

Bishop Young C of E Academy

# Recruitment Application Pack

Head of Year

Ref: JUN20234054



A photograph of two young women in school uniforms standing in a locker room. They are both wearing dark blazers, white shirts, and striped ties. The woman on the left has long braids and glasses, while the woman on the right has curly hair. They are standing in front of a row of wooden lockers. The image has a blue tint.

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# Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Bishop Young Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

## To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are confident that genuine collaboration fundamentally drives the way in which we make a difference to the lives of all our learners. Through school to school collaboration we can live out our vision and ensure that our students can live 'life in all its fullness' (John 10:10).

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.



**Helen Patterm & Catherine Garrett**  
Co-Chief Executive Officers

# Welcome

Dear Colleague,

Thank you for your interest in the role of Head of Year at Bishop Young C of E Academy. We are seeking a dynamic, passionate, caring and ambitious person to join our wonderful Bishop Young family.

This pack contains information about the role, from which we hope you will gain an understanding of the requirements, duties and responsibilities, inspiring you to apply.

We are a values driven school, a place of nurture where we know our pupils. Pupils feel safe and enjoy school. In our recent Ofsted visit report, the inspectors refer to the 'calm and orderly environment' which exists at Bishop Young and states that 'within lessons, and across all areas of school, pupils behave well.' It was particularly pleasing to see that the report recognises the fantastic work that our Student Senior Leadership Team does. 'The school's student leadership team are involved in many aspects of school. They are highly regarded and are seen as role models to younger pupils.'

Our Special Educational Needs provision was also highly praised in the report. We were exceptionally pleased to see that Ofsted have recognised the great work that has already started in our new resource provision Dovecote. The report states 'Pupils with SEND are well supported at Bishop Young. Leaders, including the Special Educational Needs Coordinator (SENCo), have created a culture of inclusivity. Support staff make effective contributions in and out of lessons. The systems in place to nurture and support all pupils, but especially those with SEND, are of a high quality. The school's commitment to pupils with SEND has been strengthened by the creation of a new integrated resource for pupils with autism spectrum disorder.'

We continue to do the very best for each student in our care. We strive to help all children to recognise their talents, build on their strengths, recognise where they may find something tricky and help them have the skills to move forward from this. We strive to create caring, thoughtful and articulate pupils who are proud of themselves and the communities they live in.

The Academy values and invests in the continuing professional development of all staff. Our staff wellbeing programme has been recognised nationally and has featured on BBC Look North. As a key part of the Abbey Multi Academy Trust staff also have opportunities to collaborate with colleagues in our partner Academies.

We very much look forward to receiving your application.

Rachael Cole  
Head of School

*Pupils are proud to attend this school. They are eager to learn. They speak to each other and to members of staff openly and with respect. They are supported in and out of lessons, and always have adults to speak to when they need help or advice.*

OFSTED 2021



**Position:** Head of Year

**Nature of contract:** Permanent, term time only plus 10 days

**FTE salary:** SO1, SCP 23-25 - £31,151 - £32,020 per annum

**Actual salary:** £27,447 - £28,212 per annum

**Working hours:** 37 per week

**Start Date:** Asap

Bishop Young C of E Academy is a thriving and highly successful 11-16 Church of England convertor Academy which serves the community of East Leeds. We are part of Abbey Multi Academy Trust and share in the Trust mission to work In Partnership to 'Educate, Nurture and Empower'.

We are seeking to appoint an enthusiastic Head of Year and would welcome applications from individuals who can rise to the challenge and can demonstrate impact and improvements in their current role.

Candidates who have the motivation to work with a vibrant team and the passion to work with children in a supportive and rapidly evolving environment, are encouraged to apply.

We are looking for a highly motivated and hard-working individual who:

- Will be responsible for the pastoral welfare of the students within your Year Group. You will ensure that everyone's safety, happiness and well-being is at the top of our priorities through the provision of high-quality care, challenge, guidance and support.
- You will also be responsible for developing a sense of identity within your Year Group.
- Encourage and enthuse students to achieve their full potential and are passionate about the development of the whole child.
- Set high expectations of themselves and others.

You will be:

- A highly motivated and hard-working person with the capacity to contribute to the ongoing development of the school.
- A team-player who can develop positive relationships with children, families, and colleagues.
- Someone who will support the Trust's Christian ethos as well as our shared mission and values

What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos
- Enthusiastic, well-motivated colleagues
- A 24/7, confidential Employee Assistance Programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers
- Free secure on-site parking
- Membership of a pension scheme

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

*In Partnership to Educate, Nurture and Empower*

For more information about us or our academies visit [www.abbeymat.co.uk](http://www.abbeymat.co.uk). Find out about more about Bishop Young Academy by visiting [www.bishopyoungacademy.co.uk](http://www.bishopyoungacademy.co.uk).

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed, and encouraged and can be arranged by contacting [obracement@bishopyoungacademy.co.uk](mailto:obracement@bishopyoungacademy.co.uk).

If you have questions about the recruitment process, please email [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org).

*Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.*

*We promote diversity and want a workforce which reflects our communities.*

## How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: **9am, Monday 25<sup>th</sup> September 2023**

Interview date: **To be held soon after closing date.**

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the [Recruitment Guidance for Applicants](#) in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.

Job Title:	Head of Year
Salary Scale:	SO1, SCP 23-25
Working Hours:	37 hours per week term time plus 10 days (40 weeks)
Reporting to:	Head of Pastoral Care

### Overall purpose of the post:

To be responsible for the management of one of the 6 'Cathedrals' in the Vertical Pastoral System

### Key responsibilities:

- To support curriculum areas to secure high standards of work, attitude and behaviour from
  - students in the 'Cathedrals'.
- To build up team spirit and a sense of purpose among the students and staff in the Cathedral.
- To support the students in the 'Cathedral' in overcoming barriers to learning.
- To implement and promote the Academy's Positive Behaviour Policy.
- To take the operational lead on one specific area of need such as the reward system, child protection, counselling, transition, pastoral target setting or form time activities
- To monitor attendance of students within the Cathedral and implement strategies to address concerns.

### Key Tasks:

#### Educate

##### Teaching & Learning

- To liaise with Subject staff/Subject leaders/Achievement Directors/SLT/Academy Attendance Officer regarding students in the 'Cathedral' who may be at risk of underachieving in learning.
- To liaise with SENCO in respect of barriers to learning of students within the Cathedral.
- To ensure high standards of behaviour are consistently applied in line with the Academy's Positive Behaviour Policy both inside and outside the classroom.
- To support the teaching and learning of the Academy by ensuring an effective climate for learning in all settings for all students.
- To apply sanctions and rewards in line with the Academy's Positive Behaviour Policy.
- To supervise the isolation room on a rota basis and ensure that high standards of behaviour are maintained by students in isolation.
- To ensure that appropriate work is provided by Subject teachers when one of their students is to be working in the isolation room or on exclusion.

## Achievement/Progress

- To support the Achievement Directors: Student Development in the monitoring of students who have been identified as not making expected progress.
- To work alongside Achievement Directors: Student Development in the identification and support of students whose barriers to learning are impeding their learning.

## Nurture

- To work with the Head of Pastoral care in supporting vulnerable students in the 'Cathedral'.
- To ensure that student records are kept up to date.
- To provide counselling, advice and support for students in the 'Cathedral' including signposting to external agencies in conjunction with the Head of Pastoral Care.
- To be involved in the delivery of the assembly programme.
- To support the Head of Pastoral Care in the development of Individual Education/Behaviour/Support/Mentoring Plans.
- To liaise with the Head of Pastoral Care and cluster representation to assure excellent attendance of students in the 'Cathedral'.
- To identify and target students who may benefit from intervention and support programmes.
- To be involved in the delivery of elements of the PSHCE programme.

## Empower

### Staff

- To carry out a particular whole Academy pastoral responsibility as agreed with SLT.

### Students

- To encourage students in the 'Cathedral' to take up the leadership opportunities as 'Cathedral' and whole Academy initiatives such as Student Council, Anti-Bullying Ambassadors, Prefects, Sports leadership, Peer Mentors, Investors in Pupils.

## Partnership

- To support students, parents/carers, and colleagues before during and after the normal school day to build positive relationships with all involved in the learning process.
- To work alongside the Achievement Director: Student Development in the organisation of pastoral team meetings.
- To be the first line of communication for pastoral/day to day matters with parents/carers of students in the 'Cathedral'.
- To ensure effective communication between parents/carers and staff including through public presentations.

- To liaise with external agencies where appropriate, under the supervision of the Head of Pastoral Care.
- To work alongside the Head of Pastoral Care in supporting students in alternative provision.

Abbey MAT responsibilities:

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade and responsibilities of the role.*

Qualifications		Essential			Desirable		
1	Recent, relevant professional learning and development.	A	R	I			
2	Completion of, or working towards, additional professional qualifications relevant to this post.	A	R		A	R	I
Professional knowledge, skills and abilities		Essential			Desirable		
1	Evidence of high expectations which inspire, motivate and support students	A	R	I			
2	Knowledge and understanding of diverse range of potential barriers to learning, how to identify and address such issues.	A	R	I			
3	Ability to lead, motivate and develop effective team working between students and staff to ensure common goals are met.	A	R	I			
4	Knowledge of and ability to implement positive behaviour systems and procedures.	A	R	I			
5	Proven ability to manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning.	A	R	I			
6	Ability to communicate confidently and effectively with students, staff, parents/carers and relevant external agencies.	A	R	I			
7	Understanding and practical experience of safeguarding policies and procedures to ensure students' well-being, in accordance with statutory provisions and policies.	A	R				
8	Knowledge of the wider educational context and national accountability frameworks				A	R	
9	Confident in the use of ICT to maintain accurate student records and communicate information effectively to others.	A		I			
10	Relevant training in place to become a designated safeguarding officer	A	R	I			
11	Ability and willingness to train as first aider.				A		I
Experience and Professional Attributes		Essential			Desirable		
1	Significant experience of working in a similar role within a school/academy setting.	A	R	I			
2	Substantial expertise in initiating and maintaining successful working relationships with students, teaching and non-teaching staff, parents/carers and relevant agencies	A	R	I			

3	Proven record of successful delivery of support to students to overcome barriers to learning both at a strategic and operational level resulting in improved outcomes and progression for students.	A	R	I			
4	Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour.	A	R	I			
5	Be resourceful and think creatively to anticipate and problem solve.	A		I			
6	Appropriate and effective professional relationships with all		R	I			
7	Excellent interpersonal, written and oral communication skills			I			
8	Support for the Christian ethos of the Multi Academy Trust	A	R	I			
Safeguarding and promoting the welfare of students		Essential			Desirable		
1	An appropriate motivation to work with children and young people	A	R	I			
2	Ability to maintain appropriate relationships and personal boundaries with children and young people	A	R	I			
3	Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	A	R	I			

*The criteria will be evidenced as indicated*

**'A'** refers to the candidate's application form and letter,

**'I'** to interview, and

**'R'** to reference

**Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.**

*Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.*



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