



COUNDON
COURT

Head Of Year Recruitment Pack





BUILDING BRIGHTER FUTURES



Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Chris Heal Principal



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



▼ Job Details

JOB TITLE	HEAD OF YEAR
OPPORTUNITY	<p>We are seeking to appoint an excellent Head of Year to make a major contribution to the strategic priorities of the School through the leadership and management of a team of tutors and a cohort of students as well as the maintenance and development of effective Home School liaison. They will also Lead the Year group so as to enable personal excellence to be developed by all pupils and to ensure that a sense of pride is developed in students as members of a year and of the school</p>
REPORTING TO	Assistant Principal
LOCATION	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust.
SALARY / HOURS	<p>Grade 7 £39,568 - £46,643 per annum (Full Time Equivalent) £35,216 - £41,513 per annum (Pro Rata)</p> <p>37 hours per week / 40 weeks per annum</p> <p>Monday – Thursday: 8:00 am – 4:00 pm Friday: 8.00 am – 3.30 pm</p>
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> - Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements <p>www.thefuturetrust.org.uk/why-work-for-the-futures-trust</p>



▼ Job Description

Job Purpose:

To make a major contribution to the strategic priorities of the school through the leadership and management of a team of tutors and a cohort of students. The maintenance and development of effective Home School liaison. Leading the Year group so as to enable personal excellence to be developed by all pupils and to ensure that a sense of pride is developed in students as members of a year and of the school

Duties and responsibilities:

- To create a team ethos with the Tutors
- To ensure all tutors understand and are actively implementing school policies including; behaviour, attendance, uniform/equipment, form time programme and safeguarding
- To monitor student attendance and punctuality daily and take appropriate steps to ensure that attendance and punctuality in the year group is at the highest levels. – Liaison with the Attendance Officer
- To support and monitor the work of the Tutors
- To lead quality and purposeful assemblies which promote the Academy's ethos around positive behaviour management
- To advise Heads of Faculty about issues relating to the Year group
- To maintain the highest standards at all times
- To be the first port of call for parents, after the Tutor, in relation to pupil behaviour and barriers to learning
- To provide a link for parents, tutors, SENCo, teachers, mentors, SLT and external agencies
- To contribute to the management of school events; Open Evenings, parent's evenings, Yr. 6 into 7 evening, school trips, extra-curricular and social events
- To lead and manage the Head of Year report and Pastoral Support Plan (PSP) process
- To provide weekly report to Strategic Lead line manager on; behaviour, attendance, punctuality, detentions, students on report and form time monitoring
- To be an exemplary leader in dealings with staff, pupils, parents and outside agencies
- To liaise with subject and faculty leaders regarding pupil achievement
- To work with the Assistant Principal to support the use of Assessment data in order to monitor achievement and target improvement



Duties and responsibilities continued:

Student Management

- To support students in their learning, and encourage positive attitudes and behaviour in and around school
- To assist in the transition arrangements at the beginning and end of the year
- To promote high standards of attendance and punctuality, liaising with Tutors, the EWO and the Attendance Officer
- To encourage and develop parental contacts with Tutors and others as appropriate
- To liaise with outside agencies, including Social Care, Youth Services, Police and Child Protection agencies, as required
- To attend case conferences and planning meetings if required, and to provide reports and information for these
- To be responsible for the preparation of internal and external reports and appropriate administration to support recording procedures
- To supervise students in isolation, if necessary
- To liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of pupils
- To oversee students on report (Form Tutor and Head of Year) and liaise with parents regarding progress
- To co-ordinate and lead charity and community work of the Year group
- To take a lead in managing behaviour of the Year group by taking detentions, including late detentions and to ensure all students attend and to contribute to the whole school detention system
- To develop the role of the Student Council and ensure that students in the year have a voice
- To be on-call and be available for pupils in the Year Group throughout the day
- To co-ordinate Parents Evenings, ensuring good parental attendance and engagement
- Visual presence in classroom during lessons and corridors/canteen during transition times including break and lunchtimes
- Regular learning walks to check on student engagement/behaviour and to positively intervene to encourage good learning habits
- Working with Strategic Leaders to ensure students make good academic progress
- To have an overview of all the different pastoral needs and support of students e.g. LSA's, Mentors, SENCo, external agencies



Other

- To be part of the whole school emergency rota system
- To participate in the management of the lunchtime arrangements supporting high standards of
- behaviour
- To ensure that positive achievements are recognised and celebrated both within the Academy
- and in the local press
- To work positively as part of the support staff team
- To participate in Performance Management Reviews
- To undertake any other duties that may be reasonably deemed part of the role

Professional Characteristics:

- Demonstrate uncompromising leadership
- Create a climate which enables staff to develop, challenge and support each other
- Mentor and coach students to develop confidence and maintain positive attitudes
- Communicate effectively and with professional integrity within and beyond the School community
- Provide a positive role model for students
- Encourage students' motivation and enthusiasm in the school, developing positive responses to challenge and high expectations
- Identify own personal and professional development needs and seek to achieve own challenging appraisal objectives
- Build and maintain effective teamwork with high expectations of outcomes.
- To undertake (where contractually appropriate) specific duties within the scope of the Job Description in school holidays



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> GCSE or equivalent in English and/or Maths 	<ul style="list-style-type: none"> Evidence of higher level qualification is desirable Ideally in possession of or working towards, a professional qualification in social work or child care practice 	Application Form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to relate to teachers, other professionals, parents and students Ability to work as a member of a team (e.g. within a multi-disciplinary setting) and work on their own initiative Commitment to school improvement and raising achievement for all students Ability to remain positive, enthusiastic and meet deadlines when working under pressure Ability to work effectively in changing environments Excellent organisational and communication skills IT skills to generate appropriate reports to fulfil the needs of the role Ability to interpret and present data to support decisions / recommendations Ability to find solutions to complex problems 		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 3 years' experience in a school environment • Ability to present information to a variety of audiences • Positive record of dealing with challenging and difficult young people 	<ul style="list-style-type: none"> • Ideally experience of multi-agency working 	Application Form Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Understanding of education provision in order to be able to access for young people as applicable • Understanding of issues relating to adolescent wellbeing and national, regional and local educational services and strategies 		Application Form Interview Test
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Values diversity and the unique contribution that every individual makes to the learning community • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required 		Application Form Interview



How to apply

Closing date:
10th July 2026

Interviews:
Week Commencing 13th July 2026

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
tel: 02477 102134

To apply for this post, please complete the online application form found at:
www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:
www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Coundon Court School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.