Raising Aspirations Manager

Actual Salary Range: N6 £33,673 - £36,581

37 hours per week, term time plus 5 training days

Actual salary £28,913-£31,419

Permanent

NORTHERN LEADERS TRUST

ACHIEVEMENT, STUDENTS & LEADERS MATTER

CANDIDATE INFORMATION PACK

Kenton SCHOOL
all different all equal

Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU

STUDIO WEST
Learning that Connects

Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ



INTRODUCTION

From the Chief Executive Officer

Dear Applicant

Northern Leaders Trust, formerly Kenton Schools Academy Trust, formed in 2014, is a growing, passionate Trust in the North East of England. Our eyes are firmly fixed on providing the best education possible for young people in our city, our region and nationally.

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 that enables all students to excel academically and socially.

We are seeking candidates for the a Raising Aspiration Manager based at our Studio West site, to manage our Personal Development Centre promoting the learning and welfare of potentially vulnerable students and those close to a suspension from main school, and to ensure pupils are meaningfully occupied when placed there.

We are seeking candidates with exceptional communication skills, combined with the ability to challenge, motivate and inspire students to work hard, behave and achieve their potential.

With experience working in 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 behaviourial issues..

In return we offer

- The opportunity to work in a fantastically resourced school with easy commuting access to both A1 and A19, in a supportive team committed to the development of all our staff.
- Access to the Local Government Pension Scheme
- Salary sacrifice schemes including, car and cycle to work schemes
- Free on-site parking
- Free gym access at Kenton School
- Fantastically resourced schools with easy access to both A1 and A19

Yours Sincerely



Lee Kirtley

Chief Executive Officer

NORTHERN LEADERS TRUST

Raising Aspirations Manager

Job Description

Pay Range: N6
Responsible to:
Vice Principal

NORTHERN LEADERS TRUST

Job Purpose

To work as part of the Personalised Development Centre team to promote the Learning and Welfare of potentially vulnerable students and those close to a suspension from main school.

To manage the PD Centre and to ensure pupils are meaningfully occupied when placed there.

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

The postholder will be accountable for the following:

- To contact parents informing them of individual students' behaviour or exclusions as part of effective lines of communication between the school and home.
- To manage and track all bookings into PDC and share with key Pastoral Staff daily
- To liaise with pastoral links in other schools who may be using the provision, ensure the work they provide is completed and returned for marking.
- To liaise with the relevant staff on actions to be taken
- To utilise SIMS and Class Charts and other systems to track the attendance, progress and behaviour of students
- Supporting parents and students where the impact of their home life brings them into conflict with school rules
- To arrange for units of work and/ or specific skills development with individual students to be provided
- To monitor the behaviour and progress of these students
- Delivering courses relevant to cohorts of students to provide them with relevant qualifications where appropriate
- Liaise with external agencies to find appropriate pathways for the students involved to ensure the vulnerable students are provided with the best possible education
- Liaise with parents to improve student's behaviour, self-esteem, achievement, attainment and aspirations
- Establish, develop and maintain effective and supportive mentoring and other supportive relationships with children and young people and those engaged with them
- To manage the supervision of vulnerable pupils with specialist intervention such as sexual health, and anger management

Raising Aspirations Manager

Job Description continued

Pay Range: N6
Responsible to:
Vice Principal

NORTHERN LEADERS TRUST

Key Accountabilities

- To support the sharing of information between local agencies, Academy's, authorities and other learning mentors, and to be the single point of contact for assessing a range of community and business-based programmes and specialists support services, for example the Social and Youth Services, the Education Welfare Service, the Probation and Youth Offending Services etc.
- To work collaboratively with local agencies, and to offer complementary programmes of support for youngsters in the Academy where applicable
- Develop, agree, implement and review a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs. Developing SMART targets and activities to remove barriers to learning.
- To support, direct an encourage pupils to undertake futher education, apprenticeships or employment after the compulsory education
- Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
- Promote the safeguarding and welfare of children and young persons the postholder is responsible for or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
- Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspect of employment and service delivery.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Raising Aspirations Manager

Person Specification

Application and Assessment Stage

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

Essential

1. 5 GCSEs or equivalent, including English and Maths
2. Willing to obtain and/or enhance qualifications and training for development in the post
3. Experience and knowledge of issues affecting students and young people and how to offer supportive assistance
4. Experience of using Microsoft Offices packages
5. Excellent Communication and Listening Skills
6. The ability of operate with absolute discretion and confidentiality at all times.
7. Excellent Organisational skills and Time Management, to ensure that all stages of the consequence system are completed and followed systematically
8. The ability to operate with absolute discretion and confidentially at all times
9. Ability to build effective working relationships with students and colleagues at all times
10. A strong commitment to Trust values and Ethos
11. Commitment to support the Trust's agenda for safeguarding and equality and diversity
12. A flexible approach and strong work ethic

Desirable

1. Experience of working in a school sector

Part B Assessment stage

The following criteria will be further explored at the task and interview stage in additional to criteria above.

Essential

1. Effective interpersonal skills
2. Ability to persuade, influence and gain cooperation.
3. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including motivation 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.
4. No disclourse about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Raising Aspirations Manager

Person Specification continued

Assessment / Selection Methods

Task and 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 the application form
5. Medical clearance
6. Identify and Right to work in the UK check
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-therehabilitation-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

About our Schools

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 our Schools

Studio West



Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 548 students with a PAN of 90.

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.

STUDIO WEST
Learning that Connects

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

About our Trust

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

Terms and Conditions of Employment

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

Salary

The grade of the post is N6, equivalent to local government pay spine points 20 –24, with current corresponding full-time salary of £28,913 - £31,419

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.

Annual Leave Entitlement

Annual Leave entitlement with less than 5 years' Local Government Service is 25 days

Annual Leave entitlement with more than 5 years' Local Government Service is 29 days

Employment Status

This is a permanent post . New entrants to the Trust will be subject to a six month probationary period.

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.

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.

Equal Opportunities

Northern Leaders Trust is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

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

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