



ATHENA
LEARNING TRUST



Year Lead (Non-teaching)

Applicant Pack

Closing date:

29th May 2026

Interview date:

To Be Confirmed

Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Year Lead (Non-teaching)
School Base:	Launceston College
Closing Date:	29/05/2026
Interview Date:	TBC
Vacancy Start Date:	01/09/2026
Contract Type:	Permanent
Salary:	£15.32 - £17.44 ph



Launceston College
Part of the Athena Learning Trust

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

The Year Lead is the strategic leader of culture, character and pastoral outcomes within their year group. The postholder ensures every student is empowered to Dream Big, Be Kind and Take Responsibility, and that every system within the year group reflects world-class expectations and world-class support.

This is a culture-shaping leadership position. The Year Lead builds identity, drives standards, leads intervention and ensures that pastoral systems translate directly into improved behaviour, attendance, wellbeing and academic success.



What you will be doing

Strategic Leadership of Culture and Character

The Year Lead will:

- Build a strong year-group identity rooted in ambition, integrity and mutual respect.
- Set uncompromising expectations for conduct, uniform, punctuality, readiness to learn and aspiration.
- Ensure daily routines reflect both high standards and high support.
- Lead tutors or pastoral team members with clarity and accountability.
- Use assemblies, tutor programmes and daily presence strategically to shape culture, address trends and celebrate excellence.
- Model calm, firm and fair leadership in all interactions.
- Ensure dignity, inclusion and respect underpin every pastoral system.

Behaviour and Character Development

The Year Lead will ensure behaviour systems build character, not compliance alone.

They will:

- Oversee behaviour within the year group on a daily basis.
- Lead restorative and responsibility-focused conversations that develop reflection and ownership.
- Chair reintegration meetings following suspension, ensuring clear expectations and documented accountability.
- Establish improvement targets and review them rigorously.
- Oversee behaviour support plans and monitor their impact.
- Implement and review report cards and targeted behaviour interventions.
- Contribute to the ongoing development and implementation of the behaviour and character curriculum.
- Ensure the rewards system visibly recognises students who embody Trust values.

Attendance and Safeguarding

Attendance is both a safeguarding and opportunity issue.

The Year Lead will

- Monitor attendance and punctuality daily and analyse patterns weekly.
- Identify early risk indicators and intervene decisively.
- Lead formal attendance meetings where expectations are not met.
- Work closely with the attendance team to implement targeted interventions.
- Escalate concerns in line with school policy.
- Drive school-wide strategies to improve attendance where delegated.
- Carry out safeguarding responsibilities under the supervision of the DSL or Deputy DSL.
- Liaise effectively with external agencies to support vulnerable students.

Pastoral Systems and Student Support

The Year Lead will:

- Oversee and quality assure Student Support Plans.
- Ensure effective transition and induction into the year group.
- Lead tutor programmes, including tutor meetings and resources.
- Coordinate year group events, rewards and character opportunities.
- Support key transition points (for example Year 9 options or post-16 progression where relevant).
- Maintain oversight of student academic tracking systems and ensure interventions are in place.
- Provide clear verbal and written communication to students and families.
- Write reports and documentation as required.

Data, Monitoring and Impact

The Year Lead will:

- Analyse behaviour, attendance and academic progress data weekly.
- Identify trends, hotspots and high-frequency concerns.
- Implement targeted interventions and evaluate their impact.
- Track progress through internal systems and maintain accurate records.
- Report clearly and accurately to senior leadership.
- Contribute to Trust-wide collaboration and knowledge sharing.

Leadership and Professional Contribution

The Year Lead will:

- Line manage delegated members of the pastoral team and conduct supportive one-to-one meetings.
- Work closely with the Vice Principal and school improvement team.
- Contribute directly to school improvement priorities linked to behaviour, attendance and inclusion.
- Engage fully in Trust and school CPD.
- Maintain confidentiality at all times.
- Ensure safeguarding and health and safety are central to all decision making.
- Take responsibility for their own professional development.

The postholder may be required to work across partner sites where appropriate and undertake reasonable duties of a similar level as directed by their line manager

What Success Looks Like

- Improved attendance and punctuality.
- Reduced repeat behaviour incidents.
- Clear reduction in persistent absence and high-frequency behaviour cases.
- High-quality and consistent tutor provision.
- Effective and timely pastoral interventions.
- High homework completion.
- Strong parent partnerships.
- A year group known for ambition, kindness and responsibility.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- A degree related to the role or PGCE/ Initial Teacher Training (ITT) course can be beneficial.
- Qualifications in Pastoral Care in Education may be advantageous.
- Additional training in areas like child protection, safeguarding, and behaviour management can enhance skills and knowledge.

Experience

Essential

- Experience in education, such as teaching, or working with students in a support role.
- Excellent written and verbal communication skills.
- Proven record of improving attainment and progress.
- Demonstrates resilience, determination and positivity.
- Competent use of IT systems and equipment.
- Experience in analysing and interpreting data related to student achievement and using it to inform teaching and learning strategies.

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.