



**North East  
Learning Trust**

**Year Manager**  
**Easington Academy**  
Applicant information pack

**Year Manager**  
**Required as soon as possible**  
**Permanent**  
**37 hours per week, term time plus 5 additional days**  
**Grade 6 SCP23 – SCP25**  
**£32,076 - £33,945 per annum (FTE)**  
**Actual Salary £28,431 - £30,087 per annum**

Easington Academy is a part of the North East Learning Trust and are seeking to appoint a Year Manager to join our dedicated team.

At Easington Academy, students consistently achieve good GCSE results year-on-year and we are on a steady path of positive progress. In 2019 we were rated as 'Good' by Ofsted and we are now on a journey of excellence.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

**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

**We can offer you:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

**The successful candidate will:**

- Have a minimum 5 GCSEs, or equivalent, at 9 – 4/A-C including Maths and English
- 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.
- Have a flexible approach to work



**Deadline: Monday 4<sup>th</sup> November 8am**

Interviews taking place week commencing 4<sup>th</sup> November 2024

**How to apply:**

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [tracey.hann@easingtonacademy.co.uk](mailto:tracey.hann@easingtonacademy.co.uk) or by post to Tracey Hann, Support Services Manager, Easington Academy, Stockton Road, Easington, SR8 3AY. Please do not submit a CV unless it is to complement your application form.

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:** Deputy Headteacher  
**Salary Band:** Grade 6

## 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 Deputy 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 leaders 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 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 any 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 and record any potential safeguarding incidents appropriately.



# Person specification

## Year Manager

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• Minimum 5 GCSEs, or equivalent, at 9 – 4/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 & Skills	<ul style="list-style-type: none"> <li>• Well-developed negotiation skills</li> <li>• Ability to 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>• Have energy, enthusiasm and initiative</li> </ul>	



### **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.

