

Every child,  
every chance, every day.



Every child deserves the best possible start in life



Recruitment Pack

Year Manager

Hall Cross  
Academy



Exceed Learning Partnership  
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

# Contents

Welcome to Exceed Learning Partnership

Our Ethos

Our Vision

Our Values

Our Aims and Strategic Objectives

Our People Vision

Message for the Candidate

Job Description

Job Specification

Person Specification

How to Apply





# Our Aims

## and Strategic Objectives

### A message from the CEO

Dear Applicant,

Thank you for taking an interest in developing your career with Exceed Learning Partnership. We are a Multi-Academy Trust currently serving 8 primary academies in Doncaster with ambitions to grow over the forthcoming year.

As a trust we are passionate about improving the life chances of the children and families we are serve. When any of us choose to work in education, I think we do so for three major reasons; we want to make a difference and inspire others; we want to pass on our enthusiasm for learning to the next generation; and we believe that a good education is the greatest means of helping establish a fairer society where everyone has the opportunity to make the most of their lives.

When we created Exceed Learning Partnership in April 2017, we did so in order to improve the life chances of pupils in and around Doncaster, particularly the most disadvantaged pupils. Having grown out of Edlington, the academies within the Trust have demonstrated that with the right provision, support and highest aspirations, all pupils can and will succeed.

This is our ultimately goal within our Trust – making sure all our academies are exceptional places of learning where everyone thrives.

In our Trust we believe that colleagues need the freedom to develop and perform to the highest standards, dovetailed with leadership and support that comes from an organisation that is passionate about removing any barriers to outstanding teaching and learning.

In our Trust we are delighted to welcome colleagues who share in our vision to help our academies to thrive. We support our staff in their learning, with the latest research and innovation, as well as contribute to their growth by sharing our experiences. All of us within Exceed Learning Partnership continue to grow our expertise so that we can make a difference to the lives of our pupils. We look forward to meeting with you and warmly welcome you to visit our Trust and all our academies to find out more about the role and the difference you can make!



**Beryce Nixon**  
Chief Executive Officer  
and National Leader  
of Education



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[www.exceedlearningpartnership.co.uk](http://www.exceedlearningpartnership.co.uk)

# Our Ethos



Children within our Trust will always be our main priority, with personalised learning as our starting point, making the challenges of 'Helping Children Achieve More' a reality.



Every child will have the opportunities to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.



The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in an Exceed Learning Partnership School, must be spent productively. Once wasted, it is gone forever and cannot be given back.

Every Child | Every Chance | Every Day



# Our Vision

To equip young people with the knowledge, skills and mind-set to thrive and then take on the world!

Every child developing:

- a greater understanding of themselves as a learner
- recognise what their strengths are
- how they can share their strengths with others
- understand what steps they need to undertake for their continual learning journey

Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

At Exceed Learning Partnership we believe in social justice through exceptional schools, creating and sustaining the best schools in which to learn and work by pursuing social justice for all.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment.

A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all schools within the trust. This will focus on our learning philosophy skills:

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**Resilience, Motivation,  
Collaboration, Creativity,  
Investigation, Teamwork  
and Evaluation.**

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# Our Vision

## Inspire

Embodied in the Trust motto, “Every Child, Every Chance, Every Day”, all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidenced-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

## Include

At Exceed Learning partnership we are concerned with achieving equitable, diverse and quality education for all pupils. Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

## Integrity

We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches and focus on developing holistic people.

## Exceed

Excellence and enjoyment should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research-informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff; leading to the highest levels of achievement for all!





# Our Aims

## and Strategic Objectives



### SO1. Outstanding Professionals

To develop winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others



### SO2. Innovative Systems Enabling Creative Schools

To create innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well-resourced and exceptionally well governed and led



### SO3. Strong Partnerships and Communities

To work closely with our local communities and parents to secure the best outcomes and opportunities for our learners.

To develop a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all.



### SO4. Exceptional Learners

To develop learners who are highly successful with attributes, skills and qualifications for a fulfilling life.

To ensure all our learners have a high-quality school experience and enjoy an abundance of opportunities.

# People Vision

We create exceptional, inclusive and enjoyable places to work

We are passionate about our purpose and inspire each other to deliver high performance

We act with integrity and our Values drive our behaviours and decision-making

We strive to exceed in all we do and learn from every opportunity

**...to deliver on our motto**



**Every Child.  
Every Chance.  
Every Day.**





# A Message for the Candidate

Dear Applicant,

Thank you for showing an interest in this role; I wish you the best of luck with your application.

As you will see from our website, Hall Cross Academy is an historic institution with our vision set firmly on the future and securing the best opportunity for every one of our students.

Joining Exceed Learning Partnership, I believe, secures the school's future and will ensure that it continues its recent success, remaining oversubscribed and be a place where staff genuinely enjoy working.

Every successful applicant will enjoy a comprehensive induction programme and will have the opportunity to experience a bespoke CPD programme to enable them to continuously improve.

In addition, as a Trust, we will follow both NJC and teacher pay scales, which are published at a local and national level.

I look forward to receiving your application.

Yours sincerely,

Simon Swain  
Principal

Hall Cross  
Academy





## Job Description

**Post Title:** Year Manager

**Section:** Pastoral

**Reporting to:** KS3 Learner Experience

**Grade:** 7 £22,938 - £26,302 (Actual Salary),  
*(Potential grade 8 for an experienced candidate £27,481 - £32,110)*

<b>Responsible for:</b>	N/A
<b>Summary of the Post</b>	To enable all pupils to engage in education by providing leadership and support pertaining to: student welfare, maintaining and developing standards in line with academy expectations, developing our community ethos and self-identity to foster a positive attitude to learning both socially and academically. This will involve working with staff, parents/carers and pupils to address barriers to learning and make sure effective policies and procedures are in practice.
<b>General Responsibilities</b>	<p>All staff at Hall Cross Academy need to act together as a cohesive team: for this reason, all staff have common sections to their job descriptions. Obviously, each person will execute these general requirements with relevance to their own area of responsibility.</p> <ol style="list-style-type: none"> <li>1. To implement and support the Academy’s vision and ensure the values of the school are at the heart of learning and relationships.</li> <li>2. To assist in the implementation of the Academy Development Plan.</li> <li>3. To work towards high standards in teaching and learning.</li> <li>4. To actively maintain order and discipline.</li> <li>5. To assist and support the implementation of Academy policies.</li> <li>6. To maintain the highest possible presentational and personal standards as an example to colleagues and students.</li> <li>7. To maintain practices which ensure the highest standards of pastoral care.</li> <li>8. To attend and participate in meetings which relate to the school curriculum, administration and the organisation of the school (including pastoral arrangements).</li> <li>9. To promote good relationships and communications with Academy stakeholders.</li> <li>10. To actively seek opportunities for personal development.</li> <li>11. To undertake such activities as can be reasonably expected by the Principal.</li> </ol>
<b>Year Manager Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To assist and support all initiatives agreed by the Academy.</li> <li>2. To encourage students to achieve the highest standards of work possible.</li> <li>3. To make sure that all students have an equal opportunity to succeed.</li> <li>4. To ensure that the learning environment is neat, well-organised and aspiring.</li> <li>5. Create links between key stakeholders.</li> <li>6. To support initiatives developed by the pastoral team.</li> </ol> <p>Safeguarding:</p> <ul style="list-style-type: none"> <li>• Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies</li> </ul>

- Work with the designated safeguarding leads (DSL/DDSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

#### Working with pupils:

- Identify strategies to help overcome individual pupils' barriers to learning
- Use systems to monitor the behaviour and progress of pupils who are on targeted interventions
- Coordinate the development of pupils' individual support plans and review ongoing progress towards set goals
- Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning
- Promote high standards of behaviour and consistently implement the school's behaviour policy

#### Working with staff:

- Make sure each member of staff has access to, understands and can apply consistently, the school's pastoral procedures and strategies, especially new staff
- Liaise with teaching staff to support monitoring activities on individual pupils' behaviour
- Work with the attendance officer to monitor and implement strategies to improve the attendance of pupils who are on targeted interventions
- Work with the SENCO to identify pupils in need of additional support and to develop individual support plans
- Work with senior leaders to develop whole-school pastoral care policies and action plans
- Participate in senior leadership meetings, as required

#### Working with parents/carers and external agencies:

- Act as the lead point of contact for parents/carers in relation to pastoral and behavioural issues, involving relevant staff members as necessary
- Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child
- Maintain regular contact with parents/carers to discuss their child's progress, behaviour and attendance
- Build positive relations with parents/carers to encourage family involvement in their child's progress
- Communicate with parents/carers about specific support in place for their child
- Assist parents/carers with any information they need to support their child
- Liaise with external support agencies and professionals as required, to cater for pupils' individual needs
- Build and refresh knowledge on the range of external support available that could support pupils' individual needs

#### **Administration**

- Maintain accurate records of interventions and relevant meetings
- Facilitate the transfer of relevant pupil information inside and outside the school
- Make sure that pupil medical information is updated and that staff are aware of the individual medical needs of pupils



- Complete relevant paperwork required by external agencies

<b>Person Specification</b>			
	<b>Method of Assessment</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Qualifications</b>			
5 GCSEs or equivalent including English and Maths A-C	A/I		*
A Level or other relevant qualification	A/I		*
Recent participation in training which is equivalent to working with children/young people	A/I		*
<b>Experience</b>			
Proven experience in a post which demonstrates high organisational skills	A/I	*	
ICT Competency	A/I	*	
Experience working in a school environment and engaging with challenging children/young people	A/I		*
<b>Personal Characteristics</b>			
Ability to communicate effectively in a variety of situations	A/I/R	*	
Ability to form and maintain appropriate relationships with both adults and children	A/I/R	*	
High degree of motivation for working with children and young people	A/I/R	*	
Ability to empathise with children and young people	A/I/R	*	
Ability to work as part of a team	A/I/R	*	
Ability to self-motivate and work independently	A/I/R	*	
Calm, patient, helpful and pleasant manner	A/I	*	

Positive attitude	A/I	*	
A good health and attendance record	A/I/R	*	
<b>Special Requirements</b> Medical clearance DBS clearance Compliance with the School's policies including Health & Safety policies			



# How to apply

**Closing date:** Monday 20<sup>th</sup> May 2024 at 9:00am

**Interview date:** Week commencing 3<sup>rd</sup> June 2024

Completed applications should be submitted to [recruitment@hallcrossacademy.co.uk](mailto:recruitment@hallcrossacademy.co.uk).



# The Exceed Learning Partnership



Hall Cross Academy



Rosedale Primary School



Willow Primary School



**Exceed Learning Partnership**

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