



Appointment of Year Leader

Full Time, Term Time
plus 5 training and 10 on call days
Grade N7; Actual salary range £27,050 to £30,099 pa
Pay Award Pending, Permanent



Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU, Telephone: 0191 214 2200.
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Introduction from the Principal

Dear Applicant

At Kenton we are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

At the heart of this is our pastoral team and an exciting opportunity has arisen due to internal promotion for an experienced and highly competent specialist to join us in the role of Year Leader, supporting a designated year group through their school experience.

Working in pairs, our Year Leaders work with and support teachers and classroom support staff, parents/carers and other professionals and agencies to effectively manage the full range of pastoral issues, including behavior management, safeguarding and welfare and formulate and implement strategies to ensure barriers are removed so every child is able to achieve their potential.

With experience working in either education, children's social care or another children's sector pastoral role, we are seeking candidates with significant and demonstrable experience working effectively with secondary age children with social, emotional and behavioural issues.

Your knowledge of the key issues affecting behaviour, attendance and welfare will be combined with excellent interpersonal skills to not only motivate and challenge students, including designing and delivering inspirational assemblies, but to work effectively with parents/carers and other colleagues, professionals and agencies to ensure the pastoral needs of the child are met.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government' Pension Scheme
- Salary sacrifice schemes including Car Sacrifice, cycle to work and childcare voucher schemes
- Free on-site parking
- Free gym access at Kenton School

We look forward to receiving your application.

Yours sincerely



Bill Jordon CBE
Principal





Year Leader

Job Description

Grade: N7

Responsible to: Pastoral Manager

Job Purpose: To support the welfare, safeguarding, progress and high standards of behaviour and attendance of all allocated students and across a year group.

Key Accountabilities


All postholders are accountable for the following:

- Promoting the values and vision of the Trust and using them to inform decision-making
- The design and delivery of a programme of social and extra-curricular activity for the year group throughout the year
- Evaluation the progress of individual students in every subject taught to the year group
- Reporting progress of students to parents
- Support to the delivery of intervention strategies to support students in making the progress which can be expected of them in subjects
- Maintaining close working partnerships with parents or carers and external agencies
- Standards of behaviour of students against the One Trust Rule in lessons and around the school
- Attendance of students being above the national average
- Exclusion rates are below the Newcastle or regional average, whichever is lower
- Ensuring actions taken in relation to safeguarding are compliant with Trust safeguarding policies and procedures and Keeping Children Safe in Education


Main duties and responsibilities:

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To foster a climate of high expectation among students in relation to behaviour, attendance and progress.
2. To work closely with colleagues and outside agencies to develop and implement strategies to improve attendance and behaviour and to monitor and evaluate the effectiveness of those strategies.
3. To ensure that allocated students are offered appropriate pastoral and academic guidance, counselling and mentoring, so that they may maximise their achievement.
4. To conduct regular walkthroughs and help to maintain high standards of behaviour in



classrooms, on corridors and throughout the school site, ensuring issues are dealt with in line with the school behaviour policy.

5. To ensure high standards of student behaviour at all times, including ensuring students line up in an orderly manner, supervision and monitoring of detentions, and providing supervision at the start and end of school days, and during breaks.
 6. To work closely with the Senior Leadership Team to co-ordinate procedures for recording and reporting on the progress, behaviour and attainment of allocated students.
 7. To ensure that whole School policies, including those related to Special Educational Needs and Disabilities are carried out.
 8. To reinforce targets as set within the Academy Improvement Plan and develop, implement and monitor within the year, strategies to meet those targets.
 9. To use behaviour monitoring data to monitor individual and year performance, attend regular Step Meetings.
 10. To model and reinforce SHAPE and SLANT with the year group.
 11. To co-lead, supervise and direct matters concerning the team of Form Tutors, providing advice, guidance and support where required.
 12. To liaise with parents, carers, leaders, staff, and support agencies to ensure that the individual needs of students are met, attending meetings and case conferences as required.
 13. To promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Give advice on the development and wellbeing of children and young people, if required. To respond and deal with safeguarding concerns in line with trust and school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people, and to take appropriate action where required, including making referrals to external agencies.
 14. To ensure that CPOMS systems is checked daily and that thorough safeguarding records are managed and maintained through this system.
 15. To liaise with parents and carers over a range of issues to do with student welfare, progress and discipline.
 16. To analyse, interpret and report on relevant data to the Leadership Team and to complete statistical returns and reports where necessary, and to ensure that accurate and effective pastoral records are maintained.
 17. To organise and lead assemblies and to co-ordinate Year and Student Council meetings.
 18. To support and promote students to maintain good standards of behaviour and conduct in the wider community.
 19. To complete paperwork in relation to exclusions in an accurate and timely manner in consultation with Principal/senior staff as required and to attend any relevant exclusion meetings.
 20. In consultation with the Senior Leadership Team, to deal with issues connected with racism, bullying, or any behaviours not in line with expectations as outlined within the One Trust Rule according to Trust/School policy and ensuring that those are reported to the Principal and that appropriate remedial action is taken.
 21. To promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
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Year Leader

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience working with children or young people or be able to offer evidence of ability to succeed in this role.
2	Good understanding of the barriers to learning for young people.
3	Knowledge of strategies to overcome barriers to learning.
4	Good understanding of child development and learning processes.
5	Demonstrable knowledge of relevant legislation relating to child protection.
6	Experience working successfully with multi-agency groups, partners or external stakeholders.
7	Ability to work effectively with minimal supervision on own initiative and as a member of a team.
8	Effective written communication and organisational skills.
9	Excellent ICT skills, including analysis of data regarding behaviour, attendance and attainment.

Desirable

10	Experience working with children with social, emotional or behavioural difficulties.
11	Proven experience working successfully in a pastoral role in secondary school.
12	Experience using/implementing behaviour management strategies.

Part B: Assessment Stage

The following criteria will be further explored at the assessment stage in addition to criteria as outlined in Part A:

Essential

1	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> • Motivation and commitment to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • attitude to use of authority and maintaining discipline.
2	Effective oral communication and presentation skills.
3	Ability to persuade, influence and gain co-operation.

4	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
5	Committed to working with young people and contributing to trust ethos.

Assessment/Selection Methods

Task

Interview

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
2	Additional criminal record checks if applicant has lived outside the UK
3	Children's Barred List Check*
4	Confirmation of Qualifications as outlined on application form
5	Medical clearance
6	A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.


The following methods of assessment will be used:

Method		Method	
Interview	Yes	Assembly Task	Yes
Student interview	Yes		

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service including Children's Barred List check*
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance



4	A minimum of two references from current and previous employers (or education establishment if applicant not in employment)
5	Proof of qualifications as outlined on application form

* This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021. All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be protected/filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed.



Additional Information for Applicants

Additional Information for Applicants: Main Terms and Conditions of Employment

Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust.

Working Hours

The working hours for this post are 15 hours per week over 2 days. Normal working hours are 8.00 am to 4.00 pm with a 30 minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into 'twilight' evening sessions), and 10 'on call' days to be worked during school holiday periods.

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.74 weeks pay (24 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years' continuous local government service, and 6.57 weeks pay (28 days plus 8 public holidays pro rata) for staff with 5 years' or more continuous local government service.

Pay and Grading

The grade of the post is N7, equivalent to local government pay spine points 25-29, with current corresponding full time all year round salary of £30,095 to £33,486 pa (pay award pending). Pro rata to term time plus 15 days and including annual leave entitlement as outlined above, the actual salary range is as follows:-

Less than 5 years' continuous local government service: £27,050 to £30,099 pa

5 or more years' continuous local government service: £27,531 to £30,633 pa

Progression through the grade is by annual increments on the 1 April each year until the top of the grade is reached.

New entrants to Northern Leaders Trust are subject to a six-month probationary period. Where 1 April falls within the six-month probation, the first increment is paid on 1st month following successful completion of that six-month probationary period.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers in our schools to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.



Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info

Application Process

Candidates can apply by downloading a Word version application from our website ks.northernleadertrust.org which can be returned by email to hr@northernleadertrust.org

Closing date: 12.00 Noon 7 October 2022

