



Candidate Pack  
Head of Year (Non-Teaching)



Co-op Academy  
Belle Vue

## Welcome from the Head of Academy

Thank you for your interest in applying for the role of Head of Year at Co-op Academy Belle Vue.

*An uplifting day at Co-op Academy Belle Vue. Staff are crafting intentional culture of high expectations and warmth. Highest praise from a student 'I just feel better, emotionally, when I am here.'*

Philippa Sadgrove, Director of Behaviour & Attendance Co-op Academies Trust

You can find our March 2024 Ofsted Report [here](#).

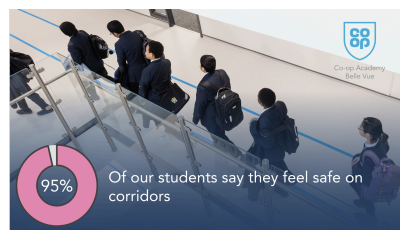
*Pupils flourish at Academy Belle Vue. They are nurtured and cared for in a warm and positive climate. The strong behaviour systems and daily routines help pupils to settle into school well. Pupils feel safe and privileged to be part of such a welcoming community.*

Outstanding Provider Ofsted 2024

Are you a passionate and experienced leader looking for a new challenge? Do you want to join an academy with exemplary behaviour , allowing you to focus on celebrating the success of your year group. Do you want to be part of a dynamic team in a growing secondary academy that is dedicated to providing outstanding education to its students? If so, then we have the perfect opportunity for you!

*Exemplary behaviour.*

Natalie Godwin, Specialist Leader in Education



As Head of Year, you will have the opportunity to lead a team of form tutors and make a real difference to the lives of our students. You will play a pivotal role in developing the academic, social and emotional development of your year group. You will be responsible for creating a positive and nurturing environment that encourages students to strive for excellence and achieve their full potential.

To be successful in this role, we are looking for a person who has:

- A passion for education and a commitment to making a difference in the lives of young people.
- A track record of successful leadership and management within a secondary school setting.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with students, staff, and parents.
- A deep understanding of the challenges facing young people and a commitment to promoting their welfare and well-being.
- An innovative and strategic approach to problem-solving, with the ability to inspire and motivate others.
- The ability to work collaboratively as part of a team and to embrace change and new challenges.

In return for your commitment and dedication, we offer a competitive salary, ongoing professional development opportunities, and the chance to be part of a growing academy that is committed to excellence. This is an exciting opportunity to make a real difference in the lives of young people and to contribute to the development of a school that is poised for success.

If you believe you have the skills, experience, and passion to make a difference as our Head of Year, we would love to hear from you.

Co-op Academy Belle Vue opened in September 2021 as the newest secondary school in the Co-op Academies Trust, and is built upon the shared values and 'ways of being' that underpin all Co-op Academies ; Be yourself, always - Do what matters most - Show you care - and Succeed together.

Co-op Academy Belle Vue offers something a little different from other schools, whether that be the structure of the day, our investment in technology, or our diverse and exciting 'electives programme'.

When we opened our doors to our first cohort of staff and students, we welcomed a new generation of Co-op pioneers, and together we have built something really special. Our building represents not just bricks and mortar, but an investment in the future of our students and community. We are excited to offer our students access to the latest resources and technology, and to provide them with an inspiring and dynamic learning environment. As we join our new community we will continue to empower our students to think creatively, to collaborate, and to achieve their full potential. We will strive to foster a culture of excellence and inclusivity, where every student feels safe, valued and supported

We are a heavily oversubscribed start-up secondary academy with 720 students, we will welcome another intake of 240 students in September 2025 and we are on our way to becoming a leading educational establishment with a projected growth to 1200 students. We have been operating to an outstanding level and are committed to providing our students with the best possible education. We are the most popular school in East Manchester and on a very special journey.

Cooperation, community, ambition, achievement, respect, responsibility, endeavour, and enjoyment are all key elements in the role of leading personal development at Co-op Academy Belle Vue. The successful candidate will have the opportunity to work closely with the Academy's

sponsor, The Co-op Group, and to be part of a supportive network of talented colleagues within the Co-op Academies Trust.

At Co-op Academy Belle Vue, we are committed to creating something special, a culture of high expectations with the ways of being and our CARE principles at the heart of everything we do. Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported. To achieve this, we are looking for an expert in this field, someone who will lead and model excellence consistently.

This role offers a chance to work in a supportive and dynamic school environment, where you can make a real difference to the lives of our students. Co-op Academy Belle Vue is committed to providing an outstanding education and supportive environment for all students, and the new Head of Year Protection will be a key member of the team working towards this goal.

If you are a proactive and organised individual with a passion for education, then this could be the perfect opportunity for you.

As part of the Co-op Academies Trust, we value cooperation, community, ambition, achievement, responsibility, respect, and enjoyment in all our endeavours. The successful candidate will have recent experience and evidence of substantial impact on the improvement of a school or academy in areas relevant to this role.

Scott Fletcher  
Principal

The deadline for applications is 12 noon on 6th May. Interviews to be held on the 13th May



## Job Title : Head of Year ( Non Teaching)

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|----------------------|--|
| Salary / grade range | Salary: Grade 6 SCP 20-25 - 37 hours Term Time + 10 days<br>Actual Salary - (£28,277 - £31,535)<br>FTE - (£33,390 - £37,248)<br>Start date: September 2025 |
| Location             | Co-op Academy Belle Vue  |
| Reports to           | AAVP B&A   |

### Purpose of role

- Oversee and be accountable for the management of daily routines, driving consistency across your team of form tutors. Ensuring all students meet the highest of expectations.
- Model the warm strict approach to behaviour across school and support colleagues in this approach.
- Ensure consistency across the year group line up and practise routines to embed normative routines across the academy.
- Proactively patrol classrooms and support the highest standards of behaviour by being a visible presence out and about the school, moving in and out of corridors and classrooms. You will also be responsible for yard and lunch duties.
- Organise corrections and be proactive in developing students' resilience and respect so they avoid detentions.
- Celebrate, in a supportive atmosphere of competition, achievement points and attendance in order to create a positive celebratory culture across the year group.
- To ensure every child in the year group is monitored for attendance. Attendance phone calls made and parental meetings to be held.
- Address the year group as a whole through community ambition assemblies as and when needed.
- Be responsible for dealing with any behavioural incidents and apply these in accordance with the school policy.
- Develop effective and positive partnerships with parents and carers (liaise with external partners if necessary) and deal professionally with sensitive issues with students and families.
- Have the ability to recommend further actions and lead on some interventions as directed by the Vice Principal.
- Work as a team when on call and be able to deal with call-outs from across the school.
- Support the Assistant Vice Principal for Personal Development with transition throughout school. This would be linked to your allocated year group and could include primary school for transition sessions.
- Support family evenings for the year group.
- Support exam processes – patrolling during assessment times and supporting pupil attendance and behaviour.
- Be First Aid trained and provide support within the first aid team.

- Be able to deliver small group interventions in a specialist area(s) as part of the wider support package offered by the pastoral team.
- To contribute to the development of effective links with external agencies and develop opportunities for multi-agency working

### Day to Day Responsibilities

- To undertake appropriate duties designated by the Head of Academy which are commensurate with the job title and grade. Conduct your duties in a professional and confidential manner that promotes a positive impression of the support services and ethos of the school in all circumstances.
- Positively participate in continuous professional development and training to develop own professional practice, undertaking safeguarding and other forms of training as required to maintain skills and knowledge base. Review and develop your own professional practice, undertaking training as required.
- Contribute, support and positively promote the overall ethos/work/aims of the school.
- The postholder must carry out their duties with due regard for all school policies but in particular safeguarding, equal opportunities, data protection, confidentiality, child protection and health & safety policies.
- Be familiar with and ensure compliance of all current legislative requirements i.e. data protection, copyright and computer misuse and advise staff as appropriate.
- Develop good working relations with other colleagues and promote a positive impression of the support services in all circumstances, identifying areas for improvement.
- To work flexibly in the interests of the school and undertake such additional duties as are reasonably commensurate with the post and level of responsibility.
- Be a designated First Aider and maintain a valid First Aid Certificate.

### CPD

- Undergo training to develop and maintain the knowledge and skills, through at least annual update, required to carry out the role.
- Support the Vice Principal in the coordination and delivery of Safeguarding training including safer working practices

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and the wider Trust. The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post. The duties outlined in this Job Description may be modified by the Head of Academy to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.

### Other

- The postholder will be expected to have a good knowledge of national policy and the Trust / school's policies and procedures
- The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

- The post holder may be expected to attend meetings or make home visits in or outside of the normal school day so flexibility about the timing of working hours is a requirement of this role.

## Person Specification

| Personal attributes required (based on job description):   |   |   |
|--|---|---|
| Attributes   | All attributes are essential, unless indicated below as 'desirable' | How measured, e.g. application form (A), interview (I) test (T) |
| <b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Appropriate Level 3 qualification or demonstrable equivalent level of comparable work experience (i.e. entry level management experience)</li> <li>• Appropriate first aid qualification (or committed to achieving within agreed timescales).</li> <li>• Evidence of participation in regular professional development or further study</li> </ul>  | D   | A/ I<br><br>A/ I<br><br>A/ I                                    |
| <b>Experience:</b> <ul style="list-style-type: none"> <li>• Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise where necessary.</li> <li>• Proven experience within last 2 years in an educational setting</li> <li>• A high level of interpersonal and communication skills are necessary. The post holder will need to have the ability to communicate effectively with colleagues, outside agencies and other key stakeholders.</li> <li>• Knowledge and experience in safeguarding and child protection is essential.</li> <li>• Relevant degree or demonstrable equivalent level of comparable work experience (i.e. middle management experience)</li> <li>• Counselling or behaviour / mentoring qualification or willingness to work towards within agreed timescales</li> </ul> | <br><br>D<br><br><br><br><br><br>D<br><br>D                         | A/ I<br><br>A/ I<br><br>A/ I<br><br>A/ I<br><br>A/ I            |

|  |   |      |
|--|---|------|
|  | D |      |
| • Completion of recognised Classroom & Behaviour Management training or a commitment to complete   | D |      |
| • Training to support emotional, social or development needs   | D |      |
| • Understanding of the Health and Safety issues related to pupil safety is desirable.  | D |      |
| Skills, Ability, Knowledge:  |   |      |
| • The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds.   |   | A/ I |
| • The ability to work effectively with, and command the confidence of, teaching staff and senior management within the school.   |   | A/ I |
| • Knowledge of school procedures.  |   | A/ I |
| • Full UK driving licence  |   | A/ I |
| • Knowledge of child protection / safeguarding legislation and procedures.   | D | A/ I |
| • Knowledge of, and ability to work effectively and network with, a wide range of supporting services in both the public and private sectors, and ability to draw on a wide range of support, information, opportunities and guidance. |   | A/ I |
| • Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers   |   | A/ I |
| • Ability to engage in joint goal setting with the individual child as part of the learning action planning process  | D | A/ I |
| • Experience of working with Arbor or a similar data management system.  |   | A/ I |
| • Inclusion strategies within school and potential barriers to Inclusion.  |   | A/ I |
| • Administrative experience.   |   | A/ I |
| • Experience of working with children and young people and their parents/carers.   |   | A/ I |

|   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Excellent communication skills, including advisory and persuasive skills.</li> <li>• Experience of implementing attendance policies.</li> <li>• Ability to establish positive and effective relationships with children and young people.</li> <li>• Organisational skills .</li> <li>• Excellent ICT skills.</li> <li>• Analytical skills.</li> <li>• Ability to keep accurate records.</li> <li>• Ability to work successfully as a team.</li> <li>• Ability to work on your own initiative.</li> <li>• Confidentiality.</li> <li>• Report writing skills.</li> </ul>  |  | A/ I<br><br>A/ I<br><br>A/ I<br><br>A/ I<br><br>A/ I<br><br>A/ I<br><br>A/ I<br><br>A/ I |
| <p>Personal Qualities:</p> <ul style="list-style-type: none"> <li>• Attention to detail and professional pride.</li> <li>• Commitment to the school's policies and ethos</li> <li>• Commitment to Continuing Professional Development.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours and attitudes.</li> <li>• Flexibility.</li> <li>• Confidence when dealing with agencies / parents / attending meetings and clear communication skills.</li> </ul> |  | A/ I<br><br>A/ I<br><br>A/ I<br><br>A/ I<br><br>A/ I<br><br>A/ I<br><br>A/ I             |

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, and the Ways of Being Co-op.