



**Assistant Year Leader**  
**March 2026**





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire, HU5 4QH

Telephone: 01482 342229

Email: [info@kelvinhall.net](mailto:info@kelvinhall.net)

Website: [www.kelvinhall.net](http://www.kelvinhall.net)

Headteacher: Mr J Shaw

Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy

## Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of Assistant Year Leader at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and values, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, James Shaw**, at [info@kelvinhall.net](mailto:info@kelvinhall.net) or contact the school on 01482 342229.

Yours faithfully

A handwritten signature in black ink, appearing to read 'James Shaw'.

**James Shaw**  
Headteacher





## Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the secondary Trust.



# Senior Leadership Team



**Christopher Leng**  
Director of Secondary Education



**James Shaw**  
Headteacher



**Claire Grandidge**  
Deputy Headteacher  
DSL



**Lauren Piercy**  
Deputy Headteacher



**Jayne Graham**  
SEND



**Jo Andrews**  
Inclusion



**Rachel Hilton**  
Personal  
Development



**Claire Keddy**  
Developing  
Teaching



**Caroline Dawes**  
Key Stage 3

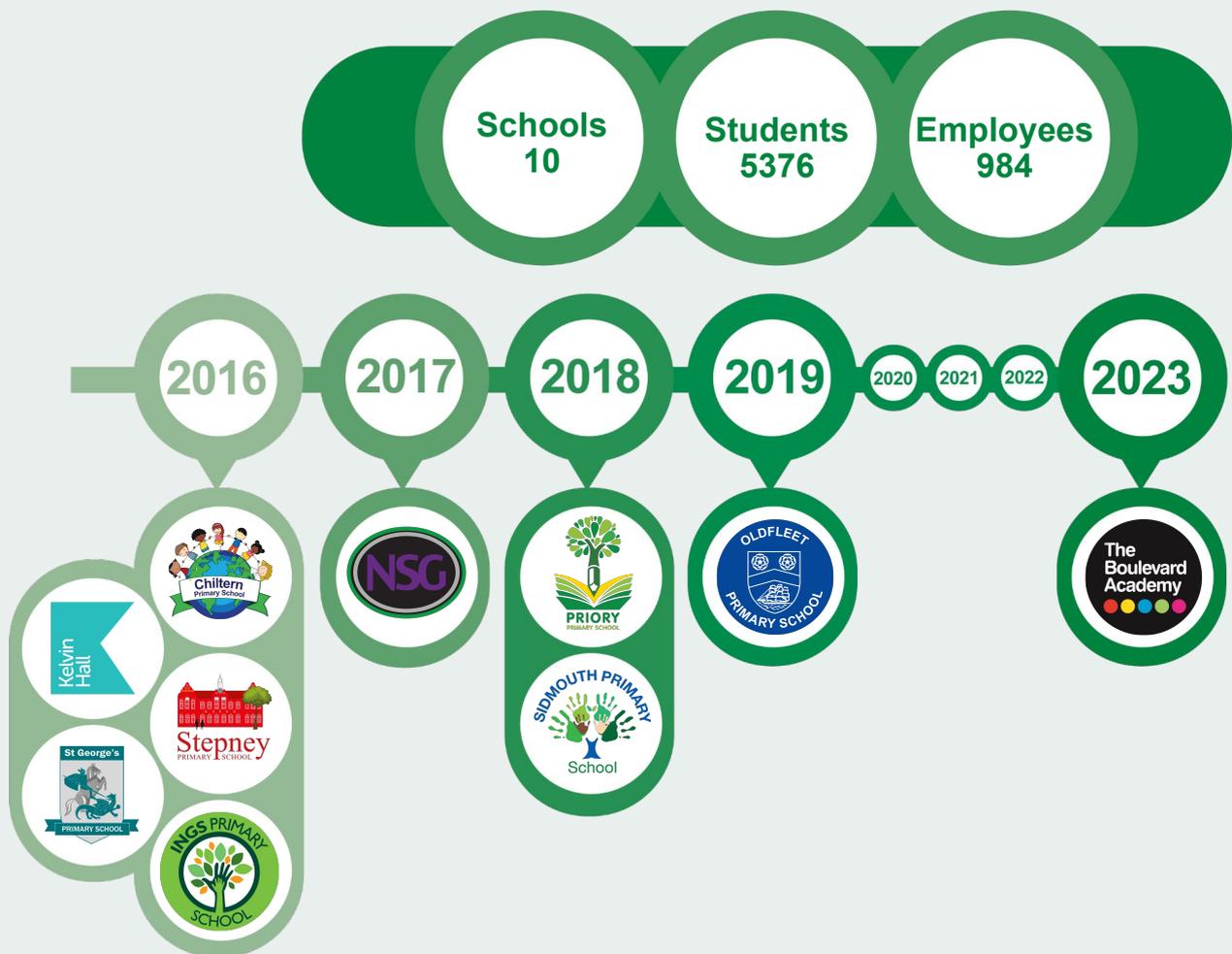


**Emily Sansam**  
Key Stage 4



**Craig Suddaby**  
Behaviour  
and Culture

# Our Journey so far...



## Our Partners

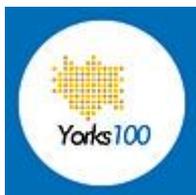
Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**Assistant Year Leader**  
**Salary: Grade 5 SCP 8 -12 (£23,737 - £25,308 actual salary per annum)**  
**Hours: 37 Hours term time only plus 5 training days and 5 additional days**  
**Monday to Thursday 8am to 4pm, Friday 8am to 3.30pm (30 minutes unpaid lunch break)**  
**Permanent**  
**ASAP**

**Thrive Co-operative Learning Trust** is a vibrant family of ten schools across Hull – three secondary and seven primary – united by a shared purpose: to inspire pupils to thrive in life. Each Thrive school is a dynamic community of staff, pupils, and families working together to unlock every child's potential.

### **The Opportunity**

The role is to provide support and guidance to students, including support programmes to enable access to learning for students and to assist in the management and care around the school. You will assist in providing support and intervention strategies to meet the pastoral and learning needs of students across both Key Stages. The Assistant Pastoral Year Leader will liaise closely with the Pastoral Year Leader, Assistant Headteachers, Designated Safeguarding Lead, pupils, parents, and pastoral and academic staff.

This is a varied role working closely with students, as well as the wider school staff, adhering to the school's behaviour procedures and policies to promote the welfare and protection of all students attending the school.

### **What You Will Bring**

We are looking for a committed practitioner to support, develop and implement our strategies for working with students and families to overcome barriers to learning. Someone who believes in building strong relationships with students and families and is willing to go the extra mile to support them in being successful both in and outside of school.

### **What We Offer**

- An inclusive and forward-thinking school within a supportive Multi-Academy Trust
- Opportunities for professional growth through leadership development programmes
- Access to our staff benefits platform, including retail discounts, gym membership offers, and savings schemes such as cycle-to-work
- Membership of the Teachers' Pension Scheme

### **Next Steps**

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Alex Rey (PA to the Headteacher/SLT) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

**Closing date: Friday 13th March 2026, 9:00am**

**Interviews: Week commencing 16th March 2026**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



# Job Description

<b>Post Title</b>	Assistant Year Leader
<b>Grade</b>	Grade 5
<b>Location</b>	Kelvin Hall School
<b>Reporting to</b>	Pastoral Year Leader

## Purpose of Role

Under the supervision of the Senior Leadership Team and Year Leader, to provide support and guidance to students, including support programmes to enable access to learning for pupils and to assist in the management and care of pupils around the school. You will assist in providing support and intervention strategies in order to meet the pastoral and learning needs of students across both Key Stages.

## Key Responsibilities

1. To promote and safeguard the welfare of children, young people and/or vulnerable adults. To provide support and guidance to students who are at risk of underachieving by removing the barriers to learning
2. To supervise and provide particular support for pupils, ensuring their safety and access to learning and other activities in school.
3. To assist with the development and implementation of IEP's, Behaviour Plans and PSP's.
4. To establish constructive relationships with pupils and to interact with them according to individual needs.
5. To work with individuals and small groups of challenging pupils, under the direction or Pastoral Staff, to improve Behaviour for Learning.
6. To supervise classes during the short-term absence of teachers if needed, giving instructions for the lesson as provided by a teacher and keeping pupils on task.
7. To cover for the On-Call system and isolation unit in school in collaboration with Senior Pastoral Staff.
8. To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own work.
9. To create and maintain a purposeful, orderly and supportive environment, under direction of Senior Pastoral staff and assist with the display of pupils' work.
10. To participate in discussions with parents/carers under the general direction of Senior Pastoral staff or teaching staff.
11. To administer routine tests and invigilate exams.
12. To contribute to the overall ethos/work/aims of the school.
13. To assist with the supervision of pupils out of lesson times, including before, after school, and at lunchtimes.
14. To cover First Aid provision in the school on an occasional basis as required (appropriate training to be given).
15. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of teaching staff.

1. To facilitate the sharing of information between the school, parents and outside agencies.
2. To support whole school behaviour policy to create a positive climate for learning
3. To provide welfare support for pupils within the base including those students with vulnerable needs
4. To work flexibly in the interests of the school as required.
5. To participate in school support staff professional development and undertake staff development activities as appropriate, attending any relevant training and/or meetings.
6. To work in a professional manner with integrity, maintaining student and staff confidentiality.
7. To comply with the school policies and codes of practice in relation to Health and Safety, Equality and Diversity.
8. Any other duties of a similar nature and level of responsibility as requested by the PLD Co-ordinator, Director of Pupil Engagement or Headteacher.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children. Responsible for supporting the learning and welfare of students. Responsible for keeping parents informed about progress. Liaise with other partner agencies regarding referrals and agreeing a way forward.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	Responsible for case files on a day-to-day basis, which contain confidential and often sensitive information. Ensure accurate records are kept

		E	D	How Identified
<b>Qualifications</b>	Grade 4 or above (or equivalent) in English and Maths	✓		AF, CQ
	A continued commitment to CPD	✓		AF, CQ
<b>Relevant experience</b>	Working with young people both individually and in small groups.	✓		AF, I, R
	Working in a school environment or similar for at least 2 years.	✓		AF, I, R
<b>Skills &amp; Abilities (including thinking challenge/mental demands):</b>	Motivation to work with children and young people.	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I
	Administrative skills, data input to an accurate level and record keeping.	✓		AF, I
	Persuasion and coaching skills to encourage pupils and others to work positively for the benefit of the learners.		✓	AF, I

<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of young children and young people	✓		AF, I
<b>Interpersonal /Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people.	✓		AF, I
	Good Communication skills	✓		AF, I
<b>Written Skills</b>	Good ability to communicate accurately in writing and to provide accurate written reports.	✓		AF, I
<b>Personal Qualities</b>	Have respect for the school's ethos and the ability to project a positive, professional image for the school.	✓		AF, I
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record	✓		(After shortlisting)