

Candidate Information Booklet



ASSISTANT HEAD OF YEAR

Start date May 2026

Prepare | Aspire | Succeed



Our School

Thank you for your interest in joining our school. Please email Richard Henry, Assistant Headteacher – Behaviour and Attitudes, if you would like to discuss this role further or visit the school (strongly recommended): rhenry@cottesloe.bucks.sch.uk

Safer Recruitment

The Cottesloe School is committed to safeguarding and promoting the welfare of children and safeguarding checks will be carried out on employees, volunteers, governors and visitors. Please see the school's current Safer Recruitment Policy, Policy on Employment of Ex-Offenders and Child Protection (Safeguarding) Policy for further information, all available on the school's website (Safeguarding Policies area).

Our School

While our postal address is Leighton Buzzard, and our postcode is LU, our school is actually situated in the picturesque rural village of Wing, in Buckinghamshire. Situated close to the border with Bedfordshire, we offer a vibrant and inspiring learning environment in a peaceful setting.

We are a caring school with a highly qualified and exceptionally committed staff, who recognise the importance of creative and challenging teaching and high professional standards. All staff and students are greatly valued and emphasis on student and staff wellbeing is central to our culture.

Ofsted 9 to 10 November 2021

- Continues to be a Good school
- The Headteacher has a clear vision for moving the school even further forwards. He is supported by talented and committed staff.
- Staff are very proud to work at the school.
- They feel valued because leaders consider their workload.
- Senior Leaders are ambitious for Cottesloe pupils.
- They expect them to 'Prepare, Aspire, Succeed' and pupils rise to the challenge.
- Pastoral care is a strength of the school.
- Pupils and staff treat each other with respect and courtesy. Around the building and in lessons, pupils behave very well.
- The school has strong systems in place to identify pupils with special educational needs and/or disabilities.
- Sixth Form students are excellent role models for younger pupils..

Prepare | Aspire | Succeed



Assistant Head of Year

Are you a natural mentor, a champion of young people, and looking for a dynamic role where you can help our students *Prepare, Aspire, Succeed*?

The Cottesloe School is looking for a proactive and inspiring **Assistant Head of Year** to join our highly effective AHoY team, supporting our Heads of Year and the wider pastoral team.

This is an exciting time to become part of our journey as The Cottesloe School is a rapidly growing, oversubscribed 11-19 secondary school, fresh from a £3 million expansion. We pride ourselves on a culture of high expectations, mutual respect, and support.

A highly rewarding pastoral role offering fantastic variety

Your core focus will be working hand-in-hand with our Heads of Year to shape student futures, guiding and refocusing behaviour and attendance to ensure every young person reaches their full potential. You will work directly with students, parents, and staff across the school community to build a positive, ambitious culture.

The role also involves providing essential support across the school, stepping into the classroom to supervise lessons during teacher absences, managing the environment and keeping students on track with the work set. We know that our students work best when they have someone they know supporting their learning. You will not be expected to plan or teach subjects, making this an ideal way to connect with students across different year groups. Approximately 50% of your time will be spent actively supporting the school's cover arrangements, including the opportunity to supervise practical PE lessons - full training and CPD will be provided.



Assistant Head of Year

We're looking for someone who:

- **Puts young people at the heart of everything they do**, possessing a natural ability to connect with and inspire secondary school-aged students.
- **Is a brilliant communicator**, able to build strong, positive relationships with students, staff, and parents alike.
- **Is adaptable and resilient**, with a calm, confident presence when supervising classes and managing the learning environment.
- **Has an eye for detail and high standards**, able to organize and prioritize tasks effectively while maintaining the utmost confidentiality.
- **Is a team player** who will bring enthusiasm and energy to our dynamic Pastoral Team.
- Has a good standard of education (Grade A*-C at GCSE or equivalent in English and Maths) and a high standard of written and spoken English.
- Ensures that safeguarding and child protection is the top priority in all decisions and actions.

In return, we offer:

- The opportunity to work in a brilliant, rapidly growing school that genuinely prioritises the wellbeing of both staff and students.
- Excellent career development opportunities and full training (CPD) to support your growth, including training for practical PE cover.
- The chance to work with courteous, engaged students who have a great desire to learn.
- A friendly, supportive working atmosphere with a skilled leadership team.
- A strong commitment to work-life balance and a culture of mutual trust and respect.

Ready to Make a Difference?

If you have the drive to make a tangible, positive impact on student achievement, attendance, and wellbeing, we want to hear from you!



Our Staff

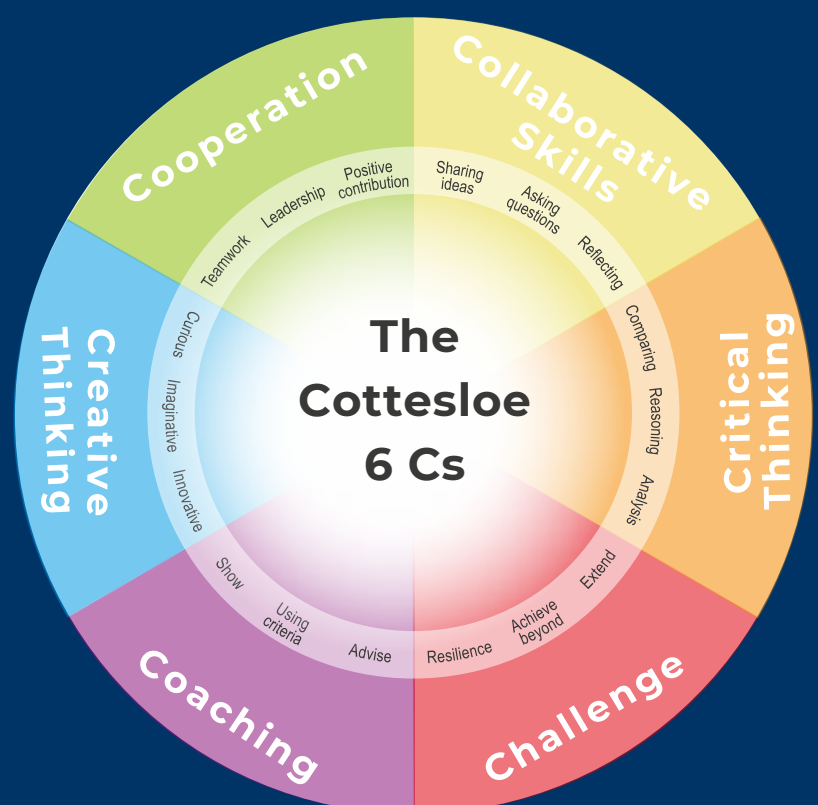


Staff are actively encouraged to contribute ideas to inform whole school planning and to participate in new initiatives. All staff are subject to an annual appraisal, and to a high quality programme of induction and ongoing professional development. We provide opportunities for staff to advance within the school with additional responsibilities available. A comprehensive programme of Inset training is designed to develop teaching and leadership skills, to further the aims of the school and to support colleagues to develop their careers.

Our Ethos

Students' personal development is encouraged through practical participation in a range of activities. In tandem with the whole school, our ethos is shaped by **Prepare, Aspire, Succeed**. We **prepare** our students meticulously for what they have to do in each year and in each Key Stage. All of the work that they produce is exponentially building their skills, to ensure that they are fully equipped to achieve their targets and exceed these. We encourage our students to **aspire** to the very highest levels and celebrate their achievements with them when they **succeed**. We strive to teach to everyone's strengths and make our lessons as engaging as they can be, whilst differentiating and extending as a matter of course.

**Developing
Learning
Habits
to succeed**



Chromebooks

At The Cottesloe School, we're committed to providing a dynamic and engaging learning environment. Our partnership with Freedom Tech and the introduction of the Chromebook Initiative, featuring the robust Lenovo 300E, underscores this commitment. This initiative equips every student with a secure and versatile learning device, significantly enhancing both teaching and learning.

Chromebooks offer a streamlined, user-friendly experience, enabling seamless integration of digital resources into the classroom. For our teachers, this translates to:

- Direct communication with students through Gmail, ensuring timely updates and notifications.
- Effortless resource sharing and assignment management via Google Classroom, facilitating collaborative learning and efficient feedback.
- Access to a wealth of digital textbooks and subject-specific resources, enriching lesson content and supporting diverse learning styles.
- Enhanced research capabilities through instant internet access, fostering independent learning and critical thinking.
- Streamlined assessment through Google Forms, allowing for interactive quizzes and tests.

This initiative not only benefits students in the classroom but also supports homework and any future remote learning needs, empowering them to become confident and adaptable learners. We believe this technology significantly enhances our ability to deliver high-quality, innovative education.



Our Future



We have recently completed improvements to our facilities. The school has continued to grow in popularity and has met the need for more school places in North Bucks. This expansion has seen Year 7 to 11 expand to 210 students, an increase of 20 students per year group, over the coming years. This significant development has marked a milestone in the school's ongoing commitment to providing quality educational infrastructure for the growing local community.

The £3 million project, funded by the Local Authority, has delivered four new modern classrooms, a new toilet block, and a redesigned Sixth Form area, including a new Science laboratory. This expansion has successfully met the increasing demand for secondary education, enhancing the learning environment for students and staff. Prioritising environmental sustainability and collaborating with local stakeholders ensured the project's success and will continue to provide significant educational benefits to both students and the wider community.

Construction work completed in Autumn 2025 on our brand new 3G pitch which will significantly enhance both student and community life. This state-of-the-art facility will provide students with an exceptional surface for sports and physical education, promoting healthy lifestyles. Beyond school hours, the pitch will become a valuable community asset, offering local teams the opportunity to play evening and weekend sports activities, strengthening community bonds and promoting active participation.



3G Pitch



Making an Application

To apply for this position, please complete the application form available via MyNewTerm: <https://www.cottesloe.bucks.sch.uk/our-school/join-our-team>

CVs are not accepted.

Please provide comprehensive details of your education and employment history, including any unpaid or voluntary work. If there are gaps in your employment history, please explain the reasons (e.g., gap year, career break, unemployment).

Supporting Information:

The supporting information section is crucial for demonstrating your suitability for this role. Use the job description and person specification as your guide. Provide specific examples to illustrate how you meet both the essential and desirable criteria. For teaching posts, please detail your experience in delivering teaching and learning, and explain how your contributions would raise standards at our school.

Deadline and Interviews:

Please email Richard Henry, Assistant Headteacher – Behaviour and Attitudes, if you would like to discuss this role further or visit the school (strongly recommended): rhenry@cottesloe.bucks.sch.uk

The deadline for completed applications is **9:00 am on Friday 15th May 2026**, with interviews scheduled for the following week. We reserve the right to interview and appoint before the closing date, so early application is encouraged.

Feedback:

Due to the volume of applications, we regret that we are unable to provide individual feedback to applicants not selected for an interview. If your application is unsuccessful, it will be because you did not sufficiently demonstrate how you meet the essential criteria for the role.



Interview and Selection Process

Selection Process

Your application will be evaluated based on how well you demonstrate that you meet the criteria outlined in the job description and person specification. Please provide specific examples to illustrate your skills and experience in relation to each criterion, particularly the essential ones. Shortlisted candidates will receive further details about the interview process in writing.

Working with Children

As part of the selection process, you will be asked specific questions to assess your suitability to work with children. This is to ensure the safety and well-being of our students.

Equality and Fair Treatment

The Cottesloe School is committed to promoting equality and diversity in all aspects of employment. We welcome applications from all individuals and are dedicated to ensuring a fair and inclusive recruitment process. In line with the Equality Act 2010, we will make reasonable adjustments to ensure no applicant is disadvantaged. If you require any adjustments, please don't hesitate to contact us.

References

To ensure the safety and well-being of our students, we require two professional references from all applicants. One must be from your current or most recent employer. If you have previously worked with children but are not currently doing so, we also require a reference from that employer.

All shortlisted applicants will have references taken up prior to interview. Two satisfactory references must be received before we confirm any offer of an appointment. References should not be addressed to "To Whom It May Concern." We will request information about your salary, length of service, skills, suitability for the job, disciplinary record, and suitability to work with children.



Pre-employment Checks

Online and Social Media Checks

We conduct publically available online and social media searches for shortlisted candidates as part of our due diligence. Any concerning information found online may be discussed with you during the interview.

Disclosure and Barring Service (DBS) Check

All positions at The Cottesloe School require an enhanced Disclosure and Barring Service (DBS) check. It is an offense to apply for this role if you are barred from working with children.

If you are shortlisted for any of our posts, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The Cottesloe School policy requires all applicants for employment to disclose any previous unspent criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of 'protect' cautions and convictions which do not need to be disclosed by a job applicant can be found at DBS filtering guide - GOV.UK (www.gov.uk). The information you give will be treated as strictly confidential. Disclosure of a conviction or caution will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. Failure to disclose any relevant offences or give false information will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

If you have lived outside the UK for six months or more within the last five years, a certificate of good conduct will be required.



Pre-employment Checks

Verification of Qualifications

To verify your qualifications, please bring original certificates with you to the interview. We will make photocopies for our records and may confirm their authenticity with the awarding bodies.

Right to Work in the United Kingdom

We are legally required to ensure that all employees have the right to work in the UK. If you are offered a position, we will ask you to provide evidence of your right to work, including photographic identification. This may include documentation related to the EU Settlement Scheme, if applicable.

Checks for Teaching Positions

For teaching positions, we conduct checks to confirm your teacher status and ensure there are no prohibition orders, failed inductions or probation periods, or historic sanctions or restrictions against you. These checks are processed through the Department for Education Employer Access - Teacher Services website.

Medical Assessment

Before confirming your appointment, we require a satisfactory medical assessment. This is to ensure your fitness for the role and to identify any potential support needs. Any recommended adjustments to your working environment will be implemented before you start.



Induction, Probation and Continuing Professional Development

Upon joining The Cottesloe School, you will receive a comprehensive induction program tailored to your role. Your line manager will guide you through the school's culture, policies, and practices, ensuring a smooth transition into your new position. You will also be provided with a copy of the New Staff Handbook, a valuable resource containing essential information for all new employees.

School Policies and Procedures

The Cottesloe School is committed to safeguarding and promoting the welfare of all students. We expect all staff, volunteers, and governors to share this commitment and adhere to our safeguarding policies and procedures. These policies cover a range of important areas, including:

- Child Protection and Safeguarding:** We have robust procedures in place to ensure the safety and well-being of our students.
- Whistleblowing:** We encourage a culture of openness and transparency, and provide clear channels for reporting any concerns.
- Codes of Conduct:** We maintain high standards of professional conduct for both teaching and support staff.
- Conduct and Discipline:** We have clear expectations for student behaviour and procedures for addressing any issues.

You will receive comprehensive information about these policies and procedures during your induction and ongoing professional development.

DBS Checks and Ongoing Responsibility All staff, volunteers, and governors undergo DBS checks every five years. It is essential that you inform the Headteacher of any changes to your DBS status or any incidents that may affect your suitability to work with children and young people.



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Headteacher | Mr Simon Jones
Church Street, Wing, Bucks LU7 0NY
01296 688264
recruitment@cottesloe.bucks.sch.uk
cottesloe.bucks.sch.uk