



**North East  
Learning Trust**

**Year Manager**  
**Bedlington Academy**  
Applicant information pack

# Year Manager

## Required as soon as possible

**Grade 6, SCP 23 - 25 (£30,151 - £32,020 FTE) actual salary £27,410 - £29,109**  
**37 hours per week, term time plus 10 additional days**  
**Permanent**

We are looking for a suitably qualified and experienced member of staff to join our committed team to provide high quality pastoral care, guidance and welfare for students in a designated year group. A key part of this role is to promote good and outstanding behaviour and attendance by following the school's systems and procedure.

Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep. Our vision is simple and shared by all schools in the North East Learning Trust- that every child experiences excellence every day.

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### We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

### We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

### The successful candidate will:

- Have experience of working with young people
- Have highly developed communication, organisational, negotiation and interpersonal skills
- Have energy, enthusiasm, and initiative.
- Provide pastoral care, guidance and welfare for students in designated year group

### Deadline: Noon on Wednesday 7 June 2023

Shortlisting will take place Thursday 8 June and interviews will take place WC 12 June 2023.

### How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [jade.hutton@bedlingtonacademy.co.uk](mailto:jade.hutton@bedlingtonacademy.co.uk) or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject

to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

# Job description

## Post title:

Year Manager

## Responsible to:

Assistant Headteacher

## Job purpose:

To provide pastoral care, guidance and welfare for students in designated year group

## Duties and responsibilities:

- To promote good and outstanding behaviour following the school systems and procedures
- To investigate incidents and respond to behaviour issues around school and actively monitor behaviour and attitude to learning through learning walks
- To promote good and outstanding attendance following the school systems and procedures
- To work with the Attendance Manager, develop robust strategies to identify and track poor attendance and punctuality for students in the year group
- To work with the Assistant Headteacher to plan, promote and support rewards systems within school
- To work with Designated Safeguarding Lead to ensure appropriate support for vulnerable students
- To lead and participate in assemblies
- To plan and support parents' evenings and relevant year groups and whole school events
- To provide appropriate advice and guidance to students on pastoral issues and to coordinate CEIAG for all students in the designated year group to raise aspirations
- To lead the year team to ensure a consistency of approach across form groups to support and challenge all students
- To work with the Directors of Learning to track and analyse year group data to improve progress and attainment
- To work with parents to ensure they are informed of their child's progress at school to ensure the best outcomes for all children in the year group
- To liaise with external agencies as appropriate e.g. primary schools, EOTAS, school nursing service
- To work with the Director of Learning for KS3 to support and promote transition arrangements for new year groups
- To undertake first aid duties and manage the flow of incidents as requested

## General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-

operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

### **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

# Person specification

## Year Manager

	Essential	Desirable
Education/training	Minimum 5 GCSE's, or equivalent, at 9 – 4/A-C including Maths and English First Aid qualification (or willingness to undertake)	A degree or other relevant professional qualification in education, youth or social work An understanding of how children learn, and potential barriers to learning
Experience	Experience of working with young people and/or their families	Experience of working in an educational setting with students with differing needs and behaviours Experience of working in a multi-agency setting
Aptitude and skills	Well-developed negotiation skills Ability of manage a range of conflicting priorities across different areas of work Excellent communication skills, both written and verbal Good ability to work on own initiative with minimal supervision Sound working knowledge of child protection legislation and procedures Excellent administrative skills, including organisation and interpersonal skills Ability to work within school systems and procedures Ability to maintain the highest levels of confidentiality	Counselling/mediation skills
Personal qualities	Have energy, enthusiasm and initiative	

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.