



# Recruitment Pack

Year Leader

Start date: April 2026

Full Time Term Time Only plus 5 days



## Vision

Together we belong, develop character and achieve excellence



## Values



Responsibility



Kindness



Resilience

## Curriculum Intent



Promotes a love of learning and provides an environment for all students to succeed in, whatever they aspire to do.



Places high value on the breadth, acquisition, retention and application of knowledge.



Enriches and bridges gaps in cultural knowledge.



## Year Leader

Location: Rawdon, Leeds  
Contract: Permanent  
Start Date: April 2026  
Closing Date: 8am on Wednesday 18<sup>th</sup> March  
Actual Salary: £29,613 - £31,272 (TTO + 5 Days)

This is an exciting opportunity for a talented colleague to join our vibrant and ambitious school as a Year Leader.

Benton Park School is a thriving, inclusive comprehensive school located in Rawdon, on the outskirts of Leeds. With over 1,500 students—including a vibrant Sixth Form of over 200—we are proud to serve a diverse and supportive local community. Our recent move into a £28.5 million state-of-the-art building has created an inspiring environment for learning and working, underpinned by cutting-edge classroom technologies.

As part of the Moorlands Learning Trust, we are committed to delivering a truly aspirational education for all. Our school vision—“Together we belong, develop character and achieve excellence”—captures our belief in the power of community, personal growth, and high achievement. We are proud to be a school that goes from strength to strength, with good behaviour and attendance and strong outcomes and destinations for our students.

Our values—Kindness, Resilience, and Responsibility—shape our culture and guide every interaction. They underpin our commitment to developing confident, compassionate, and capable young people who are ready to make a positive contribution to society.

We celebrate the importance of community through a rich calendar of events that bring our school to life. Highlights such as Live in LS19 music festival, Enterprise Day, Sports Day, and our school performances provide students with opportunities to showcase their talents, develop leadership and teamwork skills, and build lasting memories. These events unite students, staff, families, and the wider community, reinforcing our ethos and strengthening the sense of belonging that defines Benton Park.

Our curriculum is broad, balanced, and enriched by opportunities for personal development, leadership, and community engagement—including strong partnerships with local primary schools through the Aireborough Learning Partnership Trust. We also take pride in our unique morning meeting structure, our strong pastoral care, and our relentless focus on effective teaching and mentoring, which together ensure excellent outcomes and a strong sense of connection for every student.

Benton Park is more than a school—it's a place where students grow, belong, and flourish.



## About Benton Park School

Benton Park School is a popular and oversubscribed comprehensive school located to the north-west of the vibrant and diverse city of Leeds. We are proud to serve a wide catchment area including Rawdon, Yeadon, Calverley, and Farsley as well as areas further into Leeds and Bradford. Our families are incredibly supportive, and we work closely with a number of local primary schools through strong partnerships, including our work with the Aireborough Learning Partnership Trust.

We are fortunate to have benefited from a £28.5 million investment in our premises, resulting in a state-of-the-art learning environment that inspires both students and staff. Our bespoke Sixth Form centre has been extensively refurbished to create a welcoming and aspirational space for post-16 study, and our Sixth Form continues to grow in strength and popularity.

Our vision—“Together we belong, develop character and achieve excellence”—drives every aspect of our work. It is supported by our core values of Kindness, Resilience, and Responsibility, which underpin our inclusive ethos and commitment to developing well-rounded, confident young people. Our Personal Development Curriculum places a strong emphasis on mental health and wellbeing, helping students to build the skills and character needed for success in life beyond school.

We believe in celebrating success and fostering a culture of inclusivity and positivity. Our rewards system recognises students who go above and beyond, and our philosophy—a busy student is a successful student—is reflected in the wide range of enrichment opportunities we offer. These include lunchtime and after-school clubs, educational visits both in the UK and abroad, and a thriving Duke of Edinburgh Award programme.

Community events are central to our school identity. Annual highlights such as Live in LS19 music festival, Enterprise Day, Sports Day, and our school performances bring our community together, showcase student talent, and reinforce our values in action. These events help build character, confidence, and a strong sense of belonging—making Benton Park not just a place to learn, but a place to grow and thrive.



## Welcome from the Headteacher



Thank you for your interest in joining Benton Park School.

As a Year Leader, you would play a vital role in supporting our vibrant school community and helping to shape a strong, positive, and successful learning experience for all students. Your contribution would be part of a wider team effort that ensures every child feels safe, supported, and ready to thrive.

We are looking for a highly motivated, positive colleague who can contribute to maintaining excellent standards in all areas of school life. A team player, you will have the ability to form high-quality relationships with staff, students, and families alike.

Benton Park is a thriving, inclusive and oversubscribed comprehensive school located in Rawdon, on the outskirts of Leeds. We serve a diverse and supportive community, and we are proud to recognise and celebrate this. Our school is proud to be part of the Moorlands Learning Trust, and we continue to go from strength to strength—with excellent behaviour, great attendance and strong outcomes and destinations for our students.

Our vision—“Together we belong, develop character and achieve excellence”—drives every aspect of our work. It is underpinned by our core values of Kindness, Resilience, and Responsibility, which shape our culture and guide every interaction. We are proud to have received national recognition for our inclusive and values-driven approach, including the RED Award for Diversity and Inclusion and the UK Gold Feminista Award for promoting gender equality and student voice.

We take an evidence-informed approach to school improvement. There are no gimmicks or silver bullets—just a relentless focus on doing the simple things well, every day. Our ‘warm-strict’ approach instils strong learning habits and helps students become better qualified, more successful, and happier. We expect students to follow routines, wear their uniform with pride, and be fully engaged in their learning.

Our curriculum is designed to ensure students know and remember more as they progress, with clear Learning Journeys and Progression Models that promote mastery and a love of learning. We place high value on the breadth, retention, and application of knowledge, and actively work to enrich and bridge gaps in cultural capital.

We also celebrate success at every opportunity. Our positive rewards culture recognises students who go above and beyond, and our philosophy—a busy student is a successful student—is reflected in our wide range of enrichment opportunities. These include lunchtime and after-school clubs, educational visits in the UK and abroad, and a thriving Duke of Edinburgh Award programme.

Community events are central to our identity. Annual highlights such as our music events including our Live in LS19 festival, Enterprise Day, Sports Day, and our school performances



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bring our community together, showcase student talent, and reinforce our values in action. These events help build character, confidence, and a strong sense of belonging. Our Personal Development Curriculum places a strong emphasis on mental health and wellbeing—ensuring students are equipped not only for academic success but for life beyond school.

Joining Benton Park means becoming part of a school that is ambitious, inclusive, and deeply committed to making a difference. We look forward to welcoming a new colleague who shares our values and wants to contribute to our continued success.

Mr N Skilton  
Headteacher



## Teaching and Learning at Benton Park

### **I Do, We Do, You Do**

Our teaching model is built around Rosenshine's Principles of Instruction and follows I Do, We Do, You Do. Teachers ensure that they model excellence before scaffolding and guiding students to produce the best quality work possible. This enables students to then produce outstanding work during their independent practice.

### **Learning Journeys and Progression Models**

All of our teaching is built around our Learning Journeys and Progression Models. We believe that students should 'master' their learning and, in doing so, know and remember more. Our subject areas have developed high-quality and effective Learning Journeys and Progression Models to support this and ensure there are opportunities for immediate and effective feedback.

### **Subject Specialism**

We use every opportunity to connect students with subject specialists both inside and outside the school. The through-school approach helps us to offer students the chance to see their learning through the eyes of experts and to experience learning which has been developed and delivered by specialists.

### **Professional Development**

Developing our staff is incredibly important to us. All staff have access to professional development across the school calendar. We believe that the best professional development is not a one-off event but a process. To support the development of teaching across the school we use Teaching Walkthrus. Many of our staff also access external courses including NPQs.

### **Benton Park Fundamentals**

At Benton Park, we build our teaching around some crafted fundamentals to support teaching and learning. We explicitly teach these to our students to ensure that learning time is maximised and that transitions are effective. We pride ourselves on support all learners, including our most vulnerable, having access to the highest quality support through these fundamentals

### **Reading**

Reading, and literacy, form central pillars of our approach with students. Students have the opportunity to be read every morning to develop their reading and also their cultural capital. We expect every member of our school community to talk in full sentences at all times to support our drive for improved oracy and, subsequently, literacy levels.



## Job Description

<b>Role</b>	<b>Year Leader</b>
<b>Allowances:</b>	<b>SO1</b>
<b>Responsible to:</b>	<b>Pastoral Leadership</b>

### Purpose of the Job

- Lead high-quality pastoral systems so every student belongs, develops character and achieves excellence, ensuring progress, behaviour, attendance, welfare and safeguarding needs are identified early and addressed swiftly.
- Act as a key link between home, school and external partners, building trust and ensuring timely communication, support and challenge.
- Use data intelligently to target support, evaluate impact and close gaps for vulnerable pupils, including those with SEND and those facing disadvantage.

### The specific responsibilities include:

- Model the school's values, set year-group culture and routines, and lead year-group communications, assemblies and key events (e.g., induction, celebration, information evenings).
- Deputise for the Key Stage/Pastoral Leadership when required and contribute to school improvement priorities for behaviour, attendance and personal development.
- Act as a trained safeguarding lead (Level 3), triaging concerns, completing high-quality records, and escalating appropriately in line with KCSIE and school policy; provide timely information to designated staff and partners.
- Promote student wellbeing, act as a visible MHFA point of contact, and coordinate internal/external interventions (Early Help, counselling, health services), ensuring clear plans, review points and impact measures.
- Lead behaviour and inclusion casework for the year group (restorative approaches, de-escalation, reasonable adjustments), ensuring fair, consistent use of sanctions and rewards.
- Own attendance and punctuality strategy for the year: daily follow-up, targeted campaigns, pre-exam attendance readiness, and return-to-learn plans following absence or suspension.
- Oversee detention and isolation systems for the year group (setup, supervision, communication and reintegration), ensuring learning is maximised and ensuring measures are lawful, proportionate and followed by a reintegration plan that restores relationships and learning.
- Assist in the supervision, training and development of staff in relation to pastoral systems and behaviour management including the dissemination of specialist advice and training.
- Coordinate high-quality IBPs/PSPs/Risk Assessments/Health Care Plans; quality-assure plans produced by others; monitor fidelity and impact.
- Where appropriate, liaise to secure Alternative Provision, placements or short-term interventions, ensuring safeguarding checks, curriculum continuity and review.
- Contribute to a coherent Personal Development (incl. RSHE/character) programme across the year; deliver assemblies and targeted 1:1/group work.



- Prepare students for successful next steps at each transition point (e.g., into a new year, options, post-16/18), coordinating guidance, references and applications as applicable.
- Maintain accurate pastoral records (CPOMS/MIS), analyse trends (behaviour, attendance, exclusions, safeguarding, destinations) and produce concise reports for ELT/SLT/Governors.
- Ensure statutory and policy compliance (Safeguarding, Equality Act, SEND Code, UK GDPR), modelling exemplary information security.
- Build productive relationships with parents/carers; create swift, solution-focused home-school communication loops; challenge and support to secure improved outcomes.
- Develop employer, community and agency links that enrich experiences and broaden horizons.
- Provide appropriate supervision for students both in school and on visits, trips and out of school activities as required.
- Undertake any other reasonable duties at the request of the Headteacher or SLT.

## **Additional Duties**

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake additional lunch, break time or after school duties as requested by SLT.
- The post holder may be required from time to time to assist with the invigilation and/or administration of internal and/or external assessments.
- Support and promote the school's policies on diversity and equality of opportunity.
- To be Mental Health First Aid trained
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported appropriately in a timely manner.

## **Variation in Role**

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post holder.

## **Health and Safety**

The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***



## Person Specification

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Maths and English GCSE at Grade C or above.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant degree or similar.</li> <li>Safeguarding (Level 3) — or willingness to complete within probation.</li> <li>Mental Health First Aid and First Aid — or willingness to gain within probation.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with children or young people.</li> <li>Complex / specialist behaviour management.</li> <li>Developing, reviewing and implementing strategies and plans for individual students.</li> <li>Experience of providing specialist pastoral support students.</li> <li>Experience of multi-agency working.</li> </ul>	<ul style="list-style-type: none"> <li>Leading a pastoral team.</li> <li>Delivering targeted specialist intervention in relation to pupils at risk of becoming NEET.</li> <li>Leading on Early Help Plans.</li> <li>Leading events.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Understanding of safeguarding and Child Protection issues</li> <li>Working knowledge of current theory and practice in relation to working with children and families with complex needs.</li> <li>Knowledge of safeguarding legislation and guidance</li> <li>Demonstrate good judgement and decision-making skills.</li> <li>Ability to make decisions based on analysis, interpretation and understanding of relevant data and information</li> <li>Respect confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of UK GDPR; accurate, secure record-keeping (CPOMS/MIS)</li> <li>Supporting students through a range of internal and external safeguarding provision.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>



## Character

- Unwavering commitment to inclusive education, high expectations and pupil dignity.
- Professional integrity, resilience, and visible optimism; models Benton Park values.
- Organised, calm under pressure; able to meet deadlines and adapt to changing priorities.
- Work effectively as a member of a team
- Good sense of humour
- Ability to receive and act on feedback
- Strong attention to detail
- Ability to work under pressure
- Commitment to the full life of the school
- Clear, persuasive communicator — oral and written — for staff, students, parents and governors.
- Able to deliver challenging feedback with professional sensitivity and follow-through.
- Builds productive multi-agency partnerships; secures strong parent/carer engagement.
- Willing to offer time to improve student experience e.g. extra-curricular, trips and visits
- Creative problem-solver who contributes to trust-wide evaluation and dissemination of best practice.
- Application
- Interview
- References

***We are actively committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.***

***We promote diversity and want a workforce which reflects the population of Leeds.***



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