

Associate Operational Support Lead



Grade N8: Actual Salary Range: £35,915 - £39,714

37 hours per week, Permanent Term time plus 5 training days and 5 additional days

Closing Date: 9am on 17th July 2026

**CANDIDATE
INFORMATION PACK**



ACHIEVEMENT, STUDENTS & LEADERS MATTER

Tel: 0191 214 2201

www.northernleaderstrust.org

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU

INTRODUCTION

From the CEO

Dear Applicant, Studio West is an exciting studio school, which opened in September 2014. As part of Northern Leaders Trust, Studio West cater for around 550 students aged between 11 and 19 with student numbers increasing year on year. We are expected to reach 650 at full capacity. Rated “Good” by Ofsted, Studio West offers students an innovative and bespoke curriculum with an emphasis on employability and life skills. We have close working relationships with our business partners and our mission is to make sure that every student who leaves Studio West, does so with a university place, an apprenticeship or employment.

We are excited to introduce this new role to our structure. Working with our strong team of pastoral staff, the role will support our Head of Deep Support with all aspects of management of attendance and behaviour, SEND and inclusion and supporting students within specialist internal and alternative provisions.

The postholder will line manage allocated pastoral staff, and act as one of our Deputy Designated Safeguarding Lead supporting the Designated Safeguarding Lead in all aspects of management of safeguarding and student wellbeing.

We are seeking applications from candidates with a proven track record of effectively managing student welfare issues to achieve a positive outcome in a secondary school or specialist young peoples setting, combined with a working knowledge of the social, emotional, mental health and other welfare issues that affect children and their families at school. Candidates must possess previous experience working with multi-agencies and the ability to form effective, professional relationships with all students and stakeholders.

In return we offer:

- Access to the Local Government Pension Scheme.
- Salary sacrifice schemes such as cycle to work and car leasing scheme (NHS Fleet Solutions)
- Access to free gym facilities on our Kenton School site.
- Access to a range of health and wellbeing initiatives.
- The opportunity to work in a fantastically resourced school with easy commuting access to both the A1 and A19, in a supportive team committed to the development of all our staff.

We look forward to receiving your application.

Your sincerely

Lee Kirtley

CEO



Associate Operational Support Lead

Job Description

Pay Grade: N8

Responsible to:
Senior Leadership Team



Job Purpose

- To support the head of deep support with all aspects of deep support i.e. attendance, alternative provision, SEND and inclusion, behaviour for learning, BRIDGE oversight, PLC and ASPIRE referrals, Inclusion meeting
- To take a lead role in all matters pastoral.
- To line manage allocated pastoral staff.
- To act as Deputy Designated Safeguarding Lead and support the DSL in the operational leadership of safeguarding.
- To ensure high standards of behaviour and attendance of all students and across a year groups.

Key Accountabilities

All postholders are accountable for the following:

- Promoting the values and vision of the Trust and using them to inform decision-making
- The design and delivery of a programme of social and extra-curricular activity for the year group throughout the year
- Evaluation the progress of individual students in every subject taught to the year group
- Reporting progress of students to parents
- Support to the delivery of intervention strategies to support students in making the progress which can be expected of them in subjects
- Maintaining close working partnerships with parents or carers and external agencies
- Standards of behaviour of students against the One Trust Rule in lessons and around the school
- Attendance of students being above the national average
- Exclusion rates are below the Newcastle or regional average, whichever is lower
- Ensuring actions taken in relation to safeguarding are compliant with Trust safeguarding policies and procedures and Keeping Children Safe in Education

Main duties and responsibilities:

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be allocated.

- To assist the Leadership Team in the strategic lead of behaviour across the school and to lead on the planning and implementation of strategies designed to improve behaviour in school.
- To support the DSL in the organisation and provision of safeguarding training for staff.

Main duties and responsibilities Continued

- To promote the safeguarding and welfare of children and young persons the postholder is responsible for or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
- Under the direction of the Designated Safeguarding Lead, to act as Deputy Designated Safeguarding lead working in conjunction the Local Authority Designated Officer, Safeguarding Adviser, Leadership Team and external agencies as required.
- To review and support behaviour management strategies and to lead on the behaviour aspects of the STEP System and Class Charts
- To oversee the instigation of the STEP System in tracking behaviour across the school.
- To liaise with admin staff to ensure Class Charts is used to track the behaviour of pupils on the STEPS System and to assess the need for pupils to advance or remain at different STEPS stages.
- To develop and maintain effective communication throughout the school reporting to the Principal, Leadership Team and Governors as required in the presentation of data.
- To ensure that everyday school routines and practices are adequately staffed and supervised for the safety of students, challenging practice which does not comply with school policies.
- To identify and respond to the social, emotional, and physical needs of students, ensuring appropriate support is in place
- To supervise learners at both break times and lunchtimes.
- To be part of an on-call support network available to staff and students throughout the school day.
- To liaise with parents/carers developing and maintaining links to ensure student pastoral needs are met.
- To liaise with statutory and non-statutory agencies taking a leading role in developing and maintaining the school links with school health, education welfare and social service providers, including Managed Moves with other schools.
- To liaise with support staff to oversee Admissions in conjunction with the Vice Principal.
- To oversee whole school detention.
- To ensure acceptable conduct and behaviour of all students and assume a leading role in the promotion of effective student management in unstructured times.
- To line manage allocated pastoral staff, including performance management and professional development, identifying, and responding to training needs where necessary.
- To assist with the recruitment and selection of allocated pastoral staff and the development of induction, supervision and staff support systems as required.
- To support personal and professional development, designing and delivering pastoral related training and interventions where necessary.
- To organise and maintain records relating to meetings pertaining to students and data collection and analysis.
- To be aware of and comply with policies and procedures relating to health and safety, security, confidentiality, GDPR and data protection. Reporting all concerns to the appropriate person and ensuring that accurate records are maintained.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.



GCSE Results Day

Our 2025 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

Associate Operational Support Lead

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. A proven track record of working effectively in a pastoral role in a secondary school setting.
2. Working knowledge of the social, emotional, mental health and other welfare issues that affect children and their families at school.
3. Experience effectively working with multi-agencies.
4. A proven track record of effectively managing student welfare issues to achieve a positive outcome.
5. Ability to work effectively with students, their families, and carers.
6. Ability to analyse and interpret data to inform decisions.
7. Excellent written communication skills with the ability to produce high quality reports for leaders, Trustees, and other stakeholders.
8. Awareness of legislation relating to safeguarding, attendance and welfare and the protection of children.
9. Ability to deal effectively with challenging situations with tact, empathy, and assertiveness.
10. Ability to motivate and inspire colleagues to maximise impact of team.
11. Ability to work effectively on own initiative with minimal supervision and as part of a team.

Desirable

1. Experience supervising a team including conducting performance reviews/appraisals.
2. Experience developing and implementing strategies to improve behaviour outcomes.

Part B: Assessment Stage

The following criteria will be further explored at the assessment stage in addition to criteria above.

1. All criteria listed under part A
2. Effective interpersonal skills with the ability to challenge, and gain co-operation of others.
3. Ability to provide effective leadership to the pastoral team.
4. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - motivation to work with children and young people.
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people.
 - emotional resilience in working with challenging behaviours.
 - attitude to use of authority and maintaining discipline.
5. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Assessment/Selection Methods

- Task
- Interview

Part C: Additional Requirements

1. The following criteria must be judged as satisfactory when pre-employment checks are completed:
2. Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
3. Additional criminal record checks if applicant has lived outside the UK
4. Children's Barred List Check*
5. Confirmation of Qualifications as outlined on application form
6. Medical clearance
7. A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process



A-Level Results Day

Northern Leaders Trust is laying the foundations now for a period of solid growth over the coming years. These results are just the start of this journey.

About our School

Studio West,
West Denton Way,
Newcastle upon Tyne
NE5 2SZ



Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 550 students with a PAN of 90.

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



For further information, please visit our website
www.sw.northernleadertrust.org

About our Trust

TRUST SHARED VALUES

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

'All Different, All Equal'

Studio West

'Learning that connects.'

Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

Leadership – Leaders help themselves and others to do the right thing. We firmly believe that all students and staff within our Trust are leaders.

Excellence – We are a Trust that strives to achieve excellence in academic, sporting and artistic pursuits.

Integrity – We are honest and driven by a clear moral purpose. Acting with integrity means we strive to do the right thing at all times.

Kindness – We value being kind to one another, using our manners and being considerate of each other's feelings.

Inclusivity – All students are welcomed into our classrooms and their uniqueness is celebrated. We have high aspirations for all students: no groups or individuals will be left behind.

Humility – We are humble in both success and failure. We acknowledge that our successes are achieved through the hard work of our students, parents, teachers and community.

Together – We believe that the Trust is stronger together and that collaboration is always more effective than competition.

Reflectiveness – We value reflection as a way to achieve improvement. We believe in inspiring all our learners to question, research, engage and therefore thrive,

Additional Information for Applicants

Conditions of Service

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust.

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are 8.00 am to 4.00 pm Monday to Thursday and 8.00 am to 3.30 pm on Fridays, with a 30 minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into ‘twilight’ evening sessions) plus 5 additional ‘on call’ days. On call days are to be worked during the school holiday periods at times allocated by the line manager

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.8 weeks pay (25 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years’ continuous local government service, and 6.62 weeks pay (29 days plus 8 public holidays pro rata) for staff with 5 years’ or more continuous local government service.

Pay and Grading

The grade of the post is N8, equivalent to local government pay spine points 30 - 34, with current corresponding full-time salary of £40,777 to £45,091 pa. The actual salary for this post, based on 37 hours per week including annual leave entitlement as outlined above including 5 training days and 5 on call days is as follows:-

Less than 5 years’ continuous local government service: £35,915 to £39,714 pa

5 or more years’ continuous local government service: £35,915 to £40,425 pa.

Progression through the grade will be on 1 April annually, however where 1 April falls within the probationary period, the first increment will be payable on 1st of the month following successful completion of probation, then 1st April thereafter until the top of the grade is reached.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.



Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to hr@northernleaderstrust.org

Closing Date:

9am on
17th July 2026



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Newcastle upon Tyne, NE3 3RU



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