

# Raising Aspirations Manager



37 hours per week, term time plus 5 training days

Grade N6: Actual Salary Range £26,014 to £28,356 pa

Permanent (pay award pending)

**CANDIDATE  
INFORMATION PACK**



**ACHIEVEMENT, STUDENTS & LEADERS MATTER**

Tel: 0191 214 2201

[www.northernleaderstrust.org](http://www.northernleaderstrust.org)

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU



# INTRODUCTION

## From the Principal

Dear Applicant

Thank you for your interest in the above post. Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve. With just 1800 students, we are amongst the largest schools in the North East. At Kenton we are clear about our vision; Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum that enables all students to excel academically and socially.

We are seeking candidates for the above role, to manage our Personal Development Centre promoting the learning and welfare of potentially vulnerable students and those close to a suspension from main school, and to ensure pupils are meaningfully occupied when placed there.

We are seeking candidates with exceptional communication skills, combined with the ability to challenge, motivate and inspire students to work hard, behave well and achieve their potential.

With experience working in either education, children's social care or another children's sector pastoral role, we are seeking candidates with significant and demonstrable experience working effectively with secondary age children with social, emotional and behavioural issues.

In return we offer:

- Salary sacrifice schemes such as car and cycle to work.
- Access to free gym facilities on our Kenton School site.
- Access to the Local Government Pension Scheme
- The opportunity to work in a fantastically resourced school with easy commuting access to both the A1 and A19, in a supportive team committed to the development of all our staff.

Your Sincerely,

Mrs J Roberts  
Principal

# Raising Aspirations Manager

## Job Description

Pay Grade: N6  
Responsible to:  
Vice Principal



### Job Purpose

To work as part of the Personalised Development Centre team to promote the Learning and Welfare of potentially vulnerable students and those close to a suspension from main school. To manage the PD Centre and to ensure pupils are meaningfully occupied when placed there.

### Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

### Key Accountabilities

The postholder will be accountable for the following:

- To contact parents informing them of individual students' behaviour or exclusions as part of effective lines of communication between the school and home.
- To manage and track all bookings into the PDC and share with key Pastoral Staff daily.
- Liaise with Pastoral links in other schools who may be using the provision, ensure the work they provide is completed and returned for marking.
- To liaise with the relevant staff on actions to be taken
- To utilise SIMS and Class Charts and other systems to track the attendance, progress and behaviour of students
- Supporting parents and students where the impact of their home life brings them into conflict with school rules
- To arrange for units of work and/or specific skills development with individual students to be provided.
- To monitor the behaviour and progress of these students.
- Delivering courses relevant to cohorts of students to provide them with relevant qualifications where appropriate.
- Liaise with external agencies to find appropriate pathways for the students involved to ensure the vulnerable students are provided with the best possible education.
- Liaise with parents to improve student's behaviour, self-esteem, achievement, attainment and aspirations.

- Establish, develop and maintain effective and supportive mentoring and other supportive relationships with children and young people and those engaged with them.
- To manage the supervision of vulnerable pupils with specialist intervention such as sexual health, anger management
- To support the sharing of information between local agencies, Academy's, authorities and other learning mentors, and be the single point of contact for accessing a range of community and business-based programmes and specialist support services, for example the Social and Youth Services, the Education Welfare Service, the Probation and Youth Offending Services etc.
- To work collaboratively with local agencies, and to offer complementary programmes of support for youngsters in Academy where applicable.
- Develop, agree, implement and review a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs. Developing SMART targets and activities to remove barriers to learning.
- To support, direct and encourage pupils to undertake further education, apprenticeships or employment after compulsory education
- Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
- Promote the safeguarding and welfare of children and young persons the postholder is responsible for or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
- Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
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## GCSE Results Day

Our 2024 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

# Raising Aspirations Manager

## Person Specification

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- 1 5 GCSEs or equivalent, in English and Maths
- 2 Willing to obtain and/or enhance qualifications and training for development in the post
- 3 Experience and knowledge of issues affecting students and young people and how to offer supportive assistance
- 4 Experience of using Microsoft Offices packages
- 5 Excellent Communication and Listening Skills
- 6 Excellent Organisational skills and Time Management, to ensure that all stages of the Consequence system are completed and followed systematically.
- 7 The ability of operate with absolute discretion and confidentiality at all times.
- 8 Ability to build effective working relationships with students and colleagues at all levels.
- 9 A strong commitment to Trust values and Ethos
- 10 Commitment to support the Trust's agenda for safeguarding and equality and diversity
- 11 A flexible approach and strong work ethic

#### Desirable

- 12 Experience working in a School sector

### Part B: Assessment Stage

The following criteria will be further explored at the task and interview stage in addition to criteria above.

#### Essential

1. Effective interpersonal skills.
2. Ability to persuade, influence, and gain cooperation.
3. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
  - motivation to work with children and young people
  - ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - emotional resilience in working with challenging behaviours
  - Attitude to use of authority and maintaining discipline.
4. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

## Assessment/Selection Methods

### Task and Interview

#### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service\*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check\*
- 6 Medical clearance
- 7 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).
- 8 A Section 128 Education and Skills Act Prohibition from Management list check.

\*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website ([www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)). This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.





## A-Level Results Day

An increasing number of students spend 7 years at Kenton, going onto a variety of destinations at the end of Year 13. This year we were delighted that students have gone on to study Medicine at Cambridge and History and Physics at Durham as well as Film & TV at the University of Bristol.

# About Kenton School



**Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.**

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website  
[www.northernleaderstrust.org](http://www.northernleaderstrust.org)



# About our Trust

## TRUST SHARED VALUES

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

**'All Different, All Equal'**

Studio West

**'Learning that connects.'**

### Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

### Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

**Leadership** – Leaders help themselves and others to do the right thing. We firmly believe that all students and staff within our Trust are leaders.

**Excellence** – We are a Trust that strives to achieve excellence in academic, sporting and artistic pursuits.

**Integrity** – We are honest and driven by a clear moral purpose. Acting with integrity means we strive to do the right thing at all times.

**Kindness** – We value being kind to one another, using our manners and being considerate of each other's feelings.

**Indusivity** – All students are welcomed into our classrooms and their uniqueness is celebrated. We have high aspirations for all students: no groups or individuals will be left behind.

**Humility** – We are humble in both success and failure. We acknowledge that our successes are achieved through the hard work of our students, parents, teachers and community.

**Together** – We believe that the Trust is stronger together and that collaboration is always more effective than competition.

**Reflectiveness** – We value reflection as a way to achieve improvement. We believe in inspiring all our learners to question, research, engage and therefore thrive,

# Additional Information for Applicants

## Conditions of Service

### Conditions of Service

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

## Working Hours

The working hours for this post are 37 hours per week. Normal working hours are 8.00 am to 4.00 pm Monday to Thursday and 8.00 am to 3.30 pm on Fridays, with a 30 minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into ‘twilight’ evening sessions)

## Pay and Grading

The grade of the post is N6, equivalent to local government pay spine points 20-24, with current corresponding FTE salary of £30,296 to £33,024 pa.

Incremental progression through the pay range takes place on 1 April each year until the top of the grade is reached. The actual salary for this post, term time and including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years’ continuous local government service:

£26,014 to £28,356 pa.

5 or more years’ continuous local government service:

£26,478 - £28,864 pa

## Start Date and Status

The start date of the post will be ASAP. This is a permanent post.

## Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at [www.twpf.info](http://www.twpf.info)

## Equal Opportunities

Northern Leaders Trust is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

## Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

## Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website [www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).





### Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to [hr@northernleaderstrust.org](mailto:hr@northernleaderstrust.org)



Kenton School, Drayton Road,  
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Learning that Connects

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