Year Leader

Grade N7: Actual Salary Range: £33907 to £37835 pa

37 hours per week, Term time plus 10 additional days and 5 training days

1 Year Fixed term Application Deadline 25.11.2026

Interviews 8.12.2026

CANDIDATE INFORMATION PACK

NORTHERN LEADERS TRUST

ACHIEVEMENT, STUDENTS & LEADERS MATTER

Tel: 0191 214 2201

www.northernleaderstrust.org

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU



INTRODUCTION

From the Principal

Dear Applicant,

At Studio West 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. Our academies deliver an ambitious and inclusive curriculum that enables all students to excel academically and socially.

The Year Leader is a challenging and varied role that places pastoral care at the heart of students' learning. Our Year Leaders act as a key link point between all aspects of the curriculum, working with students and Year Leader to ensure that the curriculum is holistic, personalised and fully compliant will all relevant National Curriculum requirements. They play a central part in shaping core projects to meet students' needs and goals, working with students and Year Leaders to adapt the project and ensure that the students have the support that they require and will support students through the work placements, providing them with personalised support, training and tracking on a frequent and regular basis. And they also actively guide and advise students on the progression routes available to them.

We are seeking applications from candidates with significant experience working with children and young people in learning environment, with the ability to manage and motivate students to ensure positive learning outcomes. Candidates must possess an understanding of the barriers to learning for children and young people and a working knowledge of strategies to overcome them combined with excellent interpersonal skills with the ability to form effective, professional relationships with all stakeholders.

In return we offer:

- Access to the Local Government Pension Scheme.
- Salary sacrifice schemes such as car and cycle to work.
- Access to free gym facilities on our Kenton School site.
- Access to a range of health and wellbeing initiatives.
- The opportunity to work in a fantastically resourced school with easy commuting access to both the A1 and A19, in a supportive team committed to the development of all our staff.

We look forward to receiving your application.

Your Sincerely,

Sinead Green
Principal

Year Leader
Job Description

Pay Grade: N7
Responsible to:
Senior Year Leader

NORTHERN LEADERS TRUST

Job Purpose

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

Main Responsibilities

The following list is typical of the level of duties which the post holder 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.

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:

- To foster a climate of high expectation among students in relation to behaviour, attendance and progress
- 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
- To ensure that allocated students are offered appropriate pastoral and academic guidance, counselling and mentoring, so that they may maximise their achievement
- 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
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Year Leader
Job Description

Pay Grade: N7
Responsible to:
Senior Year Leader

Main Duties Continued

- To complete duties where required to ensure good supervising and positive climate for learning
- To ensure high standards of student behaviour at all times, including ensuring students line up in an orderly manner, supervision and monitoring of consequences, and providing supervision at the start and end of school days, and during breaks.
- 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.
- To ensure that whole School policies, including those related to Special Educational Needs and Disabilities are carried out.
- To reinforce targets as set within the Academy Improvement Plan and develop, implement and monitor within the year, strategies to meet those targets.
- To use behaviour monitoring data to monitor individual and year performance, attend regular inclusion Meetings.
- To co-lead, supervise and direct matters concerning the team of Form Tutors, providing advice, guidance and support where required.
- 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.
- 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.
- To ensure that CPOMS systems is checked daily and that thorough safeguarding records are managed and maintained through this system.
- To liaise with parents and carers over a range of issues to do with student welfare, progress and discipline.
- 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.
- To organise and lead assemblies and to co-ordinate Year and Student Council meetings.
- To support and promote students to maintain good standards of behaviour and conduct in the wider community.
- 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.
- 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.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
- Expectation to complete first day response absence calls to support the trust in improving attendance.



GCSE Results Day

Our 2025 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

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 above.

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

1. The following criteria must be judged as satisfactory when pre-employment checks are completed:
2. Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
3. Additional criminal record checks if applicant has lived outside the UK
4. Children's Barred List Check*
5. Confirmation of Qualifications as outlined on application form
6. Medical clearance
7. 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).

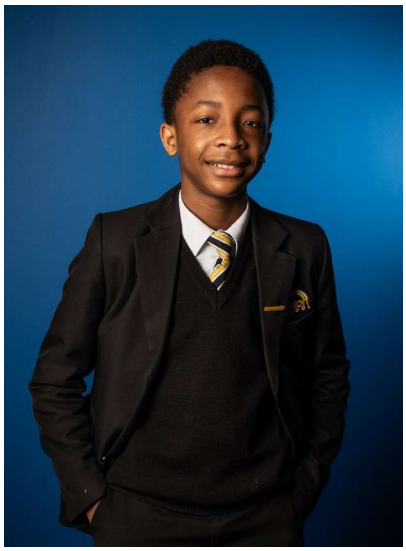
This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process



A-Level Results Day

Northern Leaders Trust is laying the foundations now for a period of solid growth over the coming years.
These results are just the start of this journey.

About Kenton School



Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team 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.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.

Kenton SCHOOL
all different all equal

For further information, please visit our website
www.northernleaderstrust.org

About Kenton School

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

'All Different, All Equal.'

Studio West

'Learning that connects.'

Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

TRUST SHARED VALUES

Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

Integrity

We act with honesty, transparency, and strong moral purpose in all that we do. Our decisions are guided by what is right for children and young people. We take responsibility for our actions, build trust through openness, and demonstrate consistency between our words and behaviours. We model ethical leadership so that students and staff feel safe, respected, and confident in our fairness.

Ambition

We are relentlessly ambitious for every student and every member of staff, regardless of starting point or background. We believe that all can achieve highly and are proud to create an aspirational culture. We challenge limits, remove barriers, and provide the support needed so that excellence is both expected and attainable.

Belonging

We create environments where every individual feels known, valued, safe, and proud to be part of our Trust community. We recognise that belonging strengthens wellbeing, engagement, and success. Through inclusive practice and strong relationships, we ensure that diversity is respected, voices are heard, and connections with families and communities are meaningful and sustained.

Collaboration

We believe we are stronger together. Collaboration is central to improving outcomes, developing expertise, and sustaining excellence. We work purposefully within and between schools, across trusts, and with wider stakeholders to share knowledge, solve challenges, and create opportunities for all. Professional generosity and collective responsibility underpin our approach.

Additional Information for Applicants

Conditions of Service
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 37 hours per week. Normal working hours are 8.00 am to 4.00 pm Monday to Thursday and 8.00 am to 3.30 pm on Fridays, 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) plus 10 additional 'on call' days. On call days are to be worked during the school holiday periods at times allocated by the line manager.

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 (25 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years' continuous local government service, and 6.41 weeks pay (29 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 salary of £36,363 to £39,862 pa. The actual salary for this post, based on 37 hours per week including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years' continuous local government service: £33907 to £37170 pa

5 or more years' continuous local government service: £34514 to £37835. pa

Progression through the grade will be on 1 April annually, however where 1 April falls within the probationary period, the first increment will be payable on 1st of the month following successful completion of probation, then 1st April thereafter until the top of the grade is reached.

Safeguarding
Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers 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.

Rehabilitation of Offenders
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.

NORTHERN LEADERS TRUST

Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to hr@northernleaderstrust.org

Kenton SCHOOL
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STUDIO WEST
Learning that Connects

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