Co-op Academy
Walkden

Application Pack

Head of Year Maternity cover

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Welcome from the Principal

Dear Colleague

Thank you for your interest in the role of Head of Year (maternity cover) at Co-op Academy Walkden.

Co-op Academy Walkden is at an exciting stage of its development. We have a clear vision for the future, which is to be an outstanding learning community that is safe, ambitious and inclusive for all students. The children of Walkden and the surrounding areas deserve an education that is second to none at an academy that both they and the wider community are proud to call their own. Through their experience at Co-op Academy Walkden, students will have enhanced chances and opportunities for success in their next steps in life. As a Head of Year, you will play a pivotal role in realising this vision and shaping the future of the Academy.

The Academy building was opened in September 2011 and is a beautiful, modern facility with a wide range of versatile learning spaces. We want committed, hard-working and dynamic staff, who can deliver a curriculum and quality teaching and learning experiences for all students, which capitalise on the fantastic facilities we have.

We are looking for a Head of Year to come and make a real difference to our Academy. We are looking for someone who is passionate about education, caring and compassionate with a proven track record of strong outcomes for students. You will be an individual who thrives on challenge, embraces creativity and has the courage to drive change.

I hope that you find all the information you need in the application pack. If you would like to arrange a visit to see the Academy in action, please contact Mrs Lisa Cooper at cooper.l@walkdenhigh.co.uk

If you choose to apply, please submit your form, along with a letter of application of no more than two sides of A4, outlining your qualities and how your experience and ambition, makes you the person for the job.

I look forward to receiving your application and wish you the best of luck.

Yours sincerely

M 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 (Maternity Cover)

Salary Band: 3c £26,937 - £29,112

Contract: Maternity cover from June 2021 - March 2022, or until the return of the post holder, whichever is sooner)

Hours: 36 per week, TTO + 10 days (pro rata'd)

Start date: dependant on availability of successful candidate (but no later than 07.06.2021)

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: Tuesday 13th April 2021

Applications: must be on our application form: please email lisa.cooper@coopacademies.co.uk for an application form and return your completed form via email lisa.cooper@coopacademies.co.uk or post to:

Lisa Cooper
Human Resources
Co-op Academy Walkden
211 Old Clough Lane
Walkden
M28 7JB

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 eighteen 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.

The school is looking to appoint committed and enthusiastic individuals to undertake the role of Head of Year. 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.

For more information about the Trust and other vacancies please visit our website coopacademies.co.uk

Co-op Academies Trust is 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. 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.

To apply:
If you feel you have the relevant experience or appropriate skills to strengthen an already excellent team, please apply. Application forms are available from TES on-line, the Academy website www.walkden.uk.com, or by e-mail to cooper.l@walkdenhigh.co.uk

Job Description and Person Specification

Salary Grade: 3C point 26-29
Actual salary - £26,937 - £29,112
(Maternity cover / Term Time Only + 10 days - pro rata'd)

JOB DETAILS:

Job Title: Head of Year (maternity cover)

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:

The Head of Year will be required to undertake the tasks highlighted below:

1. Whole School

- To develop and implement policies and/or procedures relating to the Pastoral service provision
- To contribute to the development, planning and implementation of whole school strategies relating to a variety of topics such as full attendance, safeguarding initiatives and inclusion.
- To lead on activities for groups of pupils and/or parents, which could be single activity or ran as part of series of events. The activities could cover a variety of topics such as promotion of self-esteem, anti-bullying, social development or learning/homework techniques. Activities should relate to needs identified within the school and have associated outcomes/objectives.
- To lead duty teams in the supervision of students before and after school and during social times.
- To process and monitor finances relating to the Pastoral Service, e.g. order stationary and learning/educational resources, process invoices for accessing counselling services, prizes and incentives or materials for club/group activities.
- To offer information, advice and guidance to others regarding the support of pupils. This could include sharing knowledge of activities, courses, organisations and individuals that can be accessed to provide additional support to pupils.
- To use school systems and procedures to positively reinforce good behaviour, anticipate and manage challenging behaviour and conflict, improve attendance and removing barriers to learning. To follow the School's policy and procedures on Safeguarding, and to promote pupil's awareness of personal safety and well-being.

2. Individual Pupils

- By investigating information and analysing patterns/trends in a range of data, take a lead in the comprehensive assessment of pupils, in conjunction with teaching and other support staff.
  Areas of investigation and analysis could include:
    - Significant and consistent underachievement
    - Poor behaviour as compared to peers
    - Failing motivation and/or confidence
    - Difficulty in concentrating and being focused
    - Poor attendance and/or punctuality
- To develop and implement action plans for identified pupils relating directly to their individual needs and circumstances, which could be particularly complex needs, to overcome barriers as suggested in the Key Task above.
- To monitor and evaluate pupil's responses, progress and achievements against the action plan through techniques such as observation and gathering relevant data. To amend the action plan as appropriate to take into account ongoing assessment of pupil's progress and individual needs and circumstances.
- To establish and maintain positive and appropriate relationships with pupils that engages, motivates and removes barriers to learning, aimed at achieving the goals defined in their action plan.
- To provide a range of information, advice and guidance to support and enable pupils, tailored to their specific needs, to make choices about their own learning and behaviour.
- To provide objective and accurate feedback and reports, both written and verbal, appropriate to the intended audience regarding pupil progress and achievements, ensuring the availability of suitable evidence.
- To be a "point of contact" between the school 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 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. The role could include conducting home visits to facilitate this.
- 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 new pupils to the school.
- To undertake related clerical and administration tasks as required

3. Standard Duties

- 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 uphold and promote the values and the ethos of the school.
- 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 pro-active 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 participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- To attend and participate in relevant meetings as appropriate
- To undertake any other additional duties commensurate with the grade of the post

4. 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.

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	
Qualifications and Experience	
• NVQ level 3 – Learning, Development & Support Service (LDSS) or equivalent	Essential
• NVQ level 4 – Learning, Development and Support Service (LDSS)	Desirable
Experience	
• Experience of working with children and young people to support them in overcoming barriers to their personal, social or learning development	Essential
• Experience of making assessments of children and young people to identify their individual needs	Essential
• Experience of drawing up individual action plans, monitoring their implementation and making adjustment relating to pupil progress or changes in circumstances	Essential
• Experience of using and integrating ICT as part of the learning process	Essential
• Experience of working in a team collaboratively to share ideas and achieve objectives	
• Experience of undertaking clerical and administrative tasks	Essential
• Experience of working with children and young people in an educational setting	Desirable
Skills and Abilities	
• Communication skills to influence, persuade, motivate and engage with a wide range of children, young people and their families	Essential
• Interpersonal skills to form and maintain positive working relationships with pupils, their families, colleagues, and other education/healthcare professionals and partner organisations	Essential
• Listening skills to support children, young people and their families through understanding their point of view in a non-judgemental approach	Essential
• Creative skills to develop a range of different options and alternatives that will support children and young people to engage in the learning process	Essential
• Analytical skills to interpret information, determine different options for action and feasibility of proposals to solve difficult problems	Essential
• 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	Essential
• Organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision	Essential

Knowledge	
• Knowledge and understanding of the range of potential barriers to learning and attending school faced by children and young people	Essential
• Knowledge of how these barriers can be overcome or mitigated to reduce their impact on children and young people	Essential
• Knowledge and understanding of data protection and confidentiality issues	Essential
• Detailed knowledge of relevant legislation and government initiatives and how that relates to the curriculum within the school	Essential
• Knowledge of safeguarding, including CAF processes, and child protection issues with knowledge of appropriate action to take if a disclosure is made	Essential
Work Circumstances	
• To work occasionally out of school hours	Essential
• Could be the requirement to make home visits for which an appropriately insured vehicle needs to be available to use	Essential

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.

Closing date: Tuesday 13th April 2021

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

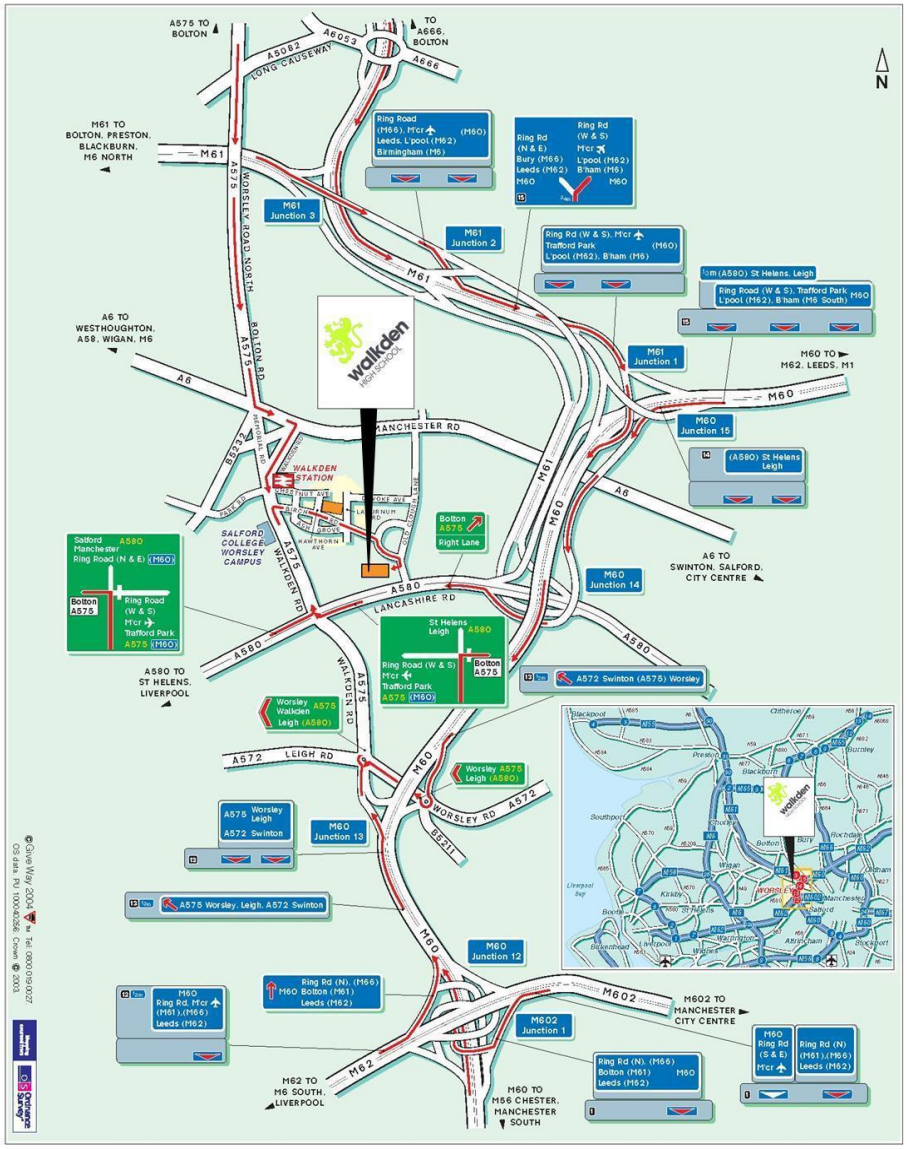
· Satisfactory completion of the probationary period.

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.