



KING'S LEADERSHIP
ACADEMY BOLTON

Recruitment Guide

Head of Year / Pastoral
Support
(Maternity Cover)

Location: King's Leadership Academy
Bolton

Contract: 9 Month Fixed-Term
Contract

Salary: Scale 6, SCP 18-22 (£31,537-
£33,699 FTE),

Start Date: September 2026

  @GSTSchools



EDURIGO TOP 10
TRUST AWARD WINNER





WELCOME TO THE GREAT SCHOOLS TRUST

“Excellence is not a destination – it is who we are, every day.”

Welcome to Great Schools Trust, where belief in every child's potential meets the daily habits that make success inevitable. In our schools, excellence is not left to chance. It is embedded through clear routines, ambitious teaching, compassionate leadership and a culture where character matters.



Our Mission:

To develop in every student the academic skills, intellectual habits, qualities of character, and leadership traits necessary to become a successful, healthy citizen in the global community.



Our Vision:

To build a family of outstanding academies where all students, irrespective of their starting points, flourish, are happy and achieve their full potential.



Our Values – ASPIRE

- Aspiration
- Self-awareness
- Professionalism
- Integrity
- Respect
- Endeavour



Our Pillars of Excellence:

People & Leadership –

Growing exceptional leaders who inspire, empower and deliver.



Character & Leadership –

Building resilience, integrity and aspiration through values-led education.



Educational Transformation –

Relentlessly improving teaching and learning for every child.



AI & Future Learning –

Harnessing innovation and technology to personalise and future-proof learning.



System Leadership –

Driving improvement across schools with trust-wide accountability and collaboration.



Educational Partnerships –

Working with families, communities and global partners to extend opportunity.

National Recognition:

- National Behaviour Hub Lead MAT
- Edurio Top 10 for Staff Satisfaction (2024)
- Most Improved MAT in the Northwest for Progress 8 (2023–24)
- Home to the IPCL: The Institute of People, Character & Leadership

WELCOME FROM THE CEO

Shane Ierston
Chief Executive Officer



At the Great Schools Trust, we hold a simple belief: our staff deserve the space, support and trust to do what they came into this profession to do. To inspire young minds and to shape the future with hope and purpose.

This year has reminded us of the extraordinary things that happen when we work together with shared belief and a deep commitment to helping every child flourish. Innovation has been at the heart of this, especially our new AI-powered assessment platform, which is now rolling out across the Trust. It is already saving teachers hundreds of hours each year. That is not just a technological achievement. It is time genuinely returned to you.

Less pressure, fewer late nights and more energy for the work that truly matters.

No teacher enters this profession expecting to battle endless admin. They choose this path because they care. Our responsibility, as a Trust, is to make sure you can keep doing what you love, supported, valued and encouraged every step of the way.

Over the past year, we have continued to build a culture where people feel heard, respected and safe to grow. Our recent Edurio survey placed us in the top ten trusts nationally for staff wellbeing and organisational values. This reflects the warm relationships, thoughtful leadership and collective purpose that define our community. It also speaks to the consistency across our family of schools. All our academies are judged Ofsted Good or higher, something we are proud of because it represents the everyday dedication of our staff.

As our people thrive, so do our students. Across our academies, we are seeing outcomes that challenge expectations and transform futures.

With 70 percent of students entering the English Baccalaureate and several schools closing the Progress 8 gap between disadvantaged and non-disadvantaged students, our belief in social mobility is more than a vision. It is becoming a reality.

If you are considering joining us, we would love you to know this: you are not just stepping into a job. You are joining a community. A community that invests in you, trusts you and stands beside you. You will be welcomed into a family that celebrates your strengths, supports your growth and believes in the difference you can make.

Credo, Credimus:
"I believe, we believe."

We believe in every child.
We believe in every member of staff.
And we believe in what we can achieve together.

Shane Ierston, CEO

Shane Ierston



GREAT SCHOOLS
TRUST





WELCOME FROM THE PRINCIPAL

Jason Roberts
Principal of Bolton



Welcome to King's, a non-selective free independent school in the state sector that is providing a world class education for the young people of Great Lever. King's Leadership Academy Bolton is founded on international research and traditional values with a huge focus on leadership and academic development.

Our vision is "To develop in each of our students the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow's world".

At King's, we believe every child can succeed and that great teaching is the key to that success. This sentiment is reflected in our motto, 'Credimus', which, translated from Latin literally means 'we believe'.

We believe in appointing only the very best teachers and staff who are committed to serving the students and parents of this community. We believe in having the highest expectations of ourselves and our students, as well as accepting no excuses for underperformance. We believe that our school exists to shape the life chances of all our students in order that they can attend the best Universities or places of employment in the years to come. We believe in fully supporting our students throughout their education.

King's Bolton is unique, in that we have developed a highly personalised approach to our provision

and teaching. Our smaller class sizes and year groups afford us tremendous opportunities to truly nurture and develop the academic and creative talents in all our students.

As Principal, I am privileged to be part of such a fabulous team of staff who are 'mission driven' in their goal to ensure that the education provided here is second to none. I welcome you to the Academy and hope that you find the information in this pack informative.

Yours faithfully,

Jason Roberts



KING'S LEADERSHIP
ACADEMY BOLTON

King's Bolton. The place to be

A School on the Rise

- Rapidly improving with strong gains in behaviour, attendance and outcomes
- A calm, purposeful environment where teachers can teach and students can learn
- Clear routines, high expectations and zero ambiguity

Excellence, No Excuses

- An ambitious, knowledge-rich curriculum for every child
- No shortcuts, no ceilings – just high standards for all
- Teaching rooted in clarity, consistency and impact

Disruption-Free Classrooms

- Calm, disciplined behaviour that protects learning
- Strong systems that staff can rely on every day
- Leaders who back you – so you can focus on teaching

Character Built Daily

- Leadership and resilience woven into everyday school life
- A culture that develops confident, capable young people
- Students leave ready for the next stage – and beyond

A Serious Place to Build Your Career

- Weekly CPD that actually improves your practice
- Clear progression routes across a growing Trust
- A team culture: no micromanagement, just support and development

Why Join Us?

- Visible, values-led leadership
- High standards with real support
- A staff team that works hard, backs each other and gets results



Staff Benefits & Wellbeing

At our Trust, we are committed to creating an exceptional working environment where staff feel valued, supported and empowered to thrive. We believe that investing in our people is the foundation of outstanding education.

A Trust That Prioritises Staff Wellbeing

- A culture where staff wellbeing underpins decision-making
- Strong pastoral support and leadership that genuinely listens
- A collaborative, family-oriented environment across all academies

Professional Benefits & Career Development

- Highly competitive salaries that reward excellence
- Access to CredimusAI, saving significant time and reducing workload
- A personal device for all teaching staff to support professional practice
- Weekly leadership link meetings to support development and progression
- Clear career pathways, with rapid promotion for the right candidates
- Trust-wide collaboration, sharing expertise and supporting other schools
- Strategic input into our new building, shaping facilities for future generations

Health, Wellbeing & Personal Support

- Benenden Health membership (optional £15.50 per month), with day-one access to:
 - 24/7 GP and mental health helplines
 - Specialist advice for adult care, neurodiversity and disability
 - Fast access to diagnostics, physiotherapy, mental health support and cancer advice
 - Support for tuberculosis and selected surgical procedures (subject to eligibility)
 - No medical checks, excess fees or age-related pricing
 - Option to add family members at additional cost
- BUPA Employee Assistance Programme (Trust-funded), providing:
 - Counselling and emotional wellbeing support
 - Legal, financial and family care advice
 - 24/7 confidential assistance
- General occupational sick pay, maternity/paternity provision and family-friendly policies

Financial, Lifestyle & Community Benefits

- Cycle to Work salary sacrifice scheme
- Membership of the Teachers' Pension Scheme or Local Government Pension Scheme
- Opportunities to engage with the local community through fundraising and charity work
- The chance to contribute to trust-wide culture, innovation and school improvement





About the Role

Location: King's Leadership Academy Bolton

Contract: Fixed-Term, Term-Time Only - 9 Month Maternity Contract

Reports to: Head of Behaviour/Attendance

Salary: Scale 6, SCP 18–22 (£31,537–£33,699 FTE)

Start Date: September 2026

It is expected that the successful Year Leader will be committed, resilient and demonstrate strong emotional intelligence, whilst also upholding the following qualities:

1. A genuine passion for supporting young people and helping every student achieve their full potential.
2. The ability to build positive, professional relationships with students, families, colleagues and external agencies.
3. Excellent organisational skills with the ability to prioritise competing demands and manage a varied workload effectively.
4. The ability to lead with fairness, consistency and integrity, maintaining high expectations for behaviour, attendance and personal conduct.
5. A commitment to safeguarding, student welfare and creating a safe, caring and inclusive environment for all.
6. The ability to analyse information, identify barriers to success and implement effective pastoral interventions.
7. The confidence to communicate effectively with a wide range of stakeholders, including delivering assemblies, leading meetings and engaging with parents.
8. Resilience and professionalism when managing challenging situations, remaining calm, solution-focused and student-centred at all times.
9. A commitment to continuous professional development and a willingness to contribute to the ongoing improvement of the Academy's pastoral provision.
10. A strong work ethic, a collaborative approach and the willingness to go the extra mile to ensure the best possible outcomes for every student.

Job Description

1) Professional Values & Ethos

Our Head of Year is a primary custodian of the Trust's mission and character through leadership, exemplifying the ASPIRE values (Aspiration, Self-awareness, Professionalism, Integrity, Respect and Endeavour) in every interaction with students, staff, families and the wider community.

- Uphold and actively model the values, ethos and moral purpose of the Great Schools Trust.
- Demonstrate a genuine passion for improving the life chances, wellbeing and personal development of every student.
- Maintain high expectations of behaviour, attendance, conduct and achievement, ensuring students are supported and challenged to reach their full potential.
- Build and sustain positive, professional relationships with students, families, colleagues and external agencies.
- Contribute positively to a culture of ambition, inclusivity, respect and belonging across the Academy.
- Lead by example through exemplary professionalism, resilience, integrity and effective communication.
- Promote and safeguard the welfare of all students, ensuring safeguarding responsibilities are fulfilled in line with statutory guidance and Trust policies.
- Work collaboratively with teaching staff, pastoral colleagues and support services to remove barriers to learning and secure the best possible outcomes for every student.
- Champion positive behaviour, excellent attendance and high standards, using restorative and supportive approaches where appropriate.
- Demonstrate a commitment to continuous professional development and contribute to the ongoing improvement of the Academy's pastoral provision.

2) Marketing & Liaison

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Lead Practitioner in identifying resources needed and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students.

3) Communication:

- To communicate effectively with the parents/carers of students as appropriate
- Communicate and co-operate with persons or bodies outside the Academy (where appropriate)
- To follow agreed policies for communications in the Academy.

4) Management of Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for assessment, registers, tracking etc.
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning.

5) Professional Development & Leadership

- To take part in the Academy's professional development programme by participating in arrangements for coaching and further training
- To continue personal development in the relevant areas
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

6) Quality Assurance & Systems

- To help to implement the Academy's quality control systems and self-review procedures
- To take part (as required) in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To attend and lead team meetings etc in accordance with the Academy calendar.

7) Safeguarding, Compliance & Professional Responsibilities

- Maintain an unwavering commitment to safeguarding and child protection
- Comply with all Trust policies, including behaviour, health & safety, and data protection
- Undergo enhanced DBS and barred list checks in line with statutory guidance
- Contribute to a culture of vigilance, safety, and care across the academy
- Act professionally in line with the Trust Code of Conduct at all times
- Fulfil wider professional duties reasonably required by the academy

Person Specification

Category	Essential	Desirable
Qualifications & Experience	<p>A wide range of teaching styles and strategies and their use in personalising learning (E) Understands the importance of following policy and procedure. (E) At least two years' experience working with children in a secondary school or other setting (E) To have attended relevant courses (E) Evidence of continuing professional development at a level appropriate to your current post (E) Level 3 qualification (NVQ level 3 or A level) (E) GCSE in English and Maths at Grade C or above (E)</p>	<p>A knowledge of school-based education including child development (D) High levels of pupil achievement over time as evidenced by value added and other performance indicators (D) Qualified Teacher Status (D) Degree level qualification (D)</p>
Knowledge & Understanding	<p>Knowledge of behaviour management strategies and approaches to supporting positive behaviour for learning. (E) Knowledge of safeguarding legislation and the promotion of student welfare. (E) Good working knowledge of ICT, including Microsoft Office and school management systems. (E)</p>	<p>Knowledge of the secondary curriculum. (D) Knowledge of strategies to support students with additional needs, including SEND, physical disabilities, visual and hearing impairment. (D)</p>
Skills & Attributes	<p>Demonstrates professionalism, integrity and serves as a positive role model to students and colleagues. (E) Excellent planning and organisational skills, with the ability to manage competing priorities effectively. (E) Ability to work effectively both independently and as part of a team. (E) Excellent communication and interpersonal skills, with the ability to build positive relationships with students, parents, staff and external agencies. (E) Ability to promote and safeguard the wellbeing of all young people. (E)</p>	<p>Ability to train, supervise and develop colleagues where appropriate. (D)</p>
Personal Qualities	<p>A passionate belief in the school's mission statement (E) A strong belief in the value of education (E) Highest levels of professional and personal integrity (E) A strong commitment to inclusion and overcoming barriers to learning and achievement (E) Personal resilience, persistence and perseverance; and a strong work ethic (E) Commitment to undertaking additional training where required (E) Willingness to contribute to faculty extracurricular activities (E)</p>	<p>Knowledge of behaviour management, attendance strategies and safeguarding processes (D) Ability to analyse and use attendance, behaviour and pastoral data to inform interventions (D)</p>



How To Apply

Submit your application via [Our Website](#)

For an informal conversation about the role or to arrange a tour of our academy, please contact our Operations Manager, Jemma Harvey at J.Harvey@kingsbolton.com or [01204 937 130](tel:01204937130).

Appointment, Compliance & Safeguarding

Appointment, Terms & Compliance

This appointment is made by the Local Academy Council on behalf of the Great Schools Trust. The Job Description forms part of the contract of employment and may be reviewed as the role or organisational needs change, following consultation. The Trust will make reasonable adjustments to support applicants and employees with disabilities.

The Trust is a licensed Skilled Worker Visa sponsor and may offer sponsorship subject to eligibility and the requirements of the role.

Safeguarding & Pre-employment Checks

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people. All staff must share this commitment. As part of safer recruitment, interviews will explore motivation to work with children, ability to maintain professional boundaries, emotional resilience and attitudes to authority and behaviour management.

Pre-Employment Checks

Any offer of employment is conditional upon the successful completion of the following:

- Proof of identity, address and right to work in the UK
- Two satisfactory references, including the most recent employer
- Verification of relevant qualifications
- Enhanced DBS check with barred list check
- Prohibition from teaching check
- Section 128 check (for management roles)
- Overseas police checks (where applicable)
- Occupational health clearance
- Satisfactory completion of the probationary period

Ongoing Compliance

The postholder must comply with Trust policies, including the Staff Code of Conduct, Safeguarding and Child Protection Policy, and Staff Communication and Social Media Policy. Responsibilities may be reviewed periodically in line with Trust and academy priorities.



KING'S LEADERSHIP ACADEMY BOLTON

