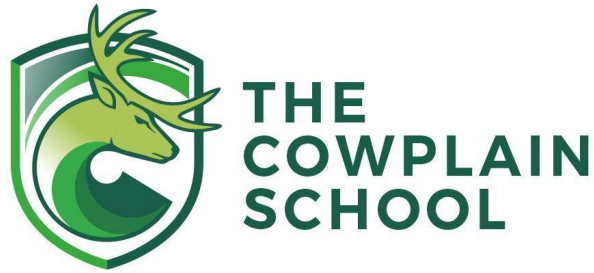




**THE
COWPLAIN
SCHOOL**

APPLICATION PACK:

HEAD OF YEAR



Head of Year

Grade E (equates to £32,157 to £35,249 per annum)

37 hours per week, 44 weeks per year

The Cowplain School requires a Head of Year to support students as part of our highly effective Pastoral Team.

The core hours for this post are Monday to Thursday 8.20am to 3.45pm, Friday 8.20am to 3.40pm, plus an extra 5 weeks (185 hours) over the academic year to be worked before or after school, in after school sessions or meetings.

This is an exciting time to be joining the school as we develop and build on the success of the Pastoral Team. Your role will entail you being the Head of Year for a specific year group, focussing on ensuring those students maintain high standards of behaviour, uniform, and punctuality. You will also support them through mentoring, intervention and liaison with parents, school staff and outside agencies. The role will enable you to promote changes in attitudes, behaviour, and attendance, to enhance students' well-being and to facilitate learning and academic achievement. You will also line manage your Assistant Head of Year, who again is a non-teaching colleague.

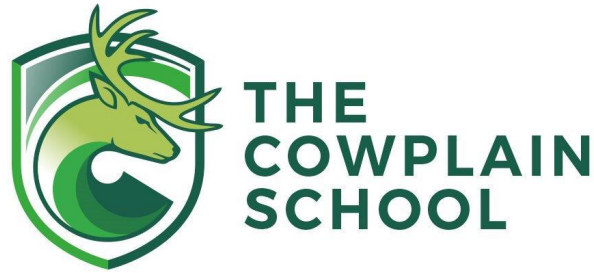
Candidates require a minimum GCSE grade C in Maths and English and good general IT skills, and specifically a good working knowledge of Excel, Word, Outlook and PowerPoint. In addition, previous experience of working with secondary age students is desirable. The most important thing is to have high standards and an ambition for our students at Cowplain.

We are constantly seeking to improve our work and post holders will be able to develop this role within a supportive team of professionals.

To request an application pack please email Mrs Amanda Simmons via a.simmons@cowplainschool.co.uk or access via our website www.cowplainschool.co.uk/about-us/vacancies. If you wish to apply for this post you will need to return a fully completed Cowplain School application form to Mrs Amanda Simmons, PA to the Principal, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of fully completed Cowplain School application forms is midday on Monday 29th June 2026.

The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Join us on our journey to outstanding!

Thank you for your interest in the post of **Head of Year** at The Cowplain School. I sincerely hope that you will continue your application and wanted to share with you a few words that I hope will convince you to apply.

The position of Head of Year is an extremely exciting opportunity to be one of a team of five Heads of Year and the same number of Assistant Heads of Year. Each individual Head of Year will have different skills, expertise and interests and we aim to create a team that utilises and develops each member's expertise.

In applying for this post you will be in the same position I was in just over 13 years ago, so I thought it would be useful to explain why I joined the school as Principal;

Firstly, the school is part of a community that values it and parents and students enjoy attending Cowplain and are very proud of it.

Secondly, the school provides a caring and inclusive environment that values each child. Staff are committed to ensuring the best outcomes for those that they teach and work with and there is a very positive feeling and ethos in the school which I am determined to maintain. Standards of behaviour are excellent, driven by our inclusive but rigorous behaviour policy, and the successful candidate will be expected to help maintain these standards.

Thirdly, like all schools, we have an exciting challenge ahead of us to raise the standards of attainment and achievement in the school. Results have already improved dramatically but we want to improve them even further and I am looking for staff who can help raise standards. A big focus for us is on improving attendance and you will play a major part in that. I am extremely ambitious for the school and its students and require colleagues who share this ambition.

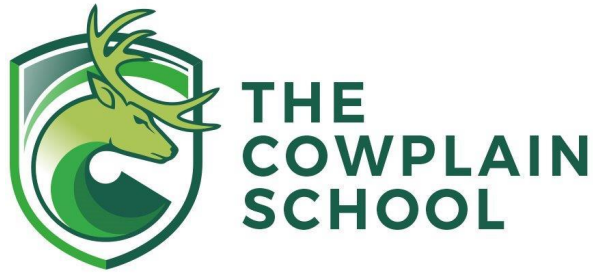
The desire to accept the challenge should, I trust, be one that inspires and motivates you to apply; if you are successful I can offer you the opportunity to play a big part in the continued and future success of The Cowplain School through the chance to enhance the whole school experience for each child.

For more information about the school, please consult our website www.cowplainschool.co.uk. To receive more information or ask any questions that may inform your application, please contact Mrs Amanda Simmons, PA to the Principal:

a.simmons@cowplainschool.co.uk

Once again, thank you for your interest in the post.

Ian Gates
Principal



Information for applicants

Pay scale – Grade E (equates to £32,157 to £35,249 per annum)

Hours of work - 37 hours per week, term time only. Actual hours of work are Monday to Thursday 8.20am to 3.45pm, Friday 8.20am to 3.40pm.

Weeks per year – 44 weeks per year, which means an extra 5 weeks (185 hours) over the academic year.

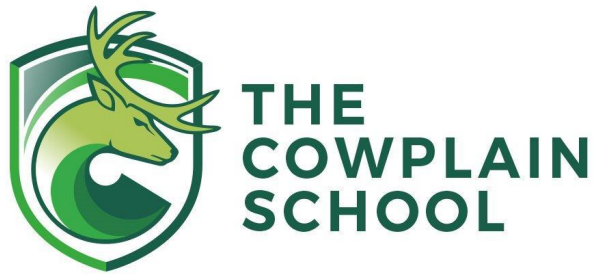
If you wish to apply for this post you will need to return a fully completed 'The Cowplain School' application form to Mrs Amanda Simmons, PA to the Principal, via email on a.simmons@cowplainschool.co.uk or post to:

Mrs A Simmons
PA to the Principal
The Cowplain School
Hart Plain Avenue
Cowplain
Waterlooville
Hants
PO8 8RY

The closing date for receipt of applications is midday on Monday 29th June 2026.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



The Pastoral Team at The Cowplain School

The Pastoral Team at The Cowplain School is led by The Head of School who reports directly to the Principal.

Heads of Year are a crucial element of the Pastoral Team; these non-teaching staff roles have been in post since September 2014 and are able to bring energy, expertise and, above all, time to dealing immediately with any issues that arise for students during the school day.

The team also benefits from excellent expertise and support provided by five Assistant Heads of Year, an Attendance Manager, a School Psychologist and a School Matron.

The increased capacity of the team allows it to ensure a balance between reactive, short term interventions, and proactive, strategic, data driven interventions. While excellent behaviour management systems are in place (e.g., well led tutor teams, robust sanctions, a positive reward system etc..), the team is committed to ensuring that students are supported to improve their behaviour for learning and to eliminate low level disruption.

Increasing use is made of personalised curricula for students who need it, and our innovative Resilience Centre on site is led by our Alternative Provision Leader with the aim of ensuring all students can succeed at The Cowplain School. Links with external agencies are excellent and increasingly the school is forming partnerships with outstanding schools to build innovative approaches.

You will thus be joining a committed and hardworking team and will be able to bring your ideas, energy and commitment to shape the work of that team and ensure that every student at Cowplain is able to thrive and achieve.

If you are enthusiastic, well-motivated and flexible, have a good sense of humour, and you enjoy helping children to achieve things that they didn't realise they could do, we would love to hear from you!



Job Description

Post Title:	Head of Year
Grade:	E
Responsible to:	The Head of School

Purpose:

Provide individual and group support to students experiencing difficulties in dealing with issues (such as inter personal relationships, emotion management, anxiety, behaviour problems, grief, self-harm, abuse, and family conflict) in order for all students to achieve their academic potential.

The ultimate goal of this support is to promote changes in attitudes, skills, behaviour, knowledge and/or awareness to enhance students' well-being and increase engagement with school to facilitate learning.

Principal Responsibilities/Duties

1. Take day to day responsibility for providing pastoral support up to 200 students in a Year Group, and on other occasions with students of all ages, including behaviour management, attendance, and support teaching staff by providing them with strategies to use with specific students.
2. Take an active role on issues concerning student welfare and behaviour.
3. Ensure effective coverage of corridors, outside space etc throughout the students' working day by means of a site patrol rota.
4. Liaise with parents, teachers, and other agencies regarding strategies to assist students to meet their potential.
5. Assist in the development and implementation of appropriate behaviour management strategies. Contribute to the review and monitoring of policies and practice relevant to the welfare and personal development of students.
6. Support individual students whose attendance and/or behaviour disrupts their learning and the learning of others: assist with the development and implementation of Individual Support Plans/Mentoring Plans/etc..

7. Promote student support from the School Counsellor, Matron or from Community Mentors, ensuring that staff and partners are aware of the positive benefits.
8. Liaise with the Attendance Manager regarding persistent absentees and poor attenders, and work with families to improve attendance, including conducting home visits where appropriate for this issue and for others.
9. Mediate between students, and address issues of bullying and anger management, employing restorative justice techniques and organising peer support.
10. Liaise with appropriate external agencies, as required. Attend meetings in and outside school e.g. Case Conferences, Professionals Meetings, Health, Youth Offending Service, coordinate referrals and write reports of students' progress and interventions used in mentoring e.g. for CAMHS, Social Services.
11. Provide information, advice and guidance to enable students to make responsible choices about their own health and safety, learning and behaviour.
12. Support the day to day management of the Learning Room.
13. Provide emergency cover supervision for classes or tutor groups within their Year Group and occasionally other Year Groups.
14. Provide guidance and support for distressed students.
15. Facilitate group sessions appropriate to the year group e.g. parenting, nurture, NEET, attendance etc.
16. Support the effective re-integration of those students who have been absent through long term ill-health or exclusion.
17. Carry out Late Gate duty together with SLT. Hold late and other detentions after school each day with SLT and Heads of Year.
18. Provide a visible presence at events such as Parent Information Evenings in order to foster excellent home/school relationships, and to contribute towards initiatives that develop parental engagement.
19. Carry out relevant clerical/administration tasks e.g. dealing with correspondence, making phone calls etc.
20. Supervise students on visits, trips and out of school activities as required.
21. Support students on work experience, college placements and alternative provision by visiting, liaising with tutors regarding attendance and completion of work.
22. To work proactively with outside agencies/charities to provide additional opportunities support for students.
23. Provide statistical and numerical information when required, under the direction of senior leadership.
24. With appropriate notice, attend further parent/CIN/Review etc... meetings in addition to those required under point 18 (above)

25. Lead on 2 substantial areas that are mutually decided between the employee and senior leadership, ensuring substantial and sustained impact on students' achievement and/or wellbeing
26. Present information to the FGB when required
27. Assist with any tasks under the purview of the role as directed by the Principal or Line Manager.

Notes

- *Hours of work will be 37 hours per week, term time only. Actual hours of work are Monday to Thursday 8.20am to 3.45pm, Friday 8.20am to 3.40pm. (44 weeks per year.)*
- *Hours of work may be subject to change for operational reasons.*
- *The specific roles and responsibilities of the Head of Year will be directed by the needs of the school. This profile will, therefore, be reviewed at the end of an Academic Year, or earlier if considered necessary. It may be subject to amendment at any time by the Principal following consultation with the post holder.*