

Abbey Grange C of E Academy

Recruitment Application Pack

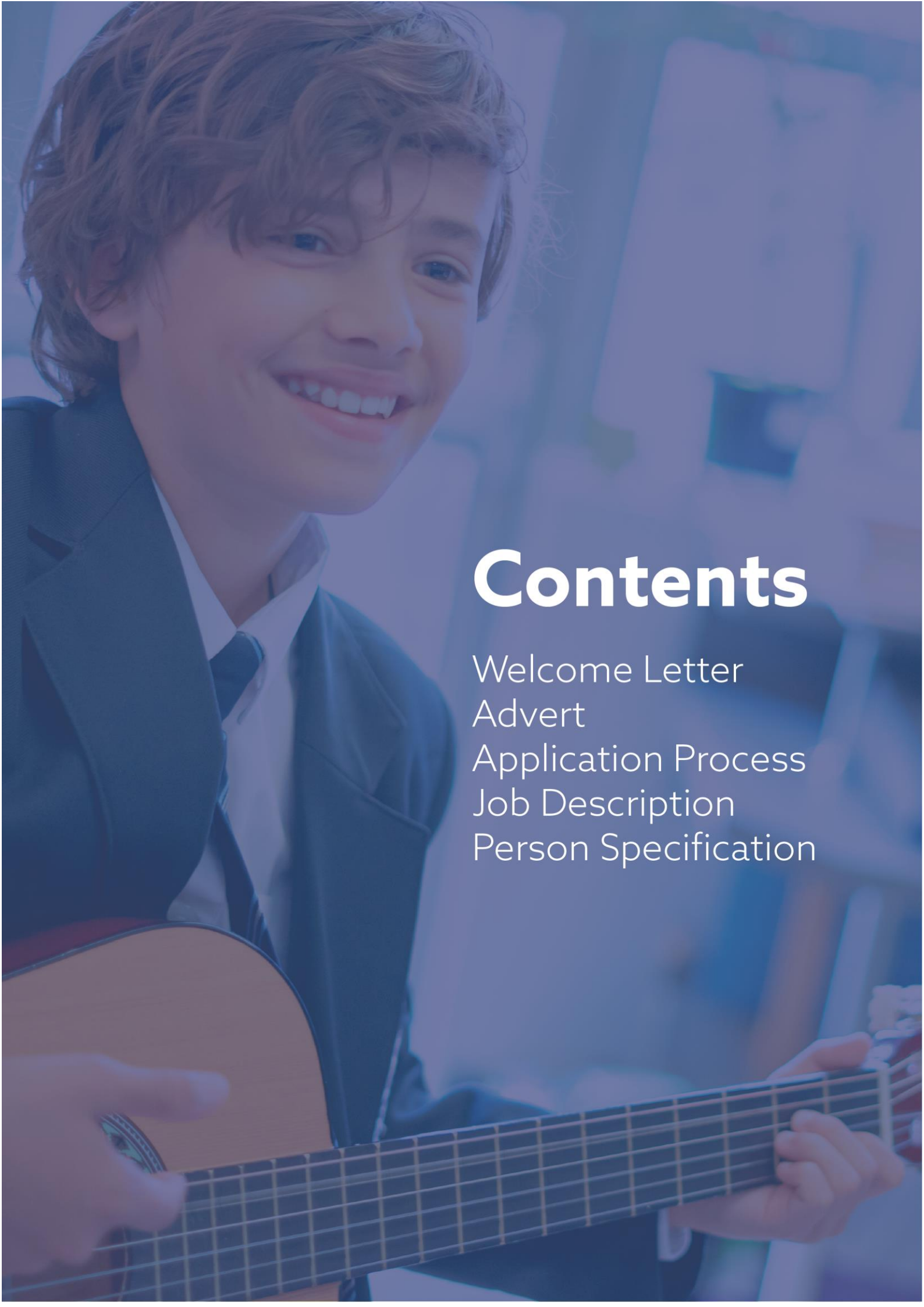
Year Manager

Ref: MAR20231601



A member of





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Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Abbey Grange Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are confident that genuine collaboration fundamentally drives the way in which we make a difference to the lives of all our learners. Through school to school collaboration we can live out our vision and ensure that our students can live 'life in all its fullness' (John 10:10).

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.



Helen Patten & Catherine Garrett
Co-Chief Executive Officers

Welcome

Abbey Grange Church of England Academy is a thriving, highly successful and over-subscribed 11-18 secondary school which became an academy in 2011, and a founder member of the Abbey Multi Academy Trust in 2014. Abbey Grange wholeheartedly follows the Church of England's vision for education to 'live life in all its fullness' (John 10:10).

Our academy serves communities right across the city of Leeds, with students coming from over 70 different primary schools, and over 70 different home languages spoken. Families choose us for our unique ethos of inclusivity and our celebration of diversity. Our staff work together to challenge students academically, support them pastorally and help them develop socially and spiritually. Our safe, caring, Christian environment underpins absolutely everything we do ensuring we all continually strive for excellence and work to prepare students, not only for success whilst at school but sustain them in life after school. Our students flourish in an environment which is welcoming, caring, calm, disciplined, inspiring and powerful.

Our goal is to become an outstanding Academy that delivers on our mission - In Partnership to 'Educate, Nurture and Empower', and we are well on our way to achieving this. Ofsted graded us a 'good' school in March 2021, and we celebrated our GCSE results in 2022 with 68% of our students achieving 5-9 in English and Maths, and an above average Progress 8 score of +0.59. We have an incredibly popular Sixth Form with over 400 students studying a wide range of A Levels and BTECs. The destinations data for Sixth Form students reflects the high aspirations we have for our students and the aspirations of our families and students themselves.

We seek to attract positive, ambitious, and hard-working staff who have high expectations for student progress, attainment, behaviour, and character. By following Jesus' call to life in all its fullness, we recruit positive, enthusiastic, passionate caring staff who bring to life the lessons they teach.

Ofsted tells us that our students "enjoy school" and crucially that they "want to come to school". This is reflected in our fantastic rates of attendance. Students can focus on work without disruption due to our high expectations for behaviour and benefit from the calm, positive learning atmosphere in classrooms. Our staff encourage students to learn to be intolerant of intolerance and to behave in an exemplary way inside and outside the academy.

Our staff are exceptional at nurturing our students, preparing them for life and being there to help them pick themselves up when they fall, empowering them to reach for the stars by gaining outstanding qualifications, and aspiring them to be the best version of themselves that they can be.

I look forward to receiving your application.

Simon Prinsep
Principal
Abbey Grange Church of England Academy

*Abbey Grange has given me
the tools to dream big
and believe that I can
achieve anything in life.*

Student



Position:	Year Manager
Nature of contract:	Permanent
FTE salary:	SO1 Point 23 - 25, £30,151 - £32,020
Actual salary:	£26,566 - £28,212, based on 37 hours per week
Working hours:	37 per week, Term Time Only plus 10 days (40 weeks)

We are seeking to appoint an outstanding Year Manager, to join our hardworking and dedicated Pastoral Team. You will be capable of delivering outstanding and inspirational support to our students.

This is an exciting opportunity for a Year Manager to join our academy where new initiatives are welcomed and encouraged. As a Year Manager you will support the pastoral team in addressing the needs of all students but especially those students who need specific support to overcome barriers to learning

As our new Year Manager we will nurture, challenge and support you throughout your career here at Abbey Grange C of E Academy. The post offers an opportunity to join a Pastoral Team where creativity, innovation and the ability to work effectively in a team is valued.

You will be:

- An individual looking to develop your career within a supportive team
- Able to encourage and enthuse students to achieve their full potential
- Inspirational to colleagues and students – sharing best practice
- Able to set high expectations in line with Academy ethos and values.
- Able to model the vision and values of the Academy, ensuring delivery of our mission to work in Partnership to Educate, Nurture and Empower.
- Someone who will support the Trust's Christian ethos as well as our shared mission and values

What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos
- Enthusiastic, well-motivated colleagues
- A 24/7, confidential Employee Assistance Programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers
- Free onsite parking
- Membership of a pension scheme

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

In Partnership to Educate, Nurture and Empower

For more information about us or our academies visit www.abbeymat.co.uk.

Find out about more about Abbey Grange Academy by visiting www.abbeygrangeacademy.co.uk. The academy Safeguarding and Child Protection Policy is available [here](#).

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed, and encouraged and can be arranged by contacting Rachel Fuller, Rachel.fuller@abbeytrust.org If you have questions about the recruitment process, please email recruitment@abbeytrust.org.

Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.

We promote diversity and want a workforce which reflects our communities.

How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: Tuesday 02 May at 9am

Interview date: To be held soon after closing date

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the [Recruitment Guidance for Applicants](#) in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.

Job title:	Year Manager
Salary scale:	NJC SO1 Point 23 - 25
Working hours:	37hours per week, Term Time Only plus 10 days (40 weeks)
Reporting to:	Assistant Principal: Care and Conduct

Overall purpose of the post:

To be responsible for all aspects of an assigned year group.

Key responsibilities:

- To support curriculum areas to secure high standards of work, attitude and behaviour from students in the 'Year Group'.
- To build up team spirit and a sense of purpose among the students and staff in the 'Year Group'.
- To support the students in the 'Year Group' in overcoming barriers to learning.
- To implement and promote the Academy's Positive Behaviour Policy.
- To be a strong presence around the academy during the school day
- To support the SLT attendance lead with attendance analysis for key groups.
- To work with the attendance lead in devising and implementing strategies aimed at improving attendance.
- To play a key role in promoting the attendance initiatives and rewards systems on a weekly and termly basis.

Key Tasks:

Educate

Teaching & Learning

- To liaise with Subject staff/Subject leaders/Achievement Directors/SLT/Academy Attendance Officer regarding students in the 'Year Group' who may be at risk of underachieving in learning.
- To liaise with SENCO in respect of barriers to learning of students.
- To ensure high standards of behaviour are consistently applied in line with the Academy's Positive Behaviour Policy both inside and outside the classroom.
- To support the teaching and learning of the Academy by ensuring an effective climate for learning in all settings for all students.
- To apply sanctions and rewards in line with the Academy's Positive Behaviour Policy.
- To supervise the isolation room on a rota basis and ensure that high standards of behaviour are maintained by students in isolation.
- To ensure that appropriate work is provided by Subject teachers when one of their students is to be working in the isolation room or on exclusion.

Achievement/Progress

- To support the Achievement Directors: Student Development in the monitoring of students who have been identified as not making expected progress.
- To work alongside Achievement Directors: Student Development in the identification and support of students whose barriers to learning are impeding their learning.
- To work with the Assistant Principal: Care and Conduct in supporting vulnerable students.
- To ensure that student records are kept up to date.
- To provide counselling, advice and support for students in the year including signposting to external agencies in conjunction with the Assistant Principal: Care and Conduct.
- To be involved in the delivery of the assembly programme.
- To support the Assistant Principal: Care and Conduct in the development of Individual Education/Behaviour/Support/Mentoring Plans.
- To liaise with the Academy Attendance Officer and cluster representation to assure excellent attendance of students in the year group.
- To identify and target students who may benefit from intervention and support programmes.
- To be involved in the delivery of elements of the PSHCE programme.

Empower

Staff

- To carry out a particular whole Academy pastoral responsibility as agreed with SLT.

Students

- To encourage students in the 'Year Group' to take up the leadership opportunities and whole Academy initiatives such as Student Council, Anti-Bullying Ambassadors, Prefects, Sports leadership, Peer Mentors, Investors in Pupils.

Partnership

- To support students, parents/carers, and colleagues before during and after the normal school day to build positive relationships with all involved in the learning process.
- To work alongside the Achievement Director: Student Development in the organisation of pastoral team meetings.
- To be the first line of communication for pastoral/day to day matters with parents/carers of students in the 'Year Group'.
- To ensure effective communication between parents/carers and staff including through public presentations.
- To liaise with external agencies where appropriate, under the supervision of the Assistant Principal: Care and Conduct.
- To work alongside the Assistant Principal: Care and Conduct in supporting students in alternative provision.
- To safeguard and promote the welfare of young people.
- To undertake any professional duties reasonably delegated by the Principal.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.

- To encourage the development of all students and colleagues maintaining an atmosphere conducive to good working relationships.
- To carry out supervisory duties in accordance with published schedules.
- To take part in appropriate meetings and events with colleagues, parents/carers and governors.

Abbey MAT responsibilities:

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Support and promote the health and wellbeing of all colleagues and children
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade and responsibilities of the role.

Qualifications		Essential			Desirable		
1	Recent, relevant professional learning and development.	A	R	I			
2	Completion of, or working towards, additional professional qualifications relevant to this post.				A	R	I
Professional knowledge, skills and experience		Essential			Desirable		
1	Evidence of high expectations which inspire, motivate and support students.	A	R	I			
2	Knowledge and understanding of diverse range of potential barriers to learning, how to identify and address such issues.	A	R	I			
3	Ability to lead, motivate and develop effective team working between students and staff to ensure common goals are met.	A	R	I			
4	Knowledge of and ability to implement positive behaviour systems and procedures.	A	R	I			
5	Proven ability to manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning.	A	R	I			
6	Ability to communicate confidently and effectively with students, staff, parents/carers and relevant external agencies.	A	R	I			
7	Understanding and practical experience of safeguarding policies and procedures to ensure students' well-being, in accordance with statutory provisions and policies.	A	R				
8	Knowledge of the wider educational context and national accountability frameworks				A	R	
9	Confident in the use of ICT to maintain accurate student records and communicate information effectively to others.	A		I			
10	Ability and willingness to train as first aider				A		I
11	Significant experience of working in a similar role within a school/academy setting.	A	R	I			
12	Substantial expertise in initiating and maintaining successful working relationships with students, teaching and non-teaching staff, parents/carers and relevant agencies.	A	R	I			
13	Proven record of successful delivery of support to students to overcome barriers to learning both at a strategic and operational level resulting in improved outcomes and progression for students.	A	R	I			

14	Confident in use of ICT to support learning	A	R	I			
15	Driving Licence (and access to a vehicle)				A		
Professional attributes, qualities and values		Essential			Desirable		
1	Ability to work flexibly and collaboratively as part of a team as well as on own	A	R	I			
2	Effective communicator, influencer and negotiator	A	R	I			
3	An inspirational, caring practitioner with an ability to communicate effectively with others for the benefit of students.	A	R	I			
4	Ability to reflect critically, and respond to student and academy needs.	A	R	I			
5	Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour.	A	R	I			
6	Ability to articulate, communicate and support the ethos and values of Abbey Grange.			I			
7	Enabling the highest levels of student achievement through translating vision, ethos and values into practice			I			
8	Excellent interpersonal, written and oral communication skills.	A		I			
9	Be resourceful and think creatively in order to anticipate and problem solve.	A		I			
10	Prioritise, plan and organise self and others across the wide range of responsibilities.			I			
11	Inspire, challenge, motivate students and staff towards a shared vision.		R	I			
12	Foster an open, fair and equitable culture, managing conflict where necessary.		R	I			
13	A commitment to our mission and values, demonstrated by current practice	A	R	I			
14	Support for the Christian ethos of the Multi Academy Trust	A	R	I			
Safeguarding and promoting the welfare of students		Essential			Desirable		
1	An appropriate motivation to work with children and young people	A	R	I			
2	Ability to maintain appropriate relationships and personal boundaries with children and young people	A	R	I			
3	Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	A	R	I			

The criteria will be evidenced as indicated

'A' refers to the candidate's application form and letter,

'I' to interview, and

'R' to reference

Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.

PERSON SPEC.

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