

Bishop Justus CE School

www.bishopjustus.bromley.sch.uk

Application Pack

Year Coordinator

Required: September 2025





Year Coordinator

Bishop Justus Church of England School is seeking to appoint a Year Coordinator to assist with the day to day pastoral needs of our students.

Our ideal candidate will:

- Have a flexible attitude;
- Be enthusiastic, energetic and open to innovation;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;
- Have integrity, optimism and a good sense of humour;
- Good time management skills and the ability to prioritise tasks;
- Good attention to detail.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing Date for applications:** 2nd July 2025 - noon

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** 7th July 2025

APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** September 2025

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to recruitment@bishopjustus.bromley.sch.uk

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



JOB DESCRIPTION

DETAILS

Job Title: Year Coordinator

Grade: Aquinas 5

Full Time Salary Range: £27,879.00 p.a. -£33,112.00 p.a.

Actual part-time Salary range: £23,874.13 p.a. – £28,355.40 p.a.

Hours: 36 hours per week x 39 weeks per year

Contract: Permanent

Accountable to: Key Stage Director

THE ROLE

Summary of Responsibilities and Duties:

The following list of responsibilities and duties are not exhaustive.

Support for the students

- To be a main point of contact for students within the school and specifically for designated year group.
- Provide supportive presence around the school for all students and specifically for designated year group.
- Facilitate home-school communication, being main point of contact especially for students experiencing difficulties.
- Monitor student behaviour and maintain accurate records adhering to the school's systems and procedures.
- Establish and develop intervention strategies.
- Liaise with Pastoral and Achievement Teams as appropriate.
- Liaise with external agencies as appropriate.
- Reward positive action and achievement in line with school policies and procedures.
- To develop opportunities to encourage student voice.

Support for the Year Leader

- Assist the Attendance Officer with monitoring attendance and punctuality.
- Man late desk as part of the duty rota.
- Investigate incidents in the first instance.
- Work in association with other staff responsible for attendance, punctuality, progress and behaviour.
- Help with the delivery of the school worship programme.
- Help creating identity and promoting positive ethos.
- Help provide training and induction for new tutors.
- Establish and maintain liaison with School Police Officer.
- Contribute to administration of section 17's and CAF meetings.



Support for the Curriculum/Teaching Staff

- Provide daily support in the administration of duties.
- Be initial point of contact in relation to student issues.
- Support extra curricular activities.
- Participate in and support Impact Days.
- Ensure all staff receive essential information to enable them to provide best provision for students.
- Be an available presence around the school during teaching time.
- Be available to subject teachers to support student behaviour and attitudes to learning under the guidance of the Subject Leader and Year Leader.

Support for the School

- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes as requested.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Responsible for the Year Council for designated year group.

At Bishop Justus School staff are expected to work in line with the school's Ethos.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



PERSON SPECIFICATION

YEAR COORDINATOR

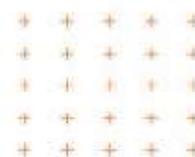
KEY SKILLS AND ABILITIES	Essential / Desirable
Be confident in the use of Word, Excel, email and database programs (SIMS).	E
Sound literacy and numeracy skills.	E
Excellent communication skills, both verbal and written.	E
Effective time management and organisational skills.	E
Ability to prioritise and able to effectively accommodate ad hoc demands to existing workload.	E
Portray a professional image.	E
Ability to work well under pressure.	E
Flexible and 'can do' attitude.	E
Be an excellent team player.	E
Is flexible and willing to adapt to the needs of the school and students.	E
Advocate on behalf of students to various stakeholders.	E

KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS	Essential or Desirable
English and Maths to GCSE/Standard Grade A-C or above.	E
Experience of working with children of relevant age.	D
Experience of working with children with special educational needs.	D
Experience of working with pupils with challenging behavior.	D
Experience of working in a similar setting.	D

PERSONAL ATTRIBUTES	Essential or Desirable
Possess a friendly and helpful demeanour.	E
Ability to concentrate even with frequent interruptions and unpredictable working pattern.	E
Be willing to undertake further training	E
Have the ability to understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion.	E



Benefits of Working with Aquinas



Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for teachers unless superseded by statute or revised editions, or by local provisions.

Aquinas is also committed to staff professional development - The Aquinas Flourishing People: Continued Professional Learning and Development (CPLD) cycle involves Self Evaluation, Development Goal Setting and Termly Check-ins. Alongside this, staff have the opportunity to 'Research, Train and have a go'.

Lease An Electric Vehicle



We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



Benefits through Enjoy Benefits



Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.



Blue Light Card

Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years & access thousands of amazing discounts online and on the high street.



Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

