

# **Navigation Manager – Droylsden Academy Candidate Information Pack**

**Great schools in which to learn, teach and belong.  
Welcome to Tame River Educational Trust**

Dear Candidate

Thank you for your interest in the post of Navigation Manager with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

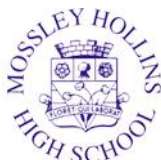
We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.



Phil Wilson  
Chief Executive Officer

## An Introduction to our Trust Schools



### **Droylsden Academy**

#### **Headteacher**

**Mr E Mayell**

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

### **Mossley Hollins High School**

#### **Headteacher**

**Mrs A Din**

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

### **Hyde High School**

#### **Headteacher**

**Ms G Arnold**

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe.**

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.

## Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at [hr@droylsdenacademy.com](mailto:hr@droylsdenacademy.com).

To apply for the role please complete the application form – available to download from our website and return it to [hr@droylsdenacademy.com](mailto:hr@droylsdenacademy.com).

**In compliance with Safer Recruitment Guidelines, CVs will not be accepted.**

**Advertised:** 11 September 2026

**Closing date for Applications:** 25 September 2026 at noon

Interview Date: Will be held as soon as possible after the closing date, following shortlisting.

*Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.*

### Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

### Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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| <b>Job description</b><br><br><b>The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Job Title:</b>                                                                                                                                                                                                                         | Navigation Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Reporting to:</b>                                                                                                                                                                                                                      | Head of Standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Hours &amp; Salary</b>                                                                                                                                                                                                                 | 36 hours per week, term-time only<br><br>Grade F, Points 17 -22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Role Overview</b>                                                                                                                                                                                                                      | <p>Taking responsibility for the day-to-day operation of the Academy's Navigation provision, ensuring students are supervised appropriately and academy policies and procedures are consistently applied. Work collaboratively with staff deployed within Navigation to ensure agreed routines and procedures are implemented consistently.</p> <p>The postholder will apply the Academy Behaviour Policy and agreed procedures when responding to challenging behaviour and pupil needs. They will work closely with pastoral, SEND and curriculum leaders, and contribute to the implementation of the Academy's behaviour strategy.</p> <p>This job description is written at a specific time and is subject to change as the demands of the Trust and school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p> |
| <b>Child Protection and Safeguarding:</b>                                                                                                                                                                                                 | <p>The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Main duties and responsibilities:</b>                                                                                                                                                                                                  | <p><b>As a Navigation Manager, you are expected to:</b></p> <p><b>Environment and Culture</b></p> <ol style="list-style-type: none"> <li>1. Maintain a calm, positive and productive Navigation environment that promotes self-reflection, improved behaviour and successful completion of work.</li> <li>2. Collaborate with staff deployed within Navigation, supporting staff to fulfil their responsibilities so that Navigation routines and behaviour protocols are implemented to the required standard. Escalate any concerns to the Head of Standards where appropriate.</li> <li>3. Manage Navigation resources; report and resolve any issues promptly.</li> </ol>                                                                                                                                                                                                                                                                                                              |



4. Oversee the smooth reintegration of pupils following time in Navigation, including leading restorative conversations and record outcomes before pupils return to lessons.
5. Carry out On Call responsibilities during periods when not supervising Navigation.

**Curriculum and Learning**

1. Liaise with Curriculum Leaders and Learning Support to ensure pupils have access to appropriate curriculum work and communicate with staff to secure relevant tasks and return completed work.
2. Manage access to learning platforms (e.g., Google Classroom, Sparx) and paper-based resources.
3. Support pupils with SEND needs and ensure resources meet individual requirements.
4. Monitor work completion and progress, intervening when needed.
5. Liaise with the librarian to maintain a suitable stock of reading materials.
6. Be familiar with lesson routines and the Behaviour Policy so as to support teaching staff during periods On Call.

**Management, Behaviour and Administration**

1. Support the implementation of Navigation systems, routines and interventions and provide feedback to the Head of Standards regarding their effectiveness.
2. Apply behaviour policy and procedures in responding to challenging behaviour, conflict and individual pupil needs within Navigation, escalating serious safeguarding, behaviour or welfare concerns appropriately.
3. Work with the Pastoral Team to plan for pupils referred to Navigation and communicate daily attendance to staff.
4. Communicate with parents/carers regarding Navigation referrals and reintegration.
5. Greet pupils, allocate workspaces and follow entry protocols.
6. Ensure accurate registration and maintain up-to-date records on attendance, behaviour, interventions and completed work.
7. Use school systems consistently to promote positive behaviour and apply behaviour protocols to address concerns.
8. Ensure compliance with break, lunch and toilet routines.
9. Liaise with the Catering team to organise student break and lunchtime refreshments while in Navigation.
10. Apply Navigation exit procedures including report cards and orderly dismissal.
11. Work with Year Teams on issues related to identified pupils.
12. Maintain accurate records of Navigation referrals, attendance, behaviour and reintegration outcomes and identify common referral patterns.
13. Produce weekly and monthly Navigation summaries for pastoral leaders.
14. Support safeguarding processes, logging and escalating concerns as required.



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|                           | <ol style="list-style-type: none"><li>15. Support the duty team at the start of the school day and attend pastoral meetings when required.</li><li>16. Participate in Return to School meetings for pupils following suspension when appropriate.</li><li>17. Perform administrative duties as needed.</li></ol> <p><b>Wider Responsibilities</b></p> <ol style="list-style-type: none"><li>1. Carry out an On-Call function in line with the Pastoral Timetable.</li><li>2. Carry out supervision duties before school, during break and lunch times, and after school.</li></ol> <p><b>As a member of staff, you are expected:</b></p> <ol style="list-style-type: none"><li>1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.</li><li>2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Droylsden Academy.</li><li>3. To have a responsible and diplomatic approach to matters of a confidential nature.</li><li>4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day.</li><li>5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems.</li><li>6. To undertake any other duties that might be reasonably requested, by the Headteacher. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.</li></ol> |
| <b>Health and Safety:</b> | <p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>General:</b>           | <p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



| Person Specification        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                               |                                                                                                                                           |
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|                             | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Desirable                                                                                                                                                                     | Method of assessment                                                                                                                      |
| <b>Qualifications</b>       | <ul style="list-style-type: none"><li>• 5 GCSE grades A*-C/Grade 4 including English and Maths, or equivalencies.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                               | <ul style="list-style-type: none"><li>• Production of the applicant's original certificates</li></ul>                                     |
| <b>Experience</b>           | <ul style="list-style-type: none"><li>• Experience of working in a school or college environment.</li><li>• Experience of using computer software, including word processing, databases, spreadsheets and Management Information Systems.</li><li>• Understanding of, and ability to interpret, data related to pupils' progress.</li><li>• Experience and knowledge of effective strategies for working with challenging behaviour.</li><li>• Experience of parental engagement.</li><li>• Experience of conflict resolution involving pupils and families.</li><li>• Experience of dealing with a variety of colleagues and stakeholders within a work setting.</li></ul> | <ul style="list-style-type: none"><li>• A proven record of excellent attendance and punctuality.</li><li>• Experience of producing clear and concise documentation.</li></ul> | <ul style="list-style-type: none"><li>• Contents of the application form</li><li>• Interview</li><li>• Professional references</li></ul>  |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"><li>• Able to develop and maintain constructive relationships with pupils and families.</li><li>• Able to motivate pupils and support them to overcome barriers to learning.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                               | <ul style="list-style-type: none"><li>• Contents of the application form</li><li>• Interview</li><li>• Professional references.</li></ul> |



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|  | <ul style="list-style-type: none"><li>• Strong organisational and administrative skills; able to plan and manage own complex workload.</li><li>• Able to work flexibly, using initiative.</li><li>• Confident and confidential communication with all stakeholders.</li><li>• Able to demonstrate resilience when working in pressured environments.</li><li>• Able to work effectively both independently and as part of a team.</li><li>• Fully aware of and committed to safeguarding.</li><li>• Excellent communication and interpersonal skills.</li><li>• Able to relate well to adults and young people.</li><li>• Clear commitment to equal opportunities.</li><li>• Competent and confident in ICT, including Word, Excel, PowerPoint, Google Calendar, Google Docs (or similar), and school MIS.</li><li>• Able to deal sensitively with people and resolve conflict.</li><li>• Able to maintain and produce accurate information and records, maintaining confidentiality.</li><li>• Committed to high personal standards at all times.</li><li>• Willingness to learn new skills and undertake further professional development.</li><li>• Able to produce high-quality documentation that is clear and concise.</li></ul> |  |  |
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|                                            | <ul style="list-style-type: none"><li>• Able to promote a positive school ethos and act as a positive role model.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                             |
| <b>Personal competencies and qualities</b> | <ul style="list-style-type: none"><li>• Passion for helping children and young people learn</li><li>• Trustworthiness and integrity.</li><li>• Ability to form and maintain appropriate relationships and personal boundaries. with children and young people.</li><li>• Ability to engender confidence in young people</li><li>• A warm, friendly, and patient manner.</li><li>• Ability to build positive relationships with all students that allow them to achieve to their highest potential.</li><li>• Discipline and time management skills</li><li>• A belief in the value of others.</li><li>• A willingness to learn new skills and approaches and to share experiences with others.</li><li>• A sense of humour.</li></ul> |  | <ul style="list-style-type: none"><li>• Contents of the application form.</li><li>• Interview.</li><li>• Professional references.</li></ul> |