



North East  
Learning Trust

WE'RE LOOKING FOR

**A YEAR MANAGER**

TO JOIN OUR TEAM



**ASHINGTON**  
Academy

**Ashington Academy**  
Green Lane, Ashington  
Northumberland, NE63 8DH

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[www.ashingtonacademy.co.uk](http://www.ashingtonacademy.co.uk)

## Year Manager

### Required as soon as possible

Salary SCP 18 £24,313 - 22 £26, 317 (actual £20,885 - £22,607)

37 hours per week, term time plus 5 additional days

We are looking for a suitably qualified 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.

### We are looking for someone who:

- Has experience of working with young people
- Has highly developed communication, organisational, negotiation and interpersonal skills
- Has energy, enthusiasm and initiative

### Deadline:

**Friday 20 December, 12 noon.**

Shortlisting will take place week commencing 6 January with interviews taking place week commencing 13 January.

All visits to the school are warmly welcomed.

Please contact **Jade Hutton** on **01670 822625** to arrange a visit.

### How to apply:

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.



## Job description

### Responsible to

Assistant Headteacher

### Job purpose

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

### Main duties:

#### Administrative and secretarial

- To promote good and outstanding behaviour following the school systems and procedures.
- To investigate incidents and responds 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 AAH Pastoral 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

The generic list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



## Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"><li>Minimum 5 GCSE's, or equivalent, at A*-C including Maths and English</li><li>First Aid qualification (or willingness to undertake)</li></ul>	<ul style="list-style-type: none"><li>A degree or other relevant professional qualification in education, youth or social work</li><li>An understanding of how children learn, and potential barriers to learning</li></ul>
Experience	<ul style="list-style-type: none"><li>Experience of working with young people and/or their families</li></ul>	<ul style="list-style-type: none"><li>Experience of working in an educational setting with students with differing needs and behaviours</li><li>Experience of working in a multi-agency setting</li></ul>
Aptitude and skills	<ul style="list-style-type: none"><li>Well -developed negotiation skills</li><li>Ability of manage a range of conflicting priorities across different areas of work</li><li>Excellent communication skills, both written and verbal</li><li>Good ability to work on own initiative with minimal supervision</li><li>Sound working knowledge of child protection legislation and procedures</li><li>Excellent administrative skills, including organisation and interpersonal skills</li><li>Ability to work within school systems and procedures</li><li>Ability to maintain the highest levels of confidentiality</li></ul>	<ul style="list-style-type: none"><li>Counselling/ mediation skills</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>Reliable and conscientious</li><li>Desire and ability to learn new skills</li><li>High expectations of all students</li><li>Caring and supportive</li><li>Enthusiastic team player</li><li>Organise, plan and prioritise effectively</li></ul>	

### **References:**

Any relevant issues arising from references will be taken up at interview.

### **DBS and pre-occupational health:**

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

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **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.

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