

Year Manager

SCP 23-25 (S01) | Term-time + 10 days

PURPOSE OF ROLE

- Be responsible for the pastoral welfare, safeguarding and attendance of students in the relevant year group
- To act as a coach / mentor to a group of students
- Take responsibility for promoting and safeguarding the welfare of children and young people within the Academy and Trust

Line Manager: Relevant Year Leader

KEY ACCOUNTABILITIES (and specific duties/ responsibilities)

- To help to create a positive, rewarding ethos within the Year Team based upon Co-op values, behaviours and Ways of Being
- To pro-actively support student well-being
- To contribute to the meeting and greeting of students in the morning, ensuring that students are welcomed positively and are equipped for school
- To liaise with all internal teams and outside agencies with regards to the wellbeing of students
- To work closely with parents to maximise the welfare of students within the Year Team, including regular contact around rewards and sanctions
- To lead and contribute to meetings relating to the welfare and safeguarding (child protection) of students in the Year Group (and siblings where appropriate in other Year Groups in your capacity as lead academy professional)
- To contribute to assemblies, creating a positive and rewarding culture
- To take a lead role in the preparation of statutory documentation and referrals as appropriate for students within the Year-group
- To contribute to the climate of Restorative Justice within the Academy
- To take responsibility for the completion of appropriate behaviour reports for students
- To mentor target students and set up intervention groups as appropriate, in terms of behaviour, progress and attendance
- To contribute to the completion of references as appropriate
- To contribute to building a team approach with the staff operating within the Year Team
- To contribute to the transition arrangements for new students to the Year-group
- To be responsible for co-ordinating the admission of students arriving mid-year
- To evaluate the behaviour of students within the Year-group and collaboratively plan how to address issues
- To be the day-to-day point of contact for students within the Year-group facing issues
- To support the smooth running of the Academy at break and lunch times and through the duty system
- To liaise with the attendance team to ensure key students and cohorts within the Year Group receive regular and effective attendance monitoring
- To undertake supervisory and detention duties as directed by the Year Leader / Leadership Link
- To ensure follow-up of students who do not respond to sanctions or fail to attend detentions
- To support the drive for improved standards of teaching, learning and/or behaviour and attendance within the academy
- To create a positive climate for learning within the academy environment

- To act as a coach to a group of students within the structure
- To set high expectations for student behaviour, establishing and maintaining a good standard of discipline based upon Co-operative values and Ways of Being
- To work together collectively with other staff in the Academy in a professional manner
- To contribute to the smooth operation of the Academy through the duty system
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety and Welfare

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and Trust; and

The post holder is required to undertake additional such duties as may be reasonably be expected within the scope and grading for the post.

The duties outlined in this Job Description may be modified by the Principal to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.

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Person Specification

Attribute	Description	Essential	Desirable	How measured Application form (A) Interview (I) References (R) Qualifications (Q)
Qualifications	<ul style="list-style-type: none"> Grade C or above in English and Maths Evidence of continuing and recent professional development relevant to the post 	X	X	Q, I, R
Experience	<ul style="list-style-type: none"> Working in an inner-city school Experience of working with disaffected students Experience of implementing intervention to improve behaviour Experience of working in a multi-cultural environment 	X	X	A, I
Professional Knowledge and understanding	<ul style="list-style-type: none"> Knowledge of current issues relating to secondary schools Commitment to Equal Opportunities Understanding of pastoral issues, including attendance Understanding of Co-operative values Understanding of safeguarding issues in a school context Working knowledge of SIMS for a range of administrative purposes Cultural issues affecting students' success in school Experience of using target setting and benchmarking 	X	X	A, I, R
Skills and attributes	<ul style="list-style-type: none"> Develop good personal relationships within a team Communicate effectively (both orally and in writing) to a variety of audiences 	X	X	A, I

	<ul style="list-style-type: none"> • Excellent ICT skills X • Excellent organisational ability X • Ability to communicate effectively with students, staff and parent/carers and local community X • Ability to raise expectations and standards of students X • Confident and pleasant telephone manner X • Able to build relationships with young people X • Ability to prioritise workload and meet tight deadlines X • Accuracy and attention to detail X 	
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> • Excellent attendance record X • Flexible and adaptable X • Able to use initiative X • Good team member X • Ability to set and maintain standards as a role model for students X • Willingness to participate in the wider life of the school X • A commitment to personal professional development X 	<p>I, R</p>