



LAWNSWOOD
SCHOOL

LAWNSWOOD SCHOOL

Recruitment Pack

Year Manager

Embed confidence; fuel ambition.

www.lawnswoodschool.co.uk



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WELCOME



Mrs J Bell
Headteacher

"Pupils are polite, friendly and respectful. They belong to a welcoming and inclusive school that seeks to know and understand them as individuals. The school has created a positive environment in which pupils feel happy and safe."

Ofsted 2023

Thank you for taking an interest in Lawnswood School.

We are a vibrant and busy learning community where everybody matters, and we work together to provide a learning environment in which all our students make the best possible progress, both academically and personally. We believe it is important to ensure students feel happy and secure and are enabled to develop into successful adults and active members of the community.

In addition to an academic provision which is both challenging and supported, where necessary we offer excellent pastoral care and a wide range of opportunities for students to engage with school and the wider community.

It is important to us that our students enjoy their time in school and make the most of every opportunity, whilst still preparing themselves for their future. Our alumni are testament to the fact that we are able to prepare our students for varied and successful careers.

The dedicated and talented staff at Lawnswood are committed to ensuring every child succeeds and achieves their very best. This recruitment pack is full of valuable insights about the role, its requirements, and our thriving learning community.

We hope that you choose to join the team, and we welcome visitors at all times. Should you wish to visit the school, please do contact us.

We look forward to welcoming you to Lawnswood School.



AIMS AND VALUES

We aim to create an inspirational community of learning where we combine our ambitions for academic attainment with an emphasis on students' moral, personal, social and spiritual needs, so that they may take their place as caring, committed, self-aware and confident members of society. To ensure all our students are treated as individuals and are able to flourish and excel, Lawnswood School aims to:

- create a vibrant community where we work together, respect differences, treat one another with justice, tolerance and respect;
- ensure our students are equipped with the necessary knowledge, skills and confidence to undertake the next stage of their career;
- foster leadership and engagement to encourage our students to make a positive contribution to both our school and community;
- offer all students a broad and balanced curriculum that leads to positive outcomes;
- offer a range of activities, visits and trips that help students develop the skills and knowledge to take an active and positive role in the world;
- engage with members of our community to support opportunities of learning, experience and social skills; and
- provide and maintain an attractive, secure, safe and healthy school environment.

EXCELLENCE IN TEACHING AND LEARNING

Students at Lawnswood School are encouraged to be independent learners. Our broad and balanced curriculum ensures students are equipped with the knowledge and skills to ensure a successful future. Staff at Lawnswood are passionate about their teaching and work hard to deliver high quality, interesting and engaging lessons.

Putting the learner at the centre of the learning process places a real emphasis on developing individual students' capability to acquire the skills, knowledge and attributes needed to be successful during their time at Lawnswood and as they leave to pursue their future career.

We deliver a wide range of subjects that allow students to excel in their specialist areas and prepare them with the knowledge and skills for a rapidly changing workplace. When students arrive in Year 7 they spend the first four weeks working on a cross-curricular project in teams. During this time, we take every opportunity to assess and evaluate their individual learning needs.

This includes undertaking Cognitive Ability Tests, reading tests and gathering teacher feedback. Our baseline data, in conjunction with information from primary schools, is used to ensure that the students are placed in the correct classes, given appropriate targets and provided with additional stretch, challenge and support where needed.

At Key Stage 4 and 5, students are afforded more choice in their learning and our information, advice and guidance ensures they are supported in choosing a curriculum which both suits them as individuals and will open doors in the future. We report regularly to parents on their child's learning and encourage a continuing dialogue between school and home. In addition to parent consultation evenings we ensure there are frequent parent information evenings to support students and parents in their educational journey. Lawnswood has high expectations for all students and, whatever their individual gifts, interests and talents, they will be challenged, supported and above all inspired.

"The curriculum is ambitious and well sequenced. Pupils build their knowledge and understanding with increasing depth and complexity. They learn to think and work like subject specialists."

Ofsted 2023



OUR FACILITIES

The school is set in spacious and attractive grounds that support a wide range of outdoor learning. This is in addition to our traditional classrooms, smaller group rooms and individual spaces.

A well-resourced library in addition to specialist facilities in science, PE, drama, technology and music enable our students to excel in all areas of the curriculum.

To ensure we prepare our students for a changing modern-day world of work, we have extensive ICT facilities, designed to accommodate different lesson formats and our curriculum.

We are always conscious of the need to improve our facilities in order to provide the best possible experience for our students. With this in mind, we have recently redesigned our catering facilities to provide relaxed and safe social spaces.

“I love that there are lots of opportunities available at Lawnswood School.”

Year 7 Student

JOB ADVERT

Year Manager

Job Type	Full-time, permanent, TTO + 5 days	Required from	As soon as possible
Payscale	S01-S02 SCP 23-28, dependent upon experience. Actual salary £29,747 - £33,823	Closing date	Monday 10 August, 9am

We are excited to be able to offer the opportunity to join our large, highly skilled and effective pastoral team. We are seeking to recruit a capable, organised and flexible individual to work with a Head of Year to manage the pastoral care of all students within a designated year group in accordance with school aims.

Successful applicants will provide the pastoral and administrative support required to manage a year group day to day, pursuing high standards of achievement for all students and overseeing the child protection of their year group.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme or having secured any other relevant work visa. Lawnswood School is not registered with the UK Government to offer visa sponsorship. For further details, please contact the school on 0113 284 4020.

For further information, please download the job description and person specification and send your completed Support staff application form with a covering letter (no more than two sides of A4) to: Mrs J Bell, Headteacher by email to hr@elawnswood.co.uk or by post to Lawnswood School, Ring Road, West Park, Leeds LS16 5AG.

JOB DESCRIPTION

Year Manager

Role	To work with Head of Year to manage progress of all students within the designated year group in accordance with the school aims and deal with the Pastoral Care of the year group. To pursue high standards of achievement.
Accountable to	Head of Year
Objectives	• To raise the aspirations / self-esteem of all students • To foster good relationships within the school community • To contribute to the implementation of whole school policies • To promote a positive year group identity

MAIN (CORE) DUTIES

Take a lead responsibility for:

- Jointly review, develop and implement all means of supporting student learning
- Maintain and develop effective communication with all those involved in the students' progress
- Promote the contribution the year group makes to the school community
- Manage the smooth transition of students through the stages of secondary education
- Undertake the clerical and administrative duties within the year group
- All employees must be committed to the protection and safeguarding of children and young people

Key Tasks

- Take a lead role for monitoring student attendance, attitude and behaviour, applying appropriate school policy
- Take a lead role for monitoring student attainment and applying appropriate school policy
- To take a lead on child protection cases within a year group
- Participate in year team meetings
- Jointly monitor effectiveness of intervention strategies for students
- Ensure reporting and procedures are carried out effectively and efficiently following the agreed school policy
- Jointly ensure school files are maintained and developed in line with school policy
- Develop and maintain (effective and efficient) good communication with carers and agencies
- Plan and promote high quality parents' evenings
- Contribute to the school assembly programme for the year group
- Support and promote the development of the Student Leadership
- Manage the induction of new/in-year transfers of students
- To liaise closely with outside agencies such as Attendance Improvement Officer, social services, juvenile liaison
- To deal with day to day pastoral issues
- To manage sanctions and rewards in line with school policy
- Play an active part in the daily duty rota
- To undertake any other duties as commensurate with the post

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

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This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

July 2026

PERSON SPECIFICATION

Year Manager

Essential	Desirable	Evidence
Skills - To be able to organise activities in an efficient and effective manner - To be able to communicate effectively in a variety of different mediums - To be able to interact effectively at all levels within the school - To be able to contribute effectively within a team - To be able to manage own workload to meet conflicting demands and tight deadlines - To be able to manage the day to day running of a team - To be able to manage the workload of a team - To be able to produce information in a clear, accurate and concise format - To be able to respond flexibly to new ideas - To be able to use ICT equipment Knowledge & Understanding - A knowledge and understanding of Equal Opportunities and its influences in the workplace - An understanding of the need for confidentiality - An understanding of the importance of Health Safety - An understanding of children and their needs - A knowledge and understanding of schools - A knowledge and understanding of numeracy and literacy covered in the curriculum - To abide by the schools No Smoking Policy - To undertake any other duties commensurate to the grade as directed by your Line Managers	- An awareness of GDPR - A knowledge and understanding of basic hygiene - An understanding of team dynamics - An understanding of SIMS and ClassCharts - DSL Child Protection Training	Certificates / Application form / Interview

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| <ul style="list-style-type: none">• To undertake some duties out of hours as necessary• To undertake duties off the school premises as directed by your Line Manager• Management of own professional development. | | |
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HOW TO APPLY

To apply for this vacancy, please download the Support Staff Application Form from our website - [Lawnswood School - Vacancies](#).

Please complete this as fully as possible, and then email your completed application form to hr@elawnswood.co.uk, or post it to HR, Lawnswood School, Ring Road, West Park, Leeds LS16 5AG.

Your application will be acknowledged, and we will get in touch to let you know if you have been successfully shortlisted for interview.

Important notes:

In your application, please provide details of your education (from GCSEs or equivalent onwards) and please list your full employment history from leaving school. This should include details of all paid and unpaid / voluntary work.

All gaps in employment since leaving school must be clearly accounted for, and if these do exist you must clearly explain the reasons why and outline what you were doing during this time.

Please complete the form in full, evidencing how your skills, knowledge and experience meet the person specification for this role. Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted for interview.

Please note that CVs are **NOT** accepted.

Our application form has a section for you to add the details of two referees. Please carefully read the guidance on the application form regarding this section to ensure that the referee details you provide are in line with this.

If you require any adjustments to assist you with the recruitment process, please contact us at hr@elawnswood.co.uk and we will do our best to help.

All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and any other relevant checks in line with statutory guidance.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme, or having secured any other relevant work visa.

For further details, or if you have any questions, please contact hr@elawnswood.co.uk



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— SCHOOL —

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Leeds
LS16 5AG

☎ **0113 284 4020**

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