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**BRADFORD GIRLS'  
GRAMMAR SCHOOL**



## **Year Manager**

### **RECRUITMENT INFORMATION PACK**



**Band and Scale Point: Band 8, SCP 17 – 22**

**Contract term: Permanent**

**Working Pattern: Term time only**

**Actual salary: £22,603 - £24,787 p/a**

**From: ASAP**

**Bradford Girls' Grammar School**

**Squire Lane, BD9 6RB**



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## **1. About Bradford Girls' Grammar School**

Thank you for the interest you have shown in the post of Year Manager at Bradford Girls' Grammar Secondary School. I hope that the information found within this pack and on our website will encourage you to submit an application.

Bradford Girls' Grammar Secondary School is a well-regarded school of around 690 students, located in the outskirts of Bradford city centre.

Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013. In January 2023, the school joined the Bradford Diocesan Academies Trust (BDAT).

From establishment until 2024 the school has been an all-through school admitting students from ages 5-16. In September 2024, Bradford Girls' Grammar School officially de-amalgamated from Lady Royd Primary School becoming an 11-16 Academy educating 690 wonderful young ladies.

There are many strengths of the school; teaching quality is good across the school leading to outcomes that are above national; we are an inclusive school; and our students have an excellent work ethos.

Our school motto: *Aspire, Succeed, Lead*, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform.

Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students daily. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, whilst also retaining the values, special character and history of Bradford Girls' Grammar School.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then we welcome an application from you.

## **2. Bradford Diocesan Academies Trust (BDAT)**

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is "At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit [www.bdat-academies.org](http://www.bdat-academies.org)

### **3. Information on the Post**

The Year Manager will be somebody who places children at the heart of what they do.

Working with a Key Stage Leader, they will drive pastoral provision for students in a year group and track their progress and achievements. They will have a strong understanding of behaviour and understand that there are a range of factors that impact on a child's behaviour including adverse childhood experiences. They will be patient, supportive, a good listener, be able to communicate effectively and build strong relationships with students and families.

Our school motto is *Aspire, Succeed, Lead*. We are a hugely successful school, with a strong set of GCSE results. But our mission is to achieve much more than that, so that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future.

The school's culture is firmly rooted in values, and these shapes the way that we do things on a day-to-day basis. We recognise our accountability to our children and the impact we make on their futures; we are self-confident in what we do; and we are prepared to persevere in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on integrity, mutual respect, and empathy.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

#### 4. Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically via MyNewTerm.
- **Closing date for applications: Monday 13<sup>th</sup> April 2026 at 8.00am**
- **Shortlisting of applications: Monday 13<sup>th</sup> April**
- **Interview date: w/c 20<sup>th</sup> April**

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors, and volunteers to share this commitment.

## 5. Job Description

<b>Post Title:</b>	Year Manager
<b>Post Purpose:</b>	To provide pastoral support for students across KS3 and KS4.
<b>Reporting to:</b>	Key Stage Leader
<b>Working time:</b>	37 hours per week TTO
<b>Salary/Grade:</b>	Band 8
<b>Main (Core) Duties:</b>	
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Drive the behaviour strategy, in support of the Senior Leadership Team, across the school.</li> <li>• To support an identified cohort of students to improve engagement with learning and emotional wellbeing.</li> <li>• To work with parents/carers and students (in the home when appropriate) to identify barriers to attendance and facilitate improved attendance.</li> <li>• To support the implementation of classroom strategies for identified individuals and monitor progress towards agreed targets for attendance and progress liaising with colleagues as appropriate.</li> <li>• To liaise with parents (and outside agencies as appropriate) to ensure individual support is effective</li> <li>• To support Senior Leaders to further develop provision for all students at risk of exclusion or for whom there are safeguarding/CP concerns</li> <li>• To set a good example to all students in their presentation and their personal and professional conduct.</li> <li>• To be aware of and comply with the code of conduct, regulations, and policies of the school</li> <li>• To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.</li> <li>• Attend team and staff meetings</li> <li>• Attend staff development days (pro rata basis for part time positions).</li> <li>• Set a good example in terms of dress, punctuality, and attendance.</li> <li>• Ensure the smooth induction of new entrants to the year group</li> <li>• Prepare reports and references for students as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote and celebrate year group activities and individuals' achievements</li> <li>• Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the school.</li> <li>• To build a strong culture of positive and respected relationships, underpinned by restorative approaches.</li> <li>• To appreciate and support the role of other professionals.</li> <li>• Foster positive relationships with all members of the year group whereby each girl can turn to the Year Manager for support and guidance when needed</li> <li>• To contribute to the overall ethos, aims and objectives of the school including the school's commitment to safeguarding and promoting the welfare of children and young people</li> </ul>
<b>Supporting Students</b>	<ul style="list-style-type: none"> <li>• To act as a mentor or key worker for students as identified in collaboration with Key Stage Leaders, using solution focused practice to support social and emotional needs.</li> <li>• To develop and implement individual plans for students based upon identified barriers to learning, working together with Key Stage Leaders and other key staff</li> <li>• Be a high-profile member of staff around school and a positive role model in terms of challenging infringements of school rules and insisting on high standards of conduct and behaviour.</li> <li>• Liaise effectively with external agencies to support individuals in the year group as appropriate</li> <li>• To support the re-integration of persistently absent students into the classroom, by facilitating the catching up of missed work or discussion with teaching staff.</li> <li>• Ensure the smooth induction of new entrants to the year group</li> <li>• Follow up any behavioural incidents in the Year group which occur at breaks and lunchtimes</li> <li>• Ensure effective use of student planners to record homework and maintain home-school contact</li> </ul>
<b>Liaising with Parents</b>	<ul style="list-style-type: none"> <li>• Respond to parental communication in a timely fashion and be available for effective home-school liaison</li> <li>• Oversee effective communication with parents regarding whole year group events</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee and attend the scheduled Year Parents Evenings; monitoring attendance, collection of parent feedback and follow up of absentees</li> <li>• Quality assure Progress Reviews and Reports to parents of the Year Group</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Participate in 'On Call', Isolation, and detention rotas.</li> <li>• Liaise with the Examinations Officer to ensure the smooth running of internal exams for the Year Group and coordinate effective support from the Form Tutors</li> <li>• Contribute to PSHCE, Activities programme, Fundraising, Assemblies, and other complementary curricular areas as required</li> <li>• Play a full part in the life of the school community supporting its vision and ethos and encouraging staff and students to follow this example</li> <li>• Participate in First Aid training, where required, to support the schools First Aid coverage and arrangements.</li> </ul>
<b>Physical Conditions</b>	<ul style="list-style-type: none"> <li>• The post is based at Bradford Girls' Grammar School.</li> <li>• The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request</li> <li>• This post is subject to an enhanced Disclose and Barring Service check.</li> <li>• The school operates a non-smoking policy.</li> </ul>
<b>Wider Responsibilities</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection / safeguarding, equality and diversity, health and safety, ICT, security, confidentiality, and data protection, reporting all concerns to an appropriate senior person.</li> <li>• To share responsibility for student welfare</li> <li>• Comply and assist with the development of policies and procedures relating to area of responsibility as required.</li> <li>• Develop effective professional relationships with others</li> <li>• Maintain the confidential nature of information relating to the school, its students, parents, and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.</li> </ul>

## 6. Personal Specification

ATTRIBUTES	CATEGORY 1	Ess	Des	MOA
Skills	<ul style="list-style-type: none"> <li>Ability to support students to improve their behaviour</li> <li>Ability to work as part of a team</li> <li>Ability to communicate at all levels i.e., Staff, students, parents/carers, and professionals</li> <li>Ability to support families and carers of students with challenging behaviour</li> </ul>	* * * *		A & I A & I A & I A & I
Experience	<ul style="list-style-type: none"> <li>Experience of working with young people and/ or their families</li> <li>Experience of working in an educational setting with students with differing needs and behaviours.</li> </ul>	*	*	A&I A&I
Knowledge/ Understanding	<ul style="list-style-type: none"> <li>Understanding of behavioural strategies</li> <li>Understanding of relevant policies and relevant legislation</li> <li>Understanding of Child Protection</li> <li>Basic understanding of child development and learning</li> <li>Knowledge of Safeguarding and Health and Safety procedures.</li> </ul>	* * * *	*	A & I A A A & I
Qualifications/ Training	<ul style="list-style-type: none"> <li>Good numeracy/literacy/ICT skills</li> <li>A relevant professional qualification in education, youth, or social work.</li> <li>Able to recognise own training needs and willing to undergo relevant training</li> <li>A* - C in GCSE English and Mathematics</li> <li>First Aid qualification (or willingness to undertake)</li> </ul>	* * * *	* *	A & I A * C A & I A A & C
Behavioural and other related characteristics	<ul style="list-style-type: none"> <li>Enthusiasm, determination, and empathy</li> <li>Belief in the value of others</li> <li>Prepared to respect sensitive and confidential work.</li> <li>Commitment to own personal development and learning.</li> </ul>	* * * *		I I I I
METHOD OF ASSESSMENT(MOA)		A = Application Form T = Test I = Interview C = Certificate		

## **7. Enhanced Disclosure**

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

Bradford Girls' Grammar School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***

## 8. School Location and Travel Information

Bradford Girls' Grammar School

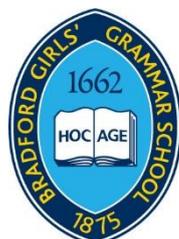
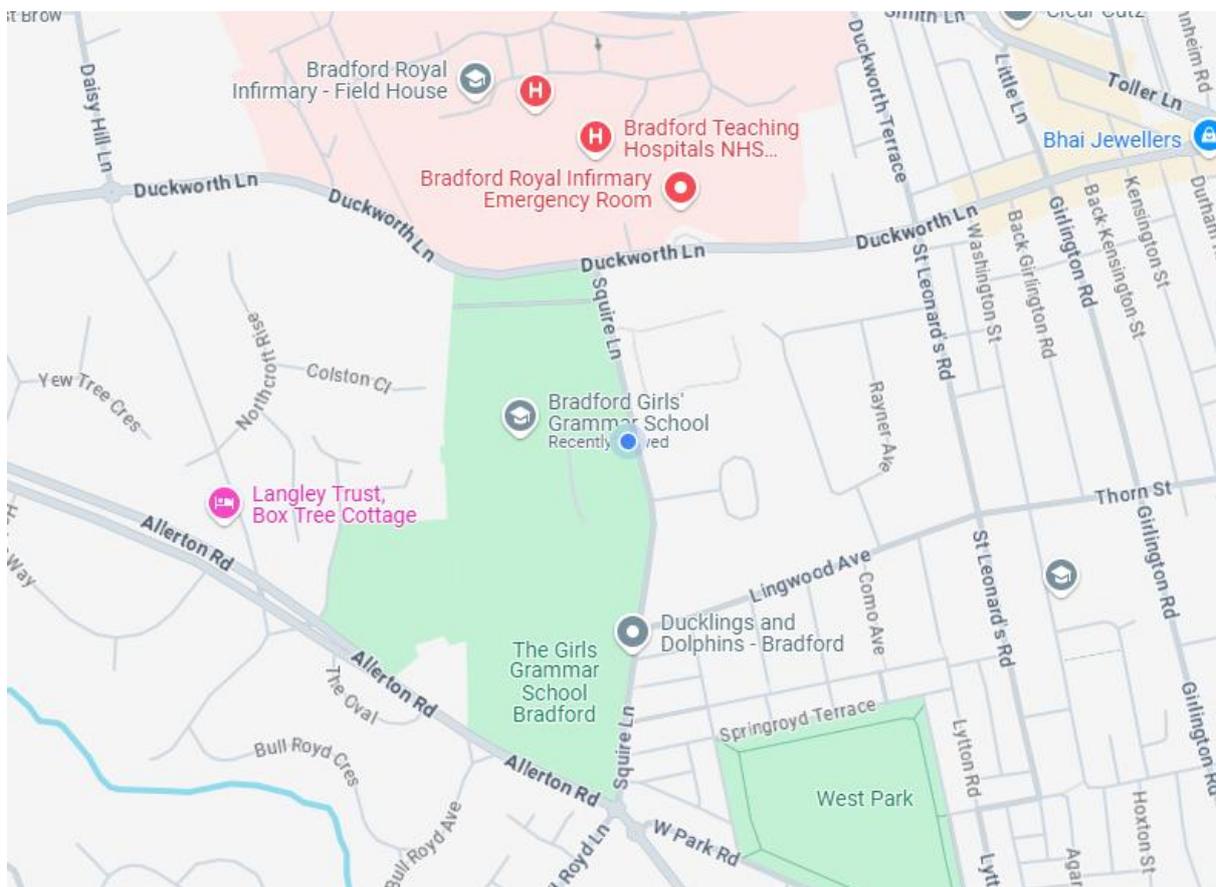
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