



**Burnside
College**



Non-Teaching Head of Year (Progress Leader) Application Pack

Burnside College
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Wallsend
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2023-2026





Dear Colleague,

Thank you for your interest in joining our team. Burnside College is characterised by its strong community spirit and friendly working environment. Respect is one of our core values and is tangible throughout the school. We believe that strong relationships are the fabric of any successful school. Interactions at Burnside between staff, and with pupils, are based on mutual respect and are positive.

In our most recent inspection in November 2024 OfSTED recognised that Burnside College continues to be a good school. Inspectors found that:

- Pupils enjoy working with their teachers
- Pupils behave well and meet the high expectation that the school has for their conduct
- Classrooms are calm and orderly places to learn
- Staff appreciate the positive strategies to manage their workload and support their wellbeing

These continued improvements were secured through a relentless focus on teaching and learning; we routinely consider the latest educational thinking in order to reflect on and refine what happens in classrooms. This goes hand in hand with a strong, caring, system of pastoral support and a focus on the personal development of our pupils.

Standards continue to remain high at Burnside because staff are determined to do the very best for the young people of Wallsend and always work positively, with the best interest of young people at heart.

In return the school offers excellent support and professional development. We offer high quality staff training which is personalised to the experience and needs of the individual. A particular strength is the effective programme of support in place for early years teachers. School leaders are considerate of the workload and wellbeing of staff and the school provides good career progression opportunities.

We were delighted to once again receive the Wellbeing Award for Schools in 2023 and the inspection report stated that "Burnside College is a happy place to work and learn."

We are looking to recruit staff to our team that are committed to high standards and to improving the life chances of young people. Further details about our school are available on the school website.

Yours faithfully

Mr D Jamieson
Headteacher

The Role: Non-Teaching Head of Year (Progress Leader)

Type of Contract:	Full Time, permanent, 52/52
Salary/Scale:	Grade 8 £34,434 - £38,220
Start Date:	As soon as possible
Closing Date for Applications:	9am Friday 16th October 2026
Interview Date:	w/c Monday 19th October 2026

We would like to appoint a Non-Teaching Head of Year (Progress Leader) who is conscientious, determined and committed to ensuring the highest possible outcomes for all students.

In this role, the postholder will be responsible for the day to day leadership of a specific year group and will be an expert on the pupils in that cohort. You will be the first point of contact for attendance, behaviour, welfare and achievement and will liaise with the appropriate colleagues in school and external agencies to ensure that all students are adequately supported and challenged. The successful candidate will be able to:

- Communicate effectively, and build trust, with all learners and be able to speak to large groups of students, for example whole classes and year group assemblies
- Communicate effectively with parents and external agencies
- Analyse school data (achievement / behaviour / attendance) in detail in order to identify key priorities
- Liaise with other colleagues to share information and data and ensure that appropriate action planning is put in place
- Manage a large and varied workload and maintain positivity when faced with challenges

Above all else you will be expected to build a culture of **Pride, Respect & Achievement** and ensure that all students strive towards being the best they can be.

The postholder will be assigned to a year group based on expertise, experience and school need. The year group may not stay fixed and the deployment of Progress Leaders will be reviewed annually.

It is anticipated that the successful candidate will structure their working day so they are highly visible to students when not in lessons e.g. student break and lunchtime. Additionally, they will be flexible in terms of working pattern to allow them to attend key events in the school calendar that take place outside of the school day e.g. parents evening, results days and performances. Progress Leaders are employed on a 52/52 contract to reflect the additional hours they are required to work during term time and as such, the requirement to work during school holidays is limited.

Burnside College is a good school, with outstanding sixth form provision. We put teaching and learning first and are committed to providing a high quality and inclusive learning experience for all. Furthermore, we are committed to the development of staff and you will be joining a supportive school with an excellent environment in which to continue your professional development.

If you would like any further information, or to discuss this role in more detail, please contact Helen Patterson, Deputy Headteacher h.patterson@burnsidecollege.org.uk

Purpose of the role (job statement)

To have overall responsibility and management of progress, behaviour for learning and attendance of children for a year group, implementing effective strategies so that the focus of students is on removing barriers to learning. To work alongside teachers and tutors to ensure effective teaching and learning takes place within the year group (this could mean liaising with Curriculum Leaders or members of the Leadership Team to tackle concerns). To work as part of the Guidance Team. As a member of the Wider Leadership Team to take a lead on curriculum development within the key stage.

Main duties and responsibilities:

Leading on student readiness to learn:

- Promote the Ethos and Vision of the school
- Provide feedback to students in relation to progress and achievement and attendance
- Responsible for the development of the 'whole' student, offering opportunities for involvement in activities which will lead to spiritual and moral development, raised self-esteem and self-worth
- Promote and ensure the health and safety and good behaviour of students at all times
- Ensure high standards of cooperation from students with regard to behaviour, uniform, completion of homework, attendance and punctuality
- Identify those children requiring support from colleagues to ensure the appropriate services/agencies are engaged to work with the student and where appropriate their family
- Liaise with AEN staff and lead/contribute to multi agency plans (EHA/CIN/CP/LAC) and signposting to support the young person and their family
- Work with the Senior Leadership Team to ensure the College's Child Protection procedures and practices are implemented
- Develop a coaching relationship with children needing particular support
- Liaise and build positive relationships with parents of the students in the appropriate year group
- To manage a team of Form Tutors on a day to day basis and arrange and conduct monthly year group meetings
- Support and give advice to maintain purposeful, orderly and productive working environment
- Analyse data from previous Key Stage to establish a baseline for the Key Stage and set challenging targets with the Senior Leadership Team

- Manage and update appropriate student records, information and data, producing analysis and reports (using CPOMS and Class charts)
- Liaise and work with SENCo to best support students with SEN
- Work with the Guidance Coordinator to support planning of the PSICHE scheme of work across the year group and ensure its delivery through the Form Tutor teams
- To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals who could be drawn upon to provide extra support for students to provide effective signposting to students and their families
- Implement the rewards and sanctions system within a year group in line with school policy
- Build and maintain good communication links with parents and students in the year group
- Communicate College values in a wide variety of ways - assemblies, setting a good example, visiting speakers, trips, links, PSICHE programme, links with careers/work experience/vocational placements
- Take part in the development and implementation of the College's Behaviour Management Strategies
- Structure their working patterns so as to be highly visible to students when not in lessons e.g. student break and lunchtime duties

Multi agency working:

- Make effective use of, and liaise with, the Connexions Service, where appropriate
- Be responsible for completion and submission of complex forms, returns etc including those to outside agencies e.g. Child Protection Agency, Social Services, the Police, Early help assessments and young carer support
- Provide organisational and complex advisory support to the Governing Body

Administration:

- To ensure that administrative records relating to students are updated on CPOMS, SIMS and class charts where appropriate
- To ensure that all internal returns and reports are completed for the Headteacher and Local Authority as appropriate

Wider responsibilities:

- To continue professional development by attendance at relevant training courses.
- To attend and contribute to staff meetings
- To maintain and respect the confidentiality of students and staff and develop purposeful professional working relationships
- To understand and promote compliance with policies and procedures relating to child protection, health and safety and data protection.
- Promote equal opportunities to all

General:

- To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher

Person Specification

Criteria E = Essential D = Desirable	
Skills, Knowledge and Aptitudes • Effective use of specialist ICT packages including Classcharts and CPOMS and provision map • Full working knowledge of relevant policies/codes of practice/legislation • Ability to organise, lead and motivate other staff • Ability to plan and develop systems and strategies to improve student outcomes • Ability to relate well to children and adults • Work constructively as part of a team: understanding College roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities • Knowledge of resources available to support students and families	 E E E E E E E
Qualifications & Training • NVQ Level 4 or equivalent qualification or experience in relevant discipline • Excellent numeracy/literacy skills	 E E
Experience • Several years' experience working in a relevant discipline in a learning environment	 D
Disposition • Ability to remain calm and constructive in difficult situations	 E

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act.

How to Apply

Please submit the application form accompanied by a covering letter, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Completed applications should be returned to:

Mrs F Conroy
FAO: Mr D Jamieson
Burnside College
St. Peter's Road
Wallsend
NE28 7LQ

or electronically to recruitment@burnsidecollege.org.uk

Please contact the school if you require any further information relating to this post.
Telephone: 0191 2598500

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Interview Date: Week commencing Monday 19th October 2026

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