



## Year Manager

Salary Band SCP 23-25 per annum (£29,229–£30,866 actual salary)

37 hours per week

Term time plus 5 days

Required: September 2025

Closing date: Wednesday 9<sup>th</sup> July at 9am

Interviews to be held Thursday 17<sup>th</sup> July 2025

## Recruitment Information Pack

Bradford Forster Academy

Fenby Avenue, Bradford BD4 8RG

## Contents

Welcome	3
Vision and Ethos	4
Application Process	5
Bradford Diocesan Academies Trust	6
Job Description	7-8
Person Specification	9-10
Advert	11

## Year Manager

Dear Colleague

Thank you for taking an interest in joining our staff team here at Bradford Forster Academy. Bradford Forster has an excellent team of staff and this is an exciting time to join us.

Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has approximately 1000 students on roll. Within BDAT there is an exciting opportunity to work across a variety of growing and diverse schools.

Bradford Forster Academy is a student-centered place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to provide the best education possible and our strapline underpins all we do: 'Everything is possible for one who believes' (Mark 9:23). The academy serves a multicultural community in which many of our students experience high levels of economic and social disadvantage. As Principal, I am fortunate to work with a talented staff team who demand the highest standards from themselves and our students and deliver this with great commitment and enthusiasm. We believe that valuing all members of staff is how we get the very best out of everyone. Every member of staff has their own part to play in ensuring that our school is a special place to be.

There is a strong emphasis on relationships between staff, students, and parents; the Form Tutor is the first point of contact with the family. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD (CONTINUED PROFESSIONAL DEVELOPMENT) programme consisting of internal and external courses and training, which are intended to develop staff expertise. We are committed to growing our own, and we know that excellent CPD for all staff will ensure that staff can progress within our own academy.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for making a difference and would like to visit us, then please get in touch.

I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes

**Mrs Gemma Earles, Principal**

## Vision and Ethos

### **'Everything is possible for one who believes' (Mark 9:23)**

The vision for the Academy is to further raise the hopes, aspirations and ambition of our students, their families, and the local community, by generating self-belief, self-esteem, and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, the best student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles, enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promoting self and mutual respect, good conduct, and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.

We set high standards and have high expectations for both learning and personal development. We strive to set our children on the best path for their future, by instilling self-belief and self-confidence in what they can achieve.

### **Ethos and Culture**

In creating a successful ethos, culture and climate in the Academy, the following are essential characteristics:

1. Student learning, attainment, achievement, and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff, there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g., dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.

The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day. Whilst our student-centred learning is founded on a Christian ethos, Christian values and Christian principles underpin our work, our students are supported to explore their own spirituality and to recognise and understand the beliefs of others.

## Application Process

The closing date for all applications is **Wednesday 9<sup>th</sup> July at 9am**

Applications to be made through <https://bradfordforsteracademy.co.uk/>

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

### References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

**All appointments will be subject to an enhanced criminal records check.**

### Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation, or disability. The person specification sets out the criteria used to assess candidates through the selection process.

## Bradford Diocesan Academies Trust (BDAT)

### About BDAT

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

### General Information and Background

BDAT is a Multi- Academy Trust (MAT) supporting several primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

### Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practice. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

### Our growth

As of September 2017, the Trust has Academy orders to support 17 Church and non-Church academies across Bradford. This includes 4 secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls, and Bradford Forster Academy) and 13 primary academies. We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022 to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools' approach where we are truly able to know, understand and support each other.

**Our Christian ethos** BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

## Job Description

**Post title:** Year Manager  
**Salary:** SCP 23- 25  
**Hours:** 37 hours per week – Term Time Only plus 5 days  
(8.00 am – 4.00 pm)

**Responsible to:** Assistant Principal

### **Purpose of Role:**

- To be an essential part of the Pastoral Team to ensure the safety and well-being of students at the academy and work proactively with colleagues to establish and maintain a culture that promotes safe working practices.

### **Main duties:**

- Working within the Pastoral Team to support the delivery of high standards of behaviour and achievement for all students.
- To work with the Vice Principal and Year leader to lead inclusion procedures across the academy.
- To assist with the academy transition programme.
- Support attendance procedures within the academy.
- Liaise with the multi-agency team.
- Undertake relevant training and work as part of the Safeguarding Team.
- Work with all staff to remove the barriers to learning our young people face.
- Arrange and attend parental meetings as appropriate.
- Recognise and reward pupil success.
- Attend and support student reviews and Social Care meetings as required.
- To produce pastoral reports as required.
- Attend and support academy events (including after school/evening events)
- To contribute and participate in the academy professional development programme
- Representing the academy internally and externally as required.
- Providing a visible presence in the academy and provide a good role model for staff and students alike.
- To uphold the high aspirations and expectations of the academy and support other staff in doing so.
- To support the academy ethos, which is explicit about Christian truths and teaching and in which each individual can freely explore their own faith and spiritual matters.

### **Other Specific Duties:**

- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.
- To contribute to the overall ethos and aims of the academy.
- To participate in professional and personal development programmes as required, including training and performance review.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.

- To be aware of and comply with all academy policies and procedures including health & safety; security; confidentiality; equality and data protection, reporting all concerns to an appropriate member of senior leadership team.
- To appreciate and support the work of other professionals.
- To undertake any other duties commensurate with the grade of the post.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Bradford Forster Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to have a clear enhanced Disclosure and Barring Service (DBS) check.

Due to the nature of the post, there may be a need to work outside of normal working hours and off academy premises, as required by the Principal.

The academy operates a strictly no smoking policy.

**NOTE**

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and working environment that enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Person Specification

### Post Title: Year Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p><b>Qualifications</b></p>	<p>5 A* - C GCSEs (including English and Maths) or equivalent</p>	<p>2 A levels, NVQ level 3 or equivalent experience</p> <p>Additional qualifications relating to practical skills, education, health/social care services</p> <p>First aid certificate</p> <p>Mental Health First Aid certificate</p>	<p>Application form Interview</p>
<p><b>Experience</b></p>	<p>At least two years of working with similar age students in a school or similar setting</p> <p>Experience of supporting young people and families from challenging communities</p>	<p>Experience of working in a learning support unit or pupil referral unit or equivalent</p> <p>Experience of working collaboratively with external agencies</p>	<p>Application form Interview</p>
<p><b>Training</b></p>	<p>Willingness to undertake training in relevant areas</p> <p>Relevant safeguarding training</p>	<p>DSL Training</p> <p>Team Teach training or equivalent</p>	<p>Application form Interview</p>

<p><b>Specialist knowledge and experience</b></p>	<p>Behaviour management techniques, target setting and monitoring</p> <p>Understanding of how to respond flexibly to young people's learning needs</p> <p>Knowledge, understanding and commitment to safeguarding and promoting the welfare of students</p> <p>Ability to work successfully with students who demonstrate challenging behaviour</p> <p>Good IT skills</p> <p>Understanding of the needs of students in a multi-cultural society</p>	<p>Social Care, Youth Offending or other similar knowledge or experience to support students in challenging circumstances</p>	<p>Application form Interview</p>
---	---	---	---------------------------------------

### **This Person Specification**

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

# Year Manager

**Salary Band SCP 23-25  
(£29,229 -£30,866 actual salary)  
37 hours per week. Term time plus 5 days**

Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has capacity for 1050 students on roll in years 7-11. The school is forward-thinking, providing high quality CPD and there is an exciting opportunity to work across a variety of growing diverse schools within the Trust.

We are seeking a talented, inspirational, creative, and ambitious individual ready to shape the future of young lives? We're looking for an exceptional Year Manager to join our dedicated team and make a sustained and substantial contribution to the growth and development of our Academy.

## **The successful candidate will:**

- Support the learning of all students so that they make at least expected progress, with many exceeding this.
- Provide a visible presence in the Academy and provide a good role model for students.
- Have high levels of enthusiasm, energy, resilience and determination.
- Be ambitious, with a desire to work in a dynamic organisation which is determined to provide the highest quality of learning and achievement for its students.
- Be committed to the ethos and culture of Bradford Forster Academy.

## **We can offer you:**

- An attractive, very well-resourced working environment
- Effective and supportive colleagues
- Friendly and well-behaved students
- Opportunities for personal and professional development

**Closing Date: Wednesday 9<sup>th</sup> July 2025**

**Interviews: Thursday 17<sup>th</sup> July 2025**

For full details, application form with information pack, please visit <https://bradfordforsteracademy.co.uk/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).