

HATHERSHAW
COLLEGE

Applicant Pack



Year Manager

PROUD
TO BE
PART OF

THE
Pinnacle
LEARNING TRUST

www.pinnaclelearningtrust.org.uk



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

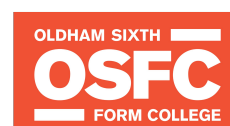
*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



Alexandra Park Junior School
To Learn, Be Happy and Achieve Our Best



**HATHERSHAW
COLLEGE**



About Hathershaw College

'Together we Succeed'

The Hathershaw college, based in Oldham , serves more than 1,000 pupils aged 11-16 years across 5 year groups. We are a founding member of The Pinnacle Learning Trust, established in September 2017, and a key driver in the Trust's mission to improve the lives and chances of young people in the local area.

In our most recent Ofsted report published in June 2026, under the new national inspection framework, our school is recognised as welcoming and inclusive, with a strong culture of respect and high expectations. Inspectors judged the school to have met the Expected Standard in Attendance and Behaviour, Inclusion and Personal Development and Wellbeing, whilst confirming that the school meets the national expected safeguarding standard.

Ofsted recognised our inclusive ethos, stating that; *"this is a community where students experience a positive sense of belonging"*. Their findings reflect the commitment of our staff, leaders and students to creating a calm, respectful and supportive learning environment, alongside our continued focus on securing the very best outcomes for all our young people. We place high value on preparing our students for future success through a comprehensive Careers Education Package that meets all the Gatsby Benchmarks. The Pinnacle Learning Trust also includes the successful Oldham Sixth Form College and we benefit enormously from this link.

We are committed to the success of our staff as much as our students. As part of The Pinnacle Learning Trust, our colleagues benefit from extensive support and high quality Professional Development with the support of the **Pinnacle Research School**. Access to INSET days, weekly in-house CPD sessions, and Trust-wide training ensures that you will be learning and developing throughout your career with us. We are also an executive partner in the East Manchester Teaching School Hub, which provides access to sector-leading, evidence-based training for both teaching and support staff.

We actively seek staff feedback to ensure The Hatherhaw College remains a place where our team feels valued and supported. We are delighted that the Pinnacle Learning Trust was winner of the **MAT Excellence Award for Wellbeing Trust of the Year 2025**, and has been recognised by **Eduio for a Trust Value Award** in 2025 for the second year running.

If you are looking to make an impact on the life chances of young people, we invite you to join our team at The Hathershaw College.

Job Description & Person Specification

Year Manager

Summary of Main Duties and Responsibilities

Purpose of the Post:

- To support students in their learning, and ensure that they achieve the highest possible standard in terms of academic progress and personal development.
- To support the culture of the school by being an active presence and insisting on high standards whilst being a role model for relational practice
- In line with the Trust mission statement, contribute to improving the lives and life chances of young people, raising aspirations and promoting equal opportunities for all.
- To support the work of all staff in their interactions with students.
- Building positive relationships with families to promote a partnership between school and home to ensure the needs of children are met.

Key Tasks:

- Ensure that children are safeguarded and liaise with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead as required.
- To liaise with all colleagues who interact with children, providing support and advice as required.
- To work in partnership with the SENDCO and Learning Support Assistants.
- Promote student attendance and punctuality by working closely with our school based Family Partnership team.
- Scrutinise academic monitoring data and take appropriate actions in response, including contact with parents and carers as required.
- To promote outstanding behaviour and respond to incidents as required.
- To supervise behaviour and/or punctuality detentions to promote high standards.
- Ensure the highest standards of uniform and personal presentation are adhered to.
- Contribute to pastoral support plans to ensure that strategies are in place to support the children who need it most.
- To be available to students throughout the day.
- To be accessible to students on corridors, in classrooms and whilst on duty.
- To complete duties at break, lunch and in between lessons.
- To work in partnership with parents and external agencies as required.
- To attend school events as required, including, but not limited to parents' evenings, open evenings and presentation evenings.
- Liaise with parents as required regarding academic progress.
- To promote a positive culture where students are rewarded for success through the awarding of E-Praise points and praise postcards.
- To attend reward and educational trips as required.
- To carry out specific tasks related to the year group e.g. support with transition, options choices, college applications.
- To participate in the College's performance management programme for support staff and access training appropriate to the role.

- To work flexibly and undertake when required, other duties associated with supporting the needs of children as may reasonably be determined by the Principal or their representative.

Requirements of All Trust Staff:

- To promote and uphold the College's Mission Statement, values and strategic aims & objectives.
- To comply with College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively with colleagues, students, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal.

Responsible to: SLT/Year Link

	Essential	Desirable	Method of Assessment
Education and Qualifications			
A minimum of English and Maths GCSE grade C/grade 4 or equivalent	✓		Application/Interview
A Levels		✓	Application/Interview
A Degree		✓	Application/Interview
Evidence of Continued Professional Development relevant to the position		✓	Application/Interview
A willingness to undertake training to meet the demands of the job	✓		Application/Interview
First Aid qualification or a willingness to undertake		✓	Application/Interview
Knowledge and Experience			
Working with young people and establishing positive working relationships with students	✓		Application/Interview
Working with external agencies		✓	Application/Interview
Managing time effectively and working without close supervision	✓		Application/Interview
Recent experience of holding a post with responsibility	✓		Application/Interview
Skills and Attributes			
Set high expectations for students	✓		Application/Interview
Ability to foster good relations with pupils, parents, staff and outside agencies in order to promote inclusion	✓		Application/Interview
Perform well under pressure	✓		Application/Interview
Confidence, resilience, creativity	✓		Application/Interview
Communicate verbally and in writing with a wide range of audiences	✓		Application/Interview
Work well on own initiative and as part of a team	✓		Application/Interview
Seek advice and support when necessary	✓		Application/Interview
Excellent administration and time management	✓		Application/Interview
ICT proficient, able to track all aspects of student progress via the school management information system	✓		Application/Interview
A commitment to the vision of the College	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

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**To find out
more or to
apply:**

pinnaclelearningtrust.org.uk
hr@pinnaclelearningtrust.org.uk

0161 287 8001

