

Year Manager
Bedlington Academy

Applicant information pack

Year Manager

Permanent
Required in January 2027
37 hours per week
Term Time plus 10 days
SCP 23 - 25
£35,570 – £37,563 per annum FTE
ACTUAL SALARY £31,689 - £33,465 per annum

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

Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep.

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 will offer you:

- National Terms and Conditions of Employment
- 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 secondary age students.
- Have highly developed communication, organizational and interpersonal skills.
- Have high expectations of student achievement and behaviour.
- Provide pastoral care, guidance and welfare for students.

Deadline: Noon on Friday 4th December 2026

Interviews will take place on 10th December 2026

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to kelly.saunders@bedlingtonacademy.co.uk or by post to Kelly Saunders, Support Services Manager, Bedlington Academy, Palace Road, Bedlington, NE22 7DS. You can, if you wish, submit a covering letter to support your application; 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.

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Job description

Post title:
Year Manager

Responsible to:
Assistant Headteacher

Salary: 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 Assistant 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 and 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, record any potential safeguarding incidents appropriately.

Person specification

Year Manager

	Essential	Desirable
Education/training	Minimum 5 GCSE's, or equivalent, at 9 – 4/A-C including Maths and English First Aid qualification (or willingness to undertake)	A degree or other relevant professional qualification in education, youth or social work An understanding of how children learn, and potential barriers to learning
Experience	Experience of working with secondary age students and/or their families	Experience of working in an educational setting with students with differing needs and behaviours Experience of working in a multi-agency setting
Aptitude and skills	Well-developed negotiation skills Ability of manage a range of conflicting priorities across different areas of work Excellent communication skills, both written and verbal Good ability to work on own initiative with minimal supervision Sound working knowledge of child protection legislation and procedures Excellent administrative skills, including organisation and interpersonal skills Ability to work within school systems and procedures Ability to maintain the highest levels of confidentiality	Counselling/mediation skills
Personal qualities	Have energy, enthusiasm and initiative	

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.