



Welcome to our Trust

Year Lead (Part-Time)
Recruitment Pack
Sawston Village College



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Welcome to Anglian Learning

Thank you for your interest in the position of Year Lead.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact HR team at hrrhub2@anglianlearning.org

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin
CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About Sawston Village College



Thank you very much for your interest in a position at Sawston Village College. We hope the information in this pack will encourage you to apply.

Sawston Village College is a highly successful and welcoming 11–16 academy where pupils are at the centre of all that we do. We work collaboratively to provide a positive, safe and calm learning environment in which all pupils can thrive.

The College was named the State 11–16 Secondary School of the Year in The Sunday Times Parent Power list (The Sunday Times, 8 December 2024). Our focus is the achievement and wellbeing of our 1,198 pupils within a culture based on community, ambition, respect and endeavour.

In 2025, the College achieved outcomes above national averages, including 61% gaining grade 5+ in English and Maths, 37% at grade 7 or above across all subjects and a positive P8 score, with pupils progressing successfully to their preferred post-16 pathways.

This success is based on a firm belief that all pupils, whatever their background or ability, can achieve their potential. We are determined to recruit, develop and retain excellent staff through high-quality professional development and a caring, supportive culture. As noted by our Ofsted report in May 2023, Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach.

Thank you, in anticipation, for the time you will give to your application.

Mr Jonathan Russell
Principal



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact HR team at hrhub2@anglianlearning.org

Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



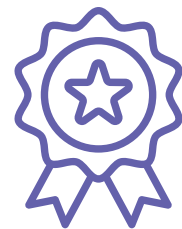
Employee Assistance Programme offering a range of services to staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card



Role Summary

We are now seeking to appoint a non-teaching Year Lead (Part-time) to join our team of outstanding and friendly pastoral leaders from September 2026, to be responsible for the personal development, wellbeing, behaviour and attendance of a year group and to have some oversight of their academic progress.

At Sawston Village College, Year Leads typically remain with their year group from Year 7 through to Year 11, building strong relationships with pupils and families and providing continuity of support throughout their secondary school journey. The successful candidate will join an established job-share arrangement and will initially support the current Year 10 cohort as they progress into Year 11.

Resilient and positive, the successful applicant will have experience of working with young people and be able to relate to them, inspiring and encouraging pupils while earning their respect. School-based experience is desirable but not essential and applications are welcome from those with a background in children and young people's services and agencies. A liking for young people and a determination to help them all reach their potential are prerequisites for the role.

This is a rewarding part-time post, working 18 hours per week (0.49 FTE) under an annualised hours arrangement. The current working pattern is Monday and Tuesday, plus Wednesday morning, and applicants should be able to work within, or very close to, this pattern. The vast majority of hours are worked during term time, but some work may be required during school holiday periods. Given the nature of the role, there is also the requirement to undertake occasional evening work to support or deliver events and, on very rare occasions, to support safeguarding.

Working closely with pupils, families, tutors, teaching staff, safeguarding colleagues and external agencies where appropriate, you will support pupils to overcome barriers to learning, promote positive behaviour and attendance, and ensure that pupils feel safe, supported and valued. As the cohort progresses through Year 11, the role will include supporting key milestones such as examinations, post-16 transition and end-of-year celebrations, including the Year 11 Leavers' Ball.



Role Summary Continued

This is a rewarding opportunity for someone who is passionate about helping young people succeed and committed to ensuring every pupil is supported to achieve their full potential throughout their secondary education and beyond.

About the Pastoral Team

Our pastoral team is a friendly, experienced and highly collaborative group of professionals who are passionate about supporting young people throughout their time at Sawston Village College.

The team includes non-teaching Year Leads, safeguarding professionals and wider pastoral colleagues who work closely together to provide high-quality support for pupils and their families. Colleagues benefit from strong professional relationships, a culture of teamwork and regular opportunities to share expertise and best practice.

Working alongside teaching staff and specialist support services, the pastoral team makes a significant contribution to school life and helps create a positive, inclusive environment in which all pupils can flourish. The team also works closely with Compass House, our on-site inclusion facility, to ensure that pupils receive the support they need to succeed.

SALARY: NJC scale PO2a, points 31-34 (£41,771 to £45,091 FTE), pro rata to the hours and weeks worked.

HOURS: Part-time, 18 hours per week (0.49 FTE) worked on an annualised hours basis. The majority of hours are worked during term time, although some work may be required during school holiday periods. There may also be a requirement to undertake occasional evening work and, on very rare occasions, to support to urgent safeguarding matters. Core working hours during term time are generally between 8:00am and 6:00pm, Monday to Friday, with a working pattern agreed with the line manager. The current working pattern is Monday and Tuesday, plus Wednesday morning.

ANNUAL LEAVE: N/A – holiday entitlement is included within the salary and should normally be taken outside of the required working weeks.

PENSION: Local Government Pension Scheme (LGPS)

DISCLOSURE LEVEL: Enhanced DBS plus Barred List Checks

LOCATION: The post holder will be based at Sawston Village College but may be asked to work across the Trust and to travel between sites.

RESPONSIBLE TO: Assistant Principal

MAIN RESPONSIBILITIES

General

- Promote at all times the College's ethos, aims and values.
- Lead a year group of pupils and contribute significantly to raising standards of pupil achievement and progress by providing and facilitating a high level of pastoral support and academic monitoring and intervention.
- Work as part of a team of Year Leads to improve outcomes for all pupils in the College.
- Support and contribute to the College's strategic objectives.
- Support and, as appropriate, work in partnership with the relevant senior leader(s) responsible for KS2–3 and KS3–4 transition.

Pupil Achievement

- Review and analyse performance data for a year group, identifying trends and cohorts for intervention.
- Provide, facilitate and monitor academic and pastoral intervention to ensure pupils reach their potential.
- Liaise closely with senior leaders, subject leaders, teachers and parents, gathering and sharing information and providing appropriate advice and direction to support pupil progress.
- Work closely with parents to promote pupil aspiration, progress and attainment.

Pupil Wellbeing

- Support pupils to achieve their potential in and out of school by promoting and establishing a safe and happy environment.
- Promote the celebration of achievement and contribution to the school and wider community.
- Liaise with external agencies as required.
- Promote, organise and attend events and activities to build community cohesion and support the College's enrichment and extra-curricular programmes.

Behaviour

- Promote high standards of behaviour, discipline and conduct at individual pupil, year group and whole-school levels.
- Monitor and evaluate the behaviour of individuals and the year group, intervening as required to ensure improvement.
- Work closely with parents and carers to promote positive behaviour.
- Participate in the On-Call rota and operate detentions and other sanctions as required.

Attendance

- Promote full attendance through proactive monitoring and intervention, including home visits where appropriate.
- Work closely with colleagues to support pupils whose attendance is causing concern.
- Prepare documentation and attend meetings as required.
- Proactively monitor and intervene to ensure high levels of punctuality.

Wider Contribution

- Lead assemblies and support pupil leadership opportunities.
- Attend and contribute to a range of extra-curricular and after-school activities throughout the academic year.
- Communicate with parents in accordance with the College Communication Policy.
- Contribute to the development of College policies and systems.
- Support and liaise with other Year Leads as required.
- Undertake duties and responsibilities appropriate to the nature and grade of the post.

Other Requirements

Given the nature of the role, there may be a requirement to undertake occasional evening work to support College events and activities and, on very rare occasions, to support to urgent safeguarding matters.

This job description sets out the duties of the post at the time it was drawn up. The postholder may be required from time to time to undertake other duties within the College as may reasonably be expected, without changing the general character of the duties or level of responsibility. The job description may be reviewed from time to time in consultation with the postholder.

Qualifications and Training

Essential:

- GCE Advanced Level qualifications.
- GCSE grade 4/C or above in English and Maths.

Desirable:

- Good honours degree.
- Teaching or other education related qualification.
- Relevant pastoral care qualifications e.g. care sector qualifications; youth, health or police service qualifications.

Experience

Essential:

- Experience of supporting the wellbeing, behaviour, attendance or personal development of children and young people.
- Experience of building positive relationships with parents, carers and families.
- Experience of working collaboratively as part of a multi-disciplinary or multi-agency team.
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Desirable:

- Recent experience of an educational setting.
- Experience of involvement in extra-curricular activities, for example residential and field trips.
- Experience of analysing information or data to identify concerns, trends or appropriate interventions.
- Experience of working with external agencies to support children, young people or families.
- Experience of leading or coordinating activities, projects or events.

Personal Qualities

Essential:

- Commitment to safeguarding and promoting the welfare of children and young people.
- Approachable and able to build positive relationships with pupils, parents and colleagues.
- Confidence, resilience and the ability to remain calm under pressure.
- Respect for young people and a commitment to helping them achieve their potential.

Desirable:

- Ability to use initiative and work independently
- Flexible and adaptable approach to changing situations and priorities
- Commitment to continuous improvement and reflective practice

Skills and Knowledge

Essential

- An excellent communicator who is able to work effectively with pupils, parents, colleagues and outside agencies, building positive professional relationships whilst maintaining appropriate boundaries.
- Effective approaches to behaviour management, with the ability to support and challenge pupils to achieve high standards of behaviour, attendance and personal development.
- Ability to establish productive working relationships and work effectively as part of a team.
- Ability to use initiative, exercise sound judgement and make decisions in challenging situations.
- Ability to prioritise workload and meet deadlines.
- Ability to handle sensitive and confidential information appropriately.
- Good knowledge of current developments in education, health and social care services.
- Confident IT user with experience of Microsoft Office, Google Workspace and other digital systems.

Desirable

- Knowledge of safeguarding procedures and responsibilities within an educational setting.
- Knowledge of attendance, behaviour and inclusion practices in schools.
- Knowledge of post-16 education, employment and training pathways.

How to apply

Dates

CLOSING DATE:	Wednesday, 15 th July 2026 at midnight
INTERVIEW DATES:	To be confirmed
START DATE:	September 2026, subject to pre-employment checks

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about the Year Lead role and meet the person specification we invite you to apply for this exciting opportunity via [Recruitment Link](#)

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's HR Team via Hrhub2@anglianlearning.org

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 and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

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