Kepier

Inspire ▪ Challenge ▪ Support

Year Manager

Recruitment Pack



The vacancy

Contract and hours
Permanent, 37 hours per week

Working pattern
Term Time plus five days

Salary
£34067 - £35777 (actual annual salary)

Start date
As soon as possible

Kepier is seeking an inspirational Year Manager to lead our current Year 8 learners through to the end of Year 11, supporting their academic progress and pastoral development.

You'll work with learners, families and staff to improve attendance and behaviour, remove barriers to learning and safeguard learners' welfare.

We're looking for someone who builds trusted relationships, believes every learner can reach their full potential and puts our vision of **Inspire, Challenge and Support** into practice.

Applications close	Interviews
12 noon, Wednesday 6th January 2027	**Wednesday 13th January 2027**

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Welcome to Kepier

A message to prospective colleagues

Hello from our Headteacher, Mr Devlin

Thank you for your interest in becoming Kepier's next Year Manager. I have taught at Kepier for over 20 years, and I remain determined to help every learner achieve more than they thought possible.

Kepier is a mainstream secondary school serving Houghton-le-Spring. Our motto, *Inspire, Challenge and Support*, sets the standard for how we work. Our job is to give our learners more choices and the confidence and ambition to shape their own futures.

> *"Pupils are safe and happy, and feel a sense of belonging at Kepier."*
>
> **Ofsted, June 2026 inspection**

I was proud to read those words in our latest Ofsted report. The inspection team saw calm classrooms, staff who know their learners well and close work with primary schools to give each learner the right support from the start.

As Year Manager, you will lead our current Year 8 learners through to the end of Year 11. I am looking for someone who sets high expectations, builds strong relationships and follows through. Working with teachers, tutors and families, you will guide learners through GCSE choices, examinations and their next steps, acting promptly when they need support. Your leadership will help them grow in confidence and take pride in their achievements.

Our expansion programme is well under way, with new facilities opening in September 2027 and our roll increasing to 1,300 learners by 2030. As Kepier grows, every learner must continue to be known well, challenged to achieve and supported when they need it.

That ambition extends to our staff. We will support your professional development within Kepier and beyond, helping you strengthen your practice and take the next step in your career.

If you share this ambition and are ready to lead, I want to hear from you.

Read Kepier's full Ofsted report, published 10 September 2026

Mr. C. Devlin

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Job Description

Year Manager

Contract and working pattern

Contract	Permanent.
Pay	NJC scale point 26 – 28. **£34067 - £35777 (actual annual salary)**
Hours and weeks	37 hours per week, 38 term-time weeks plus 5 days.
Working pattern	Monday to Friday, 8.00 am to 4.00 pm, with one 3.30 pm finish per week. Lunch break of 30 minutes.
Responsible to	Headteacher, Assistant Headteacher and Senior Pastoral Leaders.

Purpose of the role

Lead our current Year 8 cohort through to the end of Year 11, coordinating pastoral and academic support so every learner can reach their full potential and take pride in themselves, their year group and Kepier.

Year Group Leadership

- Lead the day-to-day running of the year group.
- Promote high expectations, improving attendance and encouraging positive attitudes to learning around school.
- Lead year group assemblies and contribute to the wider assembly programme.
- Inform, advise and support staff about individual learners' needs.
- Be the first contact for parents and carers. Model professionalism with staff, learners, families and external agencies.
- Be on call and available to learners throughout the day.

Job Description

Main duties and responsibilities

Attendance, behaviour and inclusion

- Monitor punctuality and attendance. Work with Tutors and the Senior Pastoral Leader (Attendance) to address barriers, review the impact of support and recognise good attendance through assemblies and other rewards.
- Lead behaviour management in the year group, including detentions. Respond to reports of bullying and liaise with the Senior Pastoral Leader and senior leaders.
- Support transition arrangements, including liaison with primary schools and Post 16 pathways, and contribute to the development of Kepier's pastoral provision across year groups.
- Work with external agencies and help prepare reports. Liaise with colleagues to organise parents' consultation and information evenings.

Safeguarding and Learner welfare

- Promote and safeguard the welfare of children and young people you work with or come into contact with.
- Support the Designated Safeguarding Lead (DSL) by attending meetings and preparing and processing reports and records relating to learners in the year group.
- Act promptly on safeguarding concerns. Follow school and local child protection procedures, including referral to children's social care where required.

Training and other responsibilities

- Be willing to undertake First Aid at Work and Fire Warden training and carry out those duties if required.
- Follow health and safety law, school safety procedures, the Equal Opportunities Policy and Kepier's no-smoking policy for the building and grounds.
- Carry out other reasonable duties requested by the line manager, Headteacher or a member of the Senior Leadership Team.

This description sets out the main duties, these may be amended after consultation to reflect changes consistent with the salary and job title.

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Person Specification

Essential and Desirable criteria

What you'll need

Essential criteria	Method of assessment
Education and qualifications • GCSEs or equivalent, including Mathematics and English at grade C or above (grade 4 or above on the current scale).	Application form
Relevant experience • Recent experience of working with people. • Ability to present information to a variety of audiences. • Experience of working in an educational setting.	Application form, interview
Specialist knowledge • Ability or potential to use and interpret data. • Ability to find solutions to complex problems.	Application form, interview
Interpersonal skills • Ability to relate to teachers, other professionals, parents and learners. • Ability to work as part of a team and use your own initiative.	Application form, interview
Other requirements • Ability to uphold and promote Kepier's ethos. • Willingness to undertake training as required. • Excellent attendance and punctuality.	Application form, interview
Desirable Criteria • Evidence of relevant professional development. • Experience of working directly with young people. • Experience of delivering and reviewing targeted support for attendance, behaviour or engagement.	Application form, interview

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Applying to Kepier

Staff benefits and application details

We value our team

Additional holiday allocation

Higher holiday allocation than other schools within Sunderland.

Local Government Pension Scheme

Eligible staff can join the pension scheme.

Professional development

Internal and external CPD to build skills and support career progression.

Pay progression

Progression in line with the pay structure.

Termly wellbeing time

Dedicated time each term to support wellbeing.

EV Charging

EV charging points available for staff use at discounted rates.

How to apply

Download and complete the application form from the Kepier vacancies page: **kepier.com/vacancies**

In your application, please show how you would embed our vision of **Inspire, Challenge and Support** into practice within your role. If you're invited to interview, we'll explore your ideas and knowledge of this pack with you in more detail.

Email your completed form by 12 noon on Wednesday 6th January 2027 to **recruitment@kepier.com**.

or an informal discussion, use the same email address with the subject line "RE: Year Manager vacancy".

Please submit the form only. Additional letters, CVs and separate supporting statements are not accepted. If you have not heard from us within two weeks of the closing date, please assume your application was unsuccessful.

Safeguarding and Safer Recruitment

Kepier is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment is subject to satisfactory pre-employment checks, including an enhanced DBS check and a children's barred list check. Kepier carries out an online search of publicly available information for shortlisted candidates.

Kepier, Dairy Lane, Houghton le Spring, Tyne and Wear, DH4 5BH