Sedgefield Community College
Year Manager
Job Specification

Post: Year Manager

Responsible to: The Headteacher via Deputy Headteacher (Pastoral / Student Welfare)

Purpose of the post;
The management of all aspects of pastoral care, student welfare and guidance for a student cohort.

Key areas of Responsibility

- To effectively manage the College Expectations ensuring high standards of attendance, behaviour, punctuality and dress are maintained.
- To lead and manage a team of tutors and support them in matters of behaviour management.
- To manage regular Achievement Team meetings.
- To lead year group assemblies.
- To manage, implement and analyse the use of data for behaviour and rewards.
- To manage detentions, internal exclusions and students with intervention programmes.
- To manage, implement and monitor student support plans.
- To manage re-admission meetings following period of exclusion.
- To quality assure the student Progress Checks, ensuring reports are satisfactorily completed with all relevant information and issued to parents.
- To quality assure the effectiveness and impact of the tutor period.
- To manage Parent Evenings and Consultation Days.
- To manage celebration of success events.
- To manage a year group student council.
- To organise and prioritise pastoral issues and initiate appropriate action.
- To create and maintain a comprehensive and up-to-date record of intervention and strategies for identified students.
- To co-ordinate support for students with social, emotional and behavioural difficulties.
- To liaise with outside agencies regarding students and act as lead professional in a multi agency setting.
- To regularly inform, consult and liaise with key staff about students in year group.
- To monitor and organise students on alternative curriculum and part time timetables.
- To monitor the absence of students and work with Education Welfare to improve attendance.
- To develop strategies with teaching and learning support staff to promote student inclusion.
- To support other student cohorts in the absence of colleagues
- To organise the induction of new students to the school who arrive mid-term and liaise with parents and previous school.
- Alongside the Deputy Headteacher, develop policies that relate to the area of responsibility.

Quality Assurance

- To support the effective operation of quality control systems.
- To contribute to the setting of targets within the area and to work towards their achievement.

Management Information

- To support the maintenance of accurate and up-to-date information on the information management system.
- To support the use of performance data for analysis and evaluation purposes.
- To support the Headteacher with appropriate action on issues arising from data, systems and reports.
- To support the production of reports relevant to the management of student welfare.
- To analyse and produce reports on student performance.

Communication and Liaison

- To support the effective communication/consultation as appropriate with the parents of students.
- To contribute to the planning and delivery of college liaison activities.
- To support the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in college, partner schools and the wider community.

School Ethos

- To support the distinctive ethos of the college and to encourage students to follow this example.
- To support and work towards establishing the vision and aims of the college.
- To work with students in a courteous, caring and responsible manner at all times.
- To work co-operatively with, and in support of, all adults in the college.
- To support the college in meeting its legal requirements for worship.
- To adhere to the college's corporate policies.
- Comply with the college's health and safety policy and undertake risk assessments as appropriate.
- To present oneself in an appropriate manner so that it upholds the values of the college.

All Job Descriptions at Sedgefield Community College complement the agreed pay and conditions for the relevant post. The purpose of Job Descriptions is to clarify and sharpen the focus of the role of the postholder. 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 the Headteacher or Governing body to undertake work of a similar level that is not specified in this job description that is appropriate to the purpose of the post.

The college will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities in line with County Council Equal Opportunities Policies.

This job description is current at the date shown, but to reflect or anticipate changes in the job commensurate with the salary or job title, the college's management may change elements following consultation with the post holder.

Any offer of employment will be subject to receipt of a satisfactory DBS Disclosure and Barring Service check.

Sedgefield Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed (Postholder): …….

Date: …….

Signed (Line Manager) …….

Date: …….