



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



Recruitment Booklet

Head of Year

Job Description – Head of Year

Post:	Head of Year
Required:	September 2024
Pay scale and salary:	C3 - SO2, SCP 19 to 28 (£29,777 - £36,648 FTE) £25,611 – £31,660 actual salary
Contract Type:	Permanent – TTO plus 5 additional training days
Hours of work:	Full time

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 Assistant 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 him/her 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/school work 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.



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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 attributed 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.

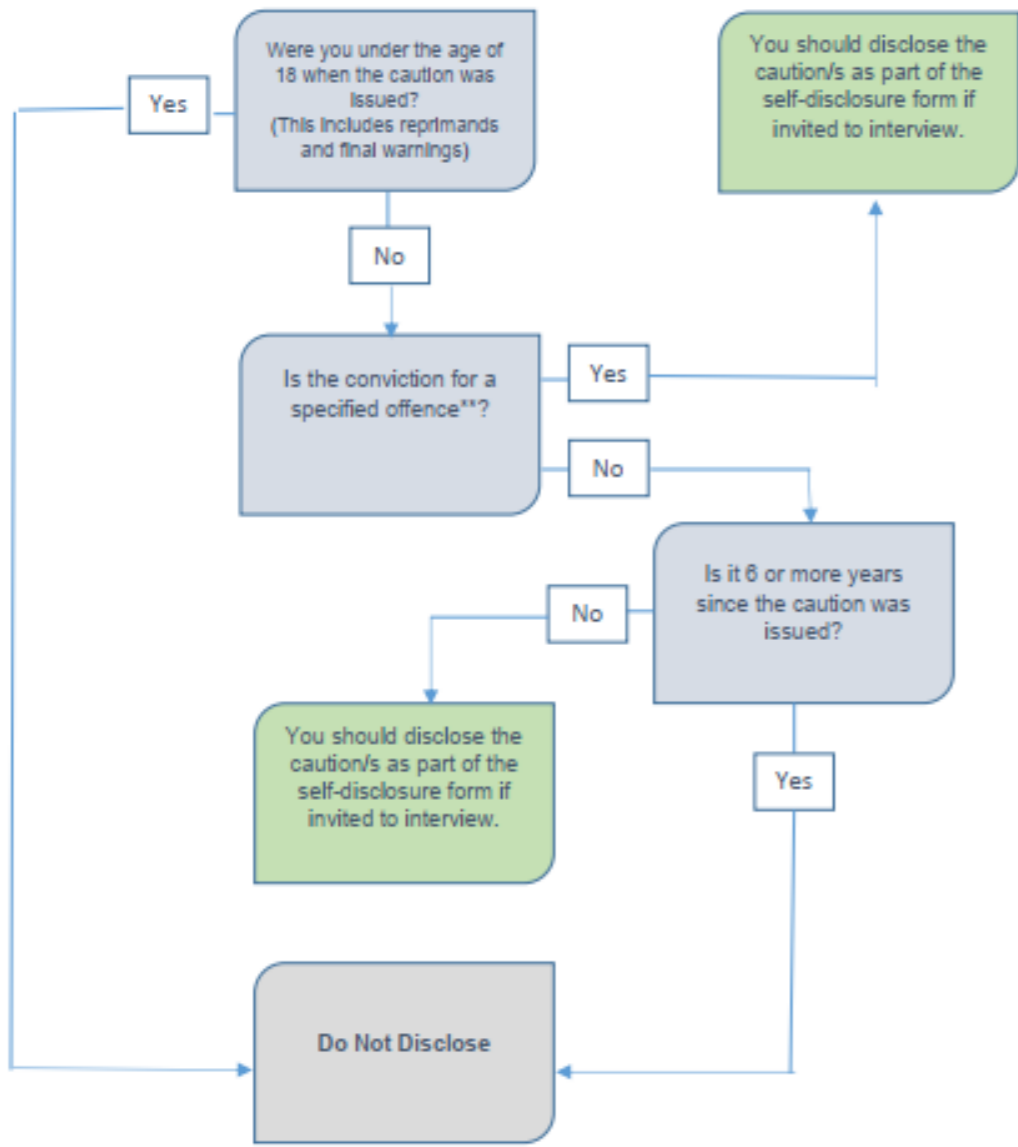
<u>Qualifications</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Grade C or above in GCSE English or Level 2 Functional Skills in English/Maths	*		A/Q
Working knowledge of policies and procedures relating to child protection		*	A/Q
Education, Social Work qualification		*	A/Q
First Aid Trained		*	A/Q
A degree or equivalent		*	A/Q
<u>KNOWLEDGE/SKILLS</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
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
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 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
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.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	



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



**<https://www.gov.uk/government/publications/dbc-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

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