENCE	Essential	Desirable	MOA
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 an academy 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
PERSONAL QUALITIES	Essential	Desirable	MOA
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
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.			
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.			
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

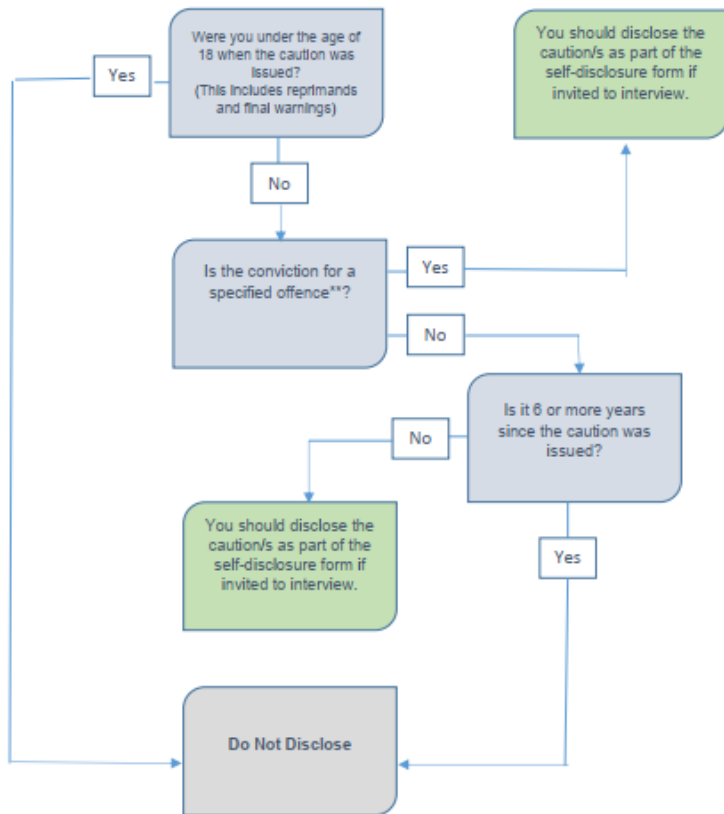
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

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

