



HEAD OF YEAR

RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



COUNDON COURT SCHOOL



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

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. At Coundon, we drive everything we do through our 3 core principles: Hard Work, Kindness and Respect. We are looking to expand our team of dedicated professionals who excel in their field.

Chris Heal, Principal

JOB TITLE:	HEAD OF YEAR
OPPORTUNITY:	We are seeking to appoint a Head of Year. This is a non-teaching post dedicated to support our students and ensure that they thrive at school. You will have a flexible skill set, a sense of commitment to support young people, combined with patience and a sense of empathy.
REPORTING TO:	Deputy Principal – Quality of Education
LOCATION:	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust
SALARY:	Grade 7, Point 28 to 35, TTO + 2 weeks (£32,976 to £39,078)
BENEFITS:	<ul style="list-style-type: none">• Competitive rates of pay• Extensive professional development opportunities across the Trust• Career pathways across the Trust• Teacher/Local Authority Pension Schemes• Online retail discount• Employee Assistance Programme• Family Friendly policies to support family & carer commitments• Flexible Working Arrangements

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

JOB DESCRIPTION



Job Purpose

1. To make a major contribution to the strategic priorities of the Academy through the leadership and management of a team of tutors and a cohort of students
2. The maintenance and development of effective Home School liaison
3. 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

Responsibilities:

1. To create a team ethos with the Tutors
2. To ensure all tutors understand and are actively implementing school policies including; behaviour, attendance, uniform/equipment, form time programme and safeguarding
3. 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
4. To support and monitor the work of the Tutors
5. To lead quality and purposeful assemblies which promote the Academy's ethos around positive behaviour management
6. To advise Heads of Faculty about issues relating to the Year group
7. To maintain the highest standards at all times
8. To be the first port of call for parents, after the Tutor, in relation to pupil behaviour and barriers to learning
9. To provide a link for parents, tutors, SENCo, teachers, mentors, SLT and external agencies
10. 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
11. To lead and manage the Head of Year report and Pastoral Support Plan (PSP) process
12. To provide weekly report to Strategic Lead line manager on; behaviour, attendance, punctuality, detentions, students on report and form time monitoring
13. To be an exemplary leader in dealings with staff, pupils, parents and outside agencies
14. To liaise with subject and faculty leaders regarding pupil achievement
15. To work with the Assistant Principal to support the use of Assessment data in order to monitor achievement and target improvement

Student Management

1. To support students in their learning, and encourage positive attitudes and behaviour in and around school
2. To assist in the transition arrangements at the beginning and end of the year
3. To promote high standards of attendance and punctuality, liaising with Tutors, the EWO and the Attendance Officer
4. To encourage and develop parental contacts with Tutors and others as appropriate
5. To liaise with outside agencies, including Social Care, Youth Services, Police and Child Protection agencies, as required

6. To attend case conferences and planning meetings if required, and to provide reports and information for these
7. To be responsible for the preparation of internal and external reports and appropriate administration to support recording procedures
8. To supervise students in isolation, if necessary
9. To liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of pupils
10. To oversee students on report (Form Tutor and Head of Year) and liaise with parents regarding progress
11. To co-ordinate and lead charity and community work of the Year group
12. 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
13. To develop the role of the Student Council and ensure that students in the year have a voice
14. To be on-call and be available for pupils in the Year Group throughout the day
15. To co-ordinate Parents Evenings, ensuring good parental attendance and engagement
16. Visual presence in classroom during lessons and corridors/canteen during transition times including break and lunchtimes
17. Regular learning walks to check on student engagement/behaviour and to positively intervene to encourage good learning habits
18. Working with Strategic Leaders to ensure students make good academic progress
19. To have an overview of all the different pastoral needs and support of students e.g. LSA's, Mentors, SENCo, external agencies

Other

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

Professional Characteristics:

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



PERSON SPECIFICATION

ATTRIBUTES	JOB REQUIREMENTS	MEASUREMENTS
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> GCSE or equivalent in English and/or Maths 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
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 Ideally experience of multi-agency working 	Application Form Certificates
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
SKILLS	<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
OTHER	<ul style="list-style-type: none"> Evident enjoyment of working with young people and families and empathy in relation to their needs Ability to relate to and promote the ethos of the school Willingness to undertake training as required Patience, tact, persuasive skills and determination to see project through to a conclusion Excellent attendance and punctuality in line with schools' policies This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced 	Application Form Interview

	Disclosure and Barring Service check will be required prior to appointment	
SAFEGUARDING	<p>In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline 	Application Form Interview



HOW TO APPLY

CLOSING DATE:	Friday 20 September 2024 (Midday)
INTERVIEWS:	W/C Monday 23 September 2024

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

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- Coundon Court 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.

