



Co-op Academy  
Walkden



Application Pack

Head of Year

Contents	1
Welcome for the Principal	2
Our Values	3
What makes our Academy amazing	4
Job Advertisement	5
Job Description and Person Specification	6-9
Safeguarding Children and Young People	10
Interview Process after closing date	11
How to find us	12

## Welcome from the Principal

Dear candidate

I am delighted that you are interested in the role of Head of Year at Co-op Academy Walkden. Our academy serves the local communities of Worsley, Boothstown and Walkden and provides places for 1500 pupils aged 11-16. We are easily commutable from all areas of the North West. We have a dedicated team of staff who build and share positive relationships and a caring culture with our wonderful students. This was highlighted in our recent Ofsted inspection (May 2023), where we were graded 'Good' in all areas.

This is an exciting time to be joining us as we focus on the next stage of our development. Having joined the Co-op Academies Trust in December 2018, we have been through a significant journey, driven by our co-operative values and 'Ways of Being'.

We are looking for talented and dedicated individuals who can build on our current success and support our ambitious vision for the future.

We pride ourselves on delivering a broad and ambitious curriculum for all children, including those with additional needs. We incorporate a small Enhanced Resourced Provision called the Hive, for students with cognitive learning difficulties and we also have an inclusion centre called The Link, to promote engagement for pupils who find school more challenging.

Should you choose to arrange a visit before applying you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly we are. If you would like to visit, please contact Mrs Nicola Taylor, Principal's PA at [nicola.taylor@coopacademies.co.uk](mailto:nicola.taylor@coopacademies.co.uk) to arrange.

With best wishes

Matt Hacker  
Principal

# Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

# What makes our Academy amazing?

## Students:

- are engaged, very capable and want to learn
- create a welcoming atmosphere
- have amazingly supportive parents
- experience a broad range of visits and trips with many overseas
- participate in a vast array of expressive and creative arts shows and exhibitions
- complete in the Duke of Edinburgh Award and volunteer in the local community, raise significant funds for an Academy charity and participate in a wide range of sporting activities

## Staff enjoy:

- working with brilliant students who want to achieve well and aim high
- state of the art facilities
- national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op
- high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies
- a fantastic employee benefits package that includes discount on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, discounted driving lessons and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products
- a strong Well-Being group have been instrumental in the Academy achieving Investors In People Gold Status
- secure on site parking

# Job Advertisement

## Head of Year

Salary Band: 3C (scp 26 - 29) £36,124 - £38,626

Actual salary £2,143 - £34,369

Contract: Permanent

Hours: 36 per week, TTO + 10 days

Start date: ASAP

Benefits include:

- Local Government Pension scheme
- Co-op staff discount
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Closing Date: End of day, Monday 5th May 2025

All applications for this role are to be completed via our SAMpeople Recruit platform. Please follow the link on our website to access this information

For further information please email:  
[walkden.recruitment@coopacademies.co.uk](mailto:walkden.recruitment@coopacademies.co.uk)

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for an increasing number of academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

We are looking to appoint a talented individual who can build on our current success and support our ambitious vision for the future as a Head of Year. You will lead a dedicated team of Personal Development Tutors to raise pupils' aspirations and help them to achieve success in every way. This is a role where you can change lives and help those who face the greatest difficulties by giving the challenge and support for them to become the best versions of themselves.

For more information about the Trust and other vacancies please visit our website [coopacademies.co.uk](http://coopacademies.co.uk)

**Co-op Academies Trust** is an aware employer and is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

# Job Description and Person Specification

Salary Grade: 3C point 26-29  
(Term Time Only + 10 days)

.....

## JOB DETAILS:

Job Title: Head of Year

Hours of Duty: Full time (36 hours) Term Time Only + 10 days

### Summary of the role:

Leading on the provision of a complementary service alongside teachers and other colleagues within the Academy to address the needs of pupils who need support to overcome barriers of learning to raise their aspirations and achieve their full potential. Barriers could be internal or external to the school and could include issues surrounding attendance/truancy.

### Main Duties and Responsibilities/Accountabilities:

- To uphold and actively promote the values and the ethos of the school.
- To establish and maintain positive and appropriate relationships with pupils that engage, and motivate, removing barriers to learning, so that all pupils are classroom ready.
- To work as part of a wider pastoral team to improve pupils' attendance to school.
- To work as part of a wider pastoral team to improve pupils' punctuality, both to school in the morning and individual sessions throughout the school day.
- To work as part of a wider pastoral team to lead improvements in pupils' behaviour, both in the classroom and around the academy site, including the tackling of bullying and derogatory conduct.
- To work as part of a wider pastoral team to safeguard pupils, promoting their awareness and understanding of personal safety and wellbeing.
- To produce a year group action plan to strategically deliver improvements in the above areas and use regular analysis of trends to ensure that this plan remains current and appropriately targeted.
- To critically evaluate individual and team practice to improve efficiency and develop academy policies and procedures relating to pastoral provision.
- To lead by example in the implementation of pastoral processes and policies relating to pastoral standards.
- To lead on the planning, organisation, delivery, tracking and evaluation of pastoral support interventions for individual/groups of pupils/parents.
- To be a source of expert advice to the wider staff body regarding the pastoral support of pupils.
- To engage with continued professional development in order to improve personal performance and that of the wider pastoral team.
- To maintain regular contact with families/carers of pupils in need of additional support, to keep them informed of the pupil's objectives and progress, and to secure positive family support and involvement, conducting home visits as required.
- To be a "point of contact" between the academy and external agencies involved in supporting pupils, proactively initiating and establishing links with other services as necessary, and maintaining positive working relationships to facilitate successful outcomes for pupils. This could include attendance at relevant meetings, e.g. CAF Meetings.

- To appropriately share information to relevant audiences to facilitate pupil welfare and promote pupil learning to parents, colleagues and education/healthcare professionals, within procedures covering confidentiality and data protection.
- When undertaking transition work, to work flexibly with other schools to promote a speedy and smooth transition for the pupil(s), including the effective transfer of appropriate pupil data/information. To be involved in supporting pupils new to the school.
- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection
- To take a proactive approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To supervise students at social times as directed by the Principal
- To undertake related clerical and administration tasks as required
- To process and monitor finances relating to pastoral support as required.
- To undertake any other additional duties commensurate with the grade of the post.

#### Hours of work

- A flexible attitude to working hours is necessary as the post holder will be sometimes be required to work outside normal working hours when work necessitates it and for events such as parents evenings, all staff training events or when a situation involving a student needs an urgent resolution.

#### Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere and all staff are expected to promote and demonstrate these through our daily practice:

- Self-help – we support learners, parents, carers and staff to help themselves
- Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions
- Democracy – we give our learners, parents, carers and staff a say in the way we run our schools
- Equality – we believe that the voice of each individual should be heard
- Equity – we run our schools in a way that is fair and unbiased
- Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve.

This post is subject to an appropriate enhanced DBS check.

*The Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.*



## Person Specification

CRITERIA	E/D
Qualifications	
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> <li>At least 5 GCSE at grade 4 or above including English and Maths</li> <li>Level 3 qualifications</li> </ul>	<p>Essential</p> <p>Desirable</p>
Experience	
<p>Experience</p> <ul style="list-style-type: none"> <li>Experience of working with children and young people to support them in overcoming barriers to their personal, social or learning development</li> <li>Experience of making assessments of children and young people to identify their individual needs</li> <li>Experience of drawing up individual action plans, monitoring their implementation and making adjustment relating to pupil progress or changes in circumstances</li> <li>Experience of using and integrating ICT as part of the learning process</li> <li>Experience of working in a team collaboratively to share ideas and achieve objectives</li> <li>Experience of undertaking clerical and administrative tasks</li> <li>Experience of working with children and young people in an educational setting</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
Skills and Abilities	
<p>Skills and Abilities</p> <ul style="list-style-type: none"> <li>Communication skills to influence, persuade, motivate and engage with a wide range of children, young people and their families</li> <li>Interpersonal skills to form and maintain positive working relationships with pupils, their families, colleagues, and other education/healthcare professionals and partner organisations</li> <li>Listening skills to support children, young people and their families through understanding their point of view in a non-judgemental approach</li> <li>Creative skills to develop a range of different options and alternatives that will support children and young people to engage in the learning process</li> <li>Analytical skills to interpret information, determine different options for action and feasibility of proposals to solve difficult problems</li> <li>Initiative to plan and prioritise the work of the service, and make decisions to deliver the service in the most appropriate way to achieve the best outcomes for pupils</li> <li>Organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

<p>Knowledge</p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of the range of potential barriers to learning and attending school faced by children and young people</li> <li>• Knowledge of how these barriers can be overcome or mitigated to reduce their impact on children and young people</li> <li>• Knowledge and understanding of data protection and confidentiality issues</li> <li>• Detailed knowledge of relevant legislation and government initiatives and how that relates to the curriculum within the school</li> <li>• Knowledge of safeguarding, including CAF processes, and child protection issues with knowledge of appropriate action to take if a disclosure is made</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Work Circumstances</p> <ul style="list-style-type: none"> <li>• To work occasionally out of school hours</li> <li>• Could be the requirement to make home visits for which an appropriately insured vehicle needs to be available to use</li> </ul>	<p>Essential</p> <p>Essential</p>

Note to applicants: Please show in your application form, how you best meet these requirements

# Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement.
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- 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
- Attitudes to use of authority and maintaining discipline.

### Conditional Offer & Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.

## How to find us

The nearest bus stop is just a short walk from the Academy and can be reached via several different bus routes from most other parts of Manchester. The Academy is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

### Location:

Co-op Academy Walkden is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The Academy has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the Academy is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580

At Co-op Academy Walkden we encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.