



SEAHAM HIGH SCHOOL



YEAR MANAGER

APPLICATION INFORMATION PACK



EDEN
LEARNING TRUST

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SCHOOL INFORMATION

Seaham High School is a popular and oversubscribed purpose built, fully comprehensive school of around 1100 students. Numbers have increased rapidly and are above expectations due to the growing popularity of the school. Virtually all our students come from the town of Seaham, which is a developing community as a result of local regeneration projects. The town is surrounded by beautiful countryside and is only 14 miles from the city of Durham. You can take a virtual tour of the school on our website.

We converted to become an Academy and joined the Eden Learning Trust on September 1st 2020.

When the school was inspected in 2023, inspectors judged the school to be good in all area. Ofsted made the following comments:

- “This school is a place where pupils can be themselves and where tolerance and respect are understood by the pupils who attend”
- “There are strong relationships between staff and pupils”
- “The vast majority of staff feel well supported by leaders and recognise the steps that leaders have taken to prioritise their well-being”
- “Leaders at all levels have a clear vision and an understanding of the school’s strengths and areas for development”

We have a high quality and bespoke professional development programme. We value our staff and provide training to all at a personal level. Staff turnover is traditionally low.

For our students at Seaham, we aim to promote the highest standards of attainment both inside and outside the curriculum; and from our students we expect equally high standards of behaviour, dress, courtesy, and a firm commitment to their studies and to the wider life of the school. We value all our students and are inclusive in our approach, thus we have a wide range of types of support being given to children throughout their subject lessons as well as through our Personal, Social, Health and Citizenship curriculum.

As a school we place great emphasis on developing the self-confidence, skills and values that will enable our students to make a positive contribution to our constantly changing 21st Century world. We are a learning community that aims to equip our students with an approach to learning and knowledge which ensures that they are fully prepared to progress to further or higher education and to an increasingly demanding workplace. Pastoral arrangements see our students in Year Groups led by a Year Leader. Seaham High School moved into its new build in September 2016. It is a state of the art building for delivering education in the 21st Century. Students and staff appreciate the first rate facilities which support the high quality education which is accessible to all.



SAFER RECRUITMENT STATEMENT

Seaham High School are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment.

Applicants are advised:

- When applying you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be explored.
- All references will be applied for in writing prior to interview and referees will be contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted.
- Seaham High School reserves the right to contact your present employer and any previous employer.
- Employers will be asked about disciplinary offences, including those, which have expired
- The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- If successful in the selection process, you should be aware that you will be required to undergo an enhanced check carried out by the Disclosure and Barring Service (DBS) to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
- An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000)
- Confirmation of your identity will be undertaken through the production of a passport/driving license/birth, marriage or divorce certificates and educational/professional qualifications will be verified.
- Seaham High School will only offer appointments if the above checks are satisfactory and will allow no unsupervised access to children before completion of all checks.
- Preliminary interviews will be used to ensure that applicants have a full understanding of the requirements of the job and its difficulties and our young people may be involved in the selection process.
- As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview
- A probationary period of six months is standard practice for all new support staff appointments to Local Government.



SAFER RECRUITMENT PRE-EMPLOYMENT CHECKS

At Seaham High School safeguarding children is our number one priority and all interview panels will include a member of staff trained in Safer Recruitment. Safeguarding is the responsibility of everyone at Seaham High School and we have a number of mechanisms in school for students and staff to identify their concerns.

Applicants are advised that:

As part of the recruitment process all positions will be subject to pre-employment checks which will include:

- Application form including a thorough review of employment history
- Identity confirmation checks informed by ID checking guidelines (DBS)
- Formal Interview
- Enhanced DBS
- Barring list checks
- Right to work in UK
- References – all references will be sought prior to interview as a matter of course
- Referee – confirmation of identity of candidate and referee. Confirmation of any ambiguities within references
- Disqualification for Caring for Children
- Occupational Health Screening (if applicable)
- Confirmation of identity check
- Confirmation of reference integrity by telephone
- Criminal records checks for overseas applicants (where applicable)
- Obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant worked (where applicable)
- The interview process will also include safeguarding elements.

Our safeguarding processes are reviewed regularly in line with the most recent Keeping Children Safe in Education guidance (KCSIE).

- Please see our Child Protection within Safeguarding Policy within the Policies section
- Please see our Recruitment and Selection Policy within the Policies section
- Please see our Privacy Notice – Job Applicants within the Contact Us section



JOB ADVERT

Post Title: Year Manager

Grade 7 – SCP 15 - 22

Salary - £31,015 - 34,811 Pro Rata

(Actual Salary - £26,839 - £30,124)

Hours - 37 hours per week

Contract Type - Term time only- Fixed term until 31st August 2027

Start Date: As soon as possible

We are looking for an enthusiastic Year Manager who will support our students in achieving high levels of behaviour and attendance, including administration tasks as required to enable the smooth running of Seaham High School and the provision of a full, successful and supported learning experience for students.

All applicants must have English and Mathematics GCSE A*-C/9-4 or equivalent.

Seaham High School (part of Eden Learning Trust), is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview.

Seaham High School is an equal opportunity employer and welcomes applications irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Deadline:

The closing date for application is noon on **Friday 16th October 2026**. Shortlisted candidates will be contacted week commencing 2nd November 2026.

How to apply:

Application Information Pack and Application Form are available from the school's website:

<https://www.seahamhighschool.com/> or contact the school at hr@seahamhighschool.com

Completed applications should also be returned to hr@seahamhighschool.com

Please note that we are unable to accept CVs and only fully completed school application forms will be considered. Only those that have been shortlisted will be contacted.



JOB DESCRIPTION

Post Title: Year Manager

**Reporting to: Head of Pastoral Support
and Deputy Headteacher in charge of Attendance and Behaviour**

Grade: Grade 7 - SCP 15-22

Salary: £31,015 - £34,811 Pro Rata

Hours: 37 hours per week. Fixed Term until 31st August 2027

Core Purpose:

To support students in achieving high levels of behaviour and attendance.

Responsibilities for all support staff:

- Promote the values and aims of the School and Multi Academy Trust
- Follow all relevant school policies and expectations as outlined in the school handbook
- To be aware of, and assume the appropriate level of responsibility, for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Create and maintain effective partnerships with parents and carers.
- Treat students, parents and colleagues fairly, equitably and with dignity and respect

Specific responsibilities of this role:

Attendance:

- Monitor attendance and make follow up calls to parents/carers on a daily basis.
- Implement agreed strategies when attendance hits specific trigger points.
- Record punctuality and help to ensure the school's policy on punctuality is implemented.
- Carry out spot checks on known truants.
- Liaise with EWS regarding attendance, on a weekly basis.
- Identify Persistent Absentees.
- Produce attendance reports, analyse data and liaise with appropriate colleagues.
- Liaise with families of students with attendance problems.
- Promote the importance of good attendance.
- Attend relevant meetings.
- Participate in rewards system for good attendance.

Behaviour:

- Support 'Red Card' system and assist with follow up in response to incidents.
- Investigate and resolve incidents/issues in line with school procedures and liaise with DHT on appropriate action.
- Identify and have knowledge of 'hot spots' around school.
- Update as required to ensure staff are aware of vulnerable students.
- Work with and support students identified as being 'at risk'.
- Assist with events such as medicals/photographs etc.
- Develop student voice and conduct parental surveys.
- Support reward system in school to celebrate positive behaviour.



JOB DESCRIPTION CONTINUED

Pastoral:

- Meet with parents/carers - receive phone calls to discuss parental concerns and pastoral matters such as attendance, punctuality, uniform, equipment and behaviour.
- Liaise with outside agencies as appropriate.
- Involvement in assemblies.
- Deal with day-to-day pastoral problems.
- Work with the Achievement Leader to support academic progress.
- Provide medical assistance to unwell students and contact home for collection.
- Support agreed intervention with students.
- Monitor uniform and equipment.

Professional Development:

- To take responsibility for personal professional development
- To take part, as appropriate, in the school's professional development programme including regular Child Protection Training.
- To engage actively in the Performance Management Review process
- To be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others
- Undertake Child Protection training as required.

General:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher. The post-holder must carry out their duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.

The post-holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. The post-holder may be asked to carry out any other duties of a similar nature related to the post, which may be required from time to time. The post-holder will also be required to comply with all School/Trust policies.

Induction:

All new staff will receive an induction as part of the induction process to help new employees become effective in their role and to find their way within the school.

Confidentiality:

All member of staff should not divulge any personal and/or confidential information to which they may have access to during the course of their work.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSED CRITERIA
APPLICATION	- Fully completed application form - Fully supported in 2 references - Well-structured supporting letter indicating previous experience (no more than 500 words)		- Application Form - References
QUALIFICATIONS/ ATTAINMENTS	English and Mathematics GCSE A*-C/9-4 or equivalent	- Evidence of recent professional development activities and/or training - Understanding of Child protection/ safeguarding/data protection procedures and policies - First Aid training or be willing to undertake first aid training - NVQ Level 3 or equivalent or experience in a relevant discipline	Application Form
EXPERIENCE	- Experience of working successfully as a member of a team and on own initiative - To have established and developed successful working relationships with various stakeholders - To have worked with students who need to develop their behaviours for learning - Knowledge of a range of effective strategies for supporting vulnerable students with behaviour issues	- Experience of working in an education setting - Good understanding of behaviour management	- Application Form - References - Interview
SKILLS/KNOWLEDGE	- Excellent ICT Skills and ability to effectively operate various software packages and IT systems - Excellent communication skills – both oral and written - Good organisational skills - Excellent time management skills - Proactive and resourceful - Ability to prioritise workload - Good understanding of confidentiality - Ability to motivate and inspire our students - To be able to monitor and track the progress of students	- Knowledgeable and compliant of policies and procedures relevant to child protection - Knowledge of the Children's Act 2004 - Ability to analyse and interpret information, maintain records and prepare reports	- Application Form - References - Interview
PERSONAL QUALITIES	- Calm and positive approach - Sense of humour and lots of patience - Willingness to learn - Flexible and approachable - Ability to be discreet in relation to confidentiality - Embraces change - Motivation to work with children and young people - Reliable with good time-keeping - Enthusiastic, self-motivated, yet willing to follow instruction and advice - Positive working relationships with colleagues - To have resilience - Positive and professional attitude		- Application Form - References - Interview



OUR WELLBEING COMMITMENT

We are committed to providing a working environment and management practices to ensure that all staff are fully supported and encouraged to develop both personally and professionally.

We recognise that staff wellbeing is important not only to the individual member of staff but to student achievement and the school's performance. We promote good health and wellbeing so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress. The purpose of staff wellbeing is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

Staff Wellbeing:

Seaham High School appreciates that staff wellbeing is integral to a successful school. We are committed to continually reviewing and developing our practice and policies for the benefit of all.

From September 2025 Governors committed to trialling a reduced term time allowing staff and students longer breaks in October and two other dates throughout the year.

We recognise that life's challenges or celebrations do not always fit around school holidays so have introduced flexible working days or hybrid working for all staff. We understand that there can be extra burdens for staff and as a school we also try to promote staff wellbeing with:

- Private Healthcare Wellbeing Package
- Free flu jab
- Free eye test
- Free access to gym equipment
- Generous PPA time



Telephone: (0191) 516 1600

email: office@seahamhighschool.com

www.seahamhighschool.com



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