

Year Manager (Temporary)

Candidate Information Pack

Closing Date: 9.00am, Monday 12th January 2026



Contents

Welcome from the CEO	3
Welcome from the Headteacher	4
Year Manager (Temporary).....	5
Job Description	7
Person Specification	9
How to Apply	10
Employee Benefits.....	11

Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Headteacher

Dear Applicant,

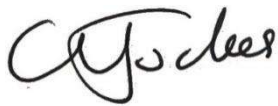
We are seeking to appoint an outstanding and enthusiastic Year Manager to join our team on a part-time, temporary basis.

Laurence Jackson School is a genuinely comprehensive school serving the rural town of Guisborough and surrounding rural area. Students also choose to come to Laurence Jackson from south Middlesbrough. Whilst the school has a pupil premium that is broadly in line with the national average at 25%, our intake is wide ranging by nature, and we are proud of our very inclusive philosophy. In June 2024, Ofsted rated our school as Good.

The school is a larger than average 11 to 16 secondary school with 1240 on roll and PAN of 1250 and is full on first choices for September 2024 and has been oversubscribed for the last three years. Student mobility is low. The school moved into a new building in 2016 as part of the Building Schools for the Future initiative. The new school provides an excellent learning environment.

We have a strong and committed staff team and are very invested in developing our staff and providing excellent opportunities for progression and development and offer a number of opportunities for progression both in the school and wider trust

Kind regards,



Catherine Jukes
Executive Headteacher



Year Manager (Temporary)

Job Title: Year Manager (Temporary)

Location: Laurence Jackson School (Guisborough)

Start Date: Monday 2nd March 2026

Actual Salary: £16,410 to £17,642 (Grade I, SCP 19 to 22)

Hours of Work: 22.5 hours per week, term time only (3 days per week, Monday, Tuesday and Wednesday)

Contract Type: Temporary to 30th June 2026

Closing Date: 9.00am, 12th January 2026

Interviews: w/c 19th January 2026

About the Role

We are seeking to appoint an enthusiastic, well-motivated Year Manager to manage student behaviour and parental contact for students in your designated year group. You should have experience of working with young people and would be expected to have full involvement with the wider aspects of school life and the local community.

The successful candidates must have:

- A calm, understanding and friendly personality.
- The ability to manage behaviour and help students focus on any given task, encouraging students to interact with others and engage in activities led by the teacher.
- A professional, nurturing and resilient approach.
- The confidence to address conflict and challenging behaviour, once trained.
- The willingness to work flexibly and constructively as part of a team, providing day to day support to the children and assisting with student behaviour as and if required in a supportive manner.
- The ability to establish good relationships with students, acting as a role model and responding to individual needs.

About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to vacancies@laurencejackson.org addressed to Mrs C Jukes, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Job Description

Job Title:	Year Manager (temporary, part time)
Purpose:	To manage student behaviours and parental contact for students in your designated cohort
Reporting to:	Associate Senior Leader for pastoral care/behaviour
Responsible for:	Operationally managing behaviour and supporting the delivery of pastoral care
Liaising with:	Headteacher, Head of School, Deputy Headteacher, Assistant Headteachers and Associates, Subject Leaders, Pastoral Leaders and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents/carers and governors.
Scale:	Grade I SCP 19-22 (22.5 hours per week, 3 days, Monday, Tuesday, Wednesday, term time only)

MAIN (CORE) DUTIES

Leadership of cohort	<ul style="list-style-type: none"> Promote the culture of school through inspiring excellence and the 5 Rs (Ready, Respectful, Resilient, Relationships and Reflection) and supporting the delivery of SMSC and PSE in school
Pastoral Care and Student Support	<ul style="list-style-type: none"> Maintain high standards of uniform Have operational responsibility for behaviour in the school day including on calls, duties and detentions To operationally manage processes around fixed term exclusions To be the first point of contact for parents/carers of students in this year group To ensure that bullying is dealt with swiftly and effectively within this year group, with appropriate records kept Liaise with and share information with the attendance team Identify students whose behaviour is a concern (through regular Class Charts analytics) and direct or instigate appropriate intervention to address presenting issues Identify barriers to positive behaviour with individuals and groups of students and put in place support to address presenting needs (for students up to 9 FTE in a term). Lead on parental meetings following internal and external exclusions up to and including 9 days external exclusion within a term Ensure that communication with parents/carers of students in the cohort is excellent, both globally and for individual students Attend other pastoral meetings as appropriate
Communication	<ul style="list-style-type: none"> Deliver assemblies for the year group as required Lead on communication with staff to ensure the timely dissemination of relevant pastoral information to staff Lead on liaison with parents/carers and staff on student behaviour and welfare matters keeping them informed regarding issues and actions Ensure effective liaison with relevant outside agencies
General	<ul style="list-style-type: none"> Attend weekly pastoral briefing meetings Uphold and actively support the school's policies and procedures Undertake any other duties which might reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms

Other Specific Duties:

- To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

Person Specification

Criteria	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> Education to at least GCSE level in English and Maths (or equivalent) ICT competence 	<ul style="list-style-type: none"> Further Education Qualifications
Experience	<ul style="list-style-type: none"> Having worked with teenagers to support their pastoral care and help them achieve their potential Having worked as part of a team 	<ul style="list-style-type: none"> Experience of working in a school Problem solving/conflict resolution Able to present to range of audiences including adults and children
Knowledge & Skills	<ul style="list-style-type: none"> The ability to build and develop positive relationships with students Understanding of the secondary curriculum Understanding of behaviour management processes and systems Good oral and written communication skills Knowledge of effective approaches to mentoring and coaching The ability to plan, prioritise and organise Record keeping and administrative skills 	<ul style="list-style-type: none"> Knowledge of exclusion processes and legislation Knowledge of social care systems Understanding of safeguarding and child protection
Personal Attributes	<ul style="list-style-type: none"> Friendly & approachable Patience and sensitivity to children's needs Self motivated, resilience and stamina A commitment to working as part of the whole school team and supporting the vision and aims of the school Innovation, creativity and critical reflective thinking Committed to continual personal development Empathetic Ability to work under pressure Share high expectations of achievement and behaviour 	<ul style="list-style-type: none"> Emotional intelligence The ability to inspire/motivate young people Communicate clearly to a range of audiences

How to Apply

Application forms and further details are available on the Trust's website –

sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to vacancies@laurencejackson.org addressed to Mrs C Jukes.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 9.00am, Monday 12th January 2026

Interviews to be held: w/c Monday 19th January 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.