



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Grad Lead

Djanogly City Academy, Nottingham, Nottinghamshire

Permanent

37 hours per week, 39 weeks per year

Pay Scale 5: £24,990 - £27,083 pro rata (£28,931 - £31,355 FTE)

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes.

About the Role

As Grad Lead you will drive scholar achievement by closely monitoring welfare, behaviour, attendance, and academic progress, implementing timely and targeted interventions to support positive outcomes.

Who We're Looking For

We are looking for a committed and proactive individual who is passionate about improving outcomes for all scholars. The ideal candidate will be organised, resilient, and able to build strong relationships, using data and effective interventions to support behaviour, welfare, and achievement.

About Djanogly City Academy

Djanogly City Academy is a vibrant and inclusive learning community dedicated to inspiring and empowering every scholar it serves. Situated at the heart of Nottingham, the academy welcomes learners from diverse backgrounds, celebrating individuality while fostering a shared passion for curiosity, creativity, and achievement. At Djanogly, every pupil is valued and supported to grow academically and personally.

The academy's ethos is built on high expectations, mutual respect, and a commitment to excellence. Scholars are encouraged to be confident, resilient and compassionate citizens, equipped with the knowledge and skills to thrive in an ever-changing world. Through engaging teaching, enriching experiences and strong partnerships with families and the wider community, Djanogly City Academy nurtures a culture where scholars are motivated to reach their full potential and make a positive contribution to society.

Our latest Ofsted inspection report recognises our many strengths and the strong progress being made across the school. Some key highlights include:

- Djanogly City Academy is a welcoming and inclusive school that celebrates the diversity of its local community.
- There is a strong, caring ethos. Pupils feel safe and well supported, and the vast majority are happy in school.
- The school has high expectations for all pupils, encouraging them to achieve their best academically and personally.
- Pupils with special educational needs and/or disabilities (SEND) and those who speak English as an additional language are well supported to access and succeed in the curriculum.
- The curriculum is well planned and increasingly ambitious, ensuring pupils build knowledge and skills effectively over time.
- Pupils are polite, respectful and considerate towards each other and towards adults.
- Strong, trusting relationships between staff and pupils support learning and personal development.
- Pupils benefit from high-quality pastoral care and know that staff are approachable and available if they have concerns.
- Leaders are mindful of staff well-being and workload, creating a supportive working environment.
- Staff are proud to work at Djanogly City Academy and feel valued as part of the school community.

Why Join Tapestry?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are

not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 0115 942 1277.

Further details about our school can be found on our website: [Djanogly City Academy](#)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

JOB DESCRIPTION

Post Title:	Grad Lead
Reporting to:	Assistant Headteacher
Grade:	Scale 5
Disclosure Level:	Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

To promote high standards of behaviour, welfare, and achievement for all scholars within the year group. The Graduate Lead will monitor progress, identify needs, and implement effective interventions, while working collaboratively with staff and families to ensure every scholar is supported to succeed. The role also supports the Achievement Leader in maintaining a positive, inclusive, and high-expectations culture.

Key Duties and Responsibilities

- To be a physical presence in the school and known to your allocated year group of students as a person to support them with welfare concerns
- Proactively walk around school, visiting classes and tracking behaviours of scholars.
- Use data to identify scholars who need intervention programmes
- Support behaviour improvement and if required liaise with parents.
- Leadership of the year group in the absence of the Achievement Leader (as a result of a planned staff absence, teaching or sickness) which will involve leading line ups, delivering assemblies, attending parental/multi agency meetings, actioning safeguarding concerns and monitoring of scholar behaviour.
- To attend and contribute to whole school events to provide information and support within the capacity of the role
- To work collaboratively with colleagues such as Head of Year, Behaviour Managers and the Senior Leadership team to identify students who may need additional support;
- To support teachers in behaviour management;
- To take statements from students following incidents;
- To formulate and maintain positive liaisons with families and carers;
- To participate in the duty rota as directed and perform lunch and break duties;
- Support the attendance team with monitoring attendance of students and taking practical same day steps to address poor performance;
- To be responsible for completing the administrative function of late arrivals, detention;
- To respond to the needs of students in the event of accidents resulting in injury, illness, prescribed medication as a qualified first aid practitioner, calling for further medical assistance and notifying and planning with parents/guardians as appropriate. Accompany injured student to hospital if necessary;
- To be responsible for maintaining and updating accurate student manual and computerised files within the protocols of school procedures.
- Support “day to day” supply staff in locating work and help to orient

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification



Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
Be educated at least to Level 2 (A Level or equivalent standard) with an appropriate ICT qualification (ECDL or equivalent as a minimum)	✓		Application form, certificates
Experience			
Experience of working effectively with parents, carers, staff and students, ideally within a school or children services background.	✓		Application form, interview, references
Experience of managing a team		✓	
Knowledge & Skills			
Demonstrate an awareness of statutory requirements in relation multi agency working with internal and external partners.	✓		Application form, interview, references
Have an up to date knowledge of child protection issues, including local and national best practice.	✓		Application form, interview, references
Have an awareness of cultural and diverse backgrounds.	✓		Application form, interview, references
Ability to evaluate the impact of procedures and practices and formulate strategies and targets for improvement	✓		Application form, interview, references
Ability to demonstrate a problem solving approach to tasks.	✓		Application form, interview, references
Effective planning, organisation and administrative skills.	✓		Application form, interview, references
Ability to work collaboratively, ensuring the students welfare is supported in the school environment.	✓		Application form, interview, references
Ability to build positive and trusting relationships with students.	✓		Application form, interview, references
Demonstrate the skills to be able to defuse potentially contentious situations.		✓	Application form, interview, references

Ability to meet deadlines and work under pressure.	✓		Application form, interview, references
Ability to utilise ICT (word packages) including internal school database systems.	✓		Application form, interview, references
Personal Qualities			
Belief in the values and behaviours of Tapestry Learning Partnership	✓		Application form, interview, references
Evidence of continuing professional development	✓		Application form, interview, references
Commitment to equal opportunities and diversity in the performance of duties	✓		Application form, interview, references