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| Job Description – Year 7 – 10 Year Manager |

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| Job Description   |  |  | | --- | --- | | **Job Title:** | **Year Manager Years 7-10** (Personal Development, Behaviour, Discipline, Welfare & Attendance Support) | | **Salary Scale:**  **Hours:** | Grade F, Points 24-28  36 Hours per week - Permanent/Term Time Only | | **Responsible to:** | Heads of Year [Progress]  Deputy Headteacher [Standards in Pastoral Care, Discipline, Attendance & Community] | | **Date the job description becomes effective:** | 1st September 2017 | | **Date the job description will be reviewed:** | October 2018 |   This job description should be read in conjunction with the current Academy Pay and Conditions Policy and the Conditions of Employment section relevant to the post held. (Copies are available from Principal’s PA).  You are to undertake such duties and responsibilities as required of you by the Headteacher. Main Purposes of the Job  1. The post-holder will work to the Heads of Year [Progress] as part of the Pastoral Team to manage and develop her/his Year Groups (and individual/groups of pupils within it) academically and pastorally, taking responsibility (with Form Tutors in your team) for the attitudes to learning, behaviour, discipline, uniform, pupil development, welfare, contribution to school (and support attendance) of each student in your year groups. 2. The post-holder, working to the Heads of Year [Progress], will uphold the highest of standards of their Year Groups 3. The post-holder will work to the Heads of Year [Progress] to ensure the progress, attainment, personal development, welfare, contribution to the school, behaviour (and attendance and punctuality) of the least advantaged (SEND, Pupil Premium and CLA) and most able are a primary focus. 4. The post-holder will manage, develop, challenge and support all staff allocated to the teams 5. The post-holder will engage parents, carers and outside agencies as key partners in making Purposes 1-3 above real. 6. The post-holder will be part of the On-Call Team 7. The post-holder will take school-based responsibility for the CAF, working with CSC and student welfare so that learning is a priority. 8. The post-holder will support the leadership of specific Special Events for the Year Group (In Year 7, for example, this will include Primary/Secondary Transition, Open Evening, New Intake Evening, Induction Days and events held by Droylsden Schools’ Partnership of Primary Schools) 9. The post-holder will liaise with the Extended Schools’ & Behaviour Manager over Behaviour in their Year Group and over CEIAG (Careers Education, Information & Guidance and AP (Alternative Provision) 10. The post-holder will cover in an emergency for the absence of the cover supervisor(s): providing stability, continuity and excellent learning provision for pupils whose lessons are affected through staff absence; and, provide support to staff and challenge and support to pupils whilst supervising lessons.  Summary of Responsibilities and Personal Duties **A STRATEGIC DIRECTION & DEVELOPMENT OF PASTORAL PRACTICES WITHIN SCHOOL**   * Support the Heads of Year [Progress] in the development and implementation of policy and practice within the Year Teams * Help the Heads of Year [Progress] to establish within your Year Teams a clear, shared understanding of the contribution they can make to the development of the school and of the pupils within your charge. * Share management responsibility for the school’s improvement at whole-school level. * Take management responsibility working to the Heads of Year & the Behaviour & Extended Schools’ Manager for the highest of standards of learning, progress, attendance, punctuality and conduct for your Year Group, with a particular focus on the school’s priorities in relation to the least advantaged (PP, including CLA), most able and SEND.   **B** **QUALITY OF TEACHING, LEARNING & ASSESSMENT**   * As a middle manager be proficient in the use of the Droylsden Academy Basics and the Droylsden Academy Way for the quality of your work and receive training as required * With your Heads of Year [Progress] manage the Quality Assurance of Form Time, Homework and Pastoral Care in your year group * Follow the Droylsden Staff Code of Conduct * With the Head of Year manage excellent detention protocols, attendance and observance to support teaching and learning in the school.   1 **Curriculum**   * Ensure Form Time and Assembly-time are used highly effectively by your Form Tutors, by checking forms on a daily basis. * Support the Heads of Year [Progress] in her/his leadership of the curriculum for Form Time covering key aspects of PSCHE, literacy and numeracy promoting SMSC (Social, Moral, Spiritual & Cultural Development) and British Values, providing opportunities for pupils to understand and respond to British identity and tolerance through the Tutorial Programme, Year Group Activities, Assemblies, Charity Work, Positions of Responsibility and the Extended Academy and Community Programmes * Monitor pupil groupings in and across Curriculum Areas to ensure best-placement. * Liaise with the Learning Support Leader the Assistant Curriculum Leader, Learning Support/SEN link teacher over EHCPs and other SEND/CLA issues within your Year Groups. * Monitor and review the Homework Policy in practice from the point of view of the pupils and teachers setting. * Liaise with the Heads of Year [Progress] over the stretch and challenge for the most able students in your year groups. * Contribute to the planning with the Assistant Headteacher (Most Able & Curriculum+) and monitoring of high quality Alternative Provision and Offsite provision, securing their safety and their work towards appropriate qualifications * Work with your Heads of Year [Progress] to co-ordinate, monitor and evaluate additional intervention work for targeted students and identified groups. * Ensure excellent support and continuity of learning provision for any students in your Year Groups making use of the On Board Centre (OBC) * Ensure excellent conduct of any of your students whilst in Seclusion.   2 **Pastoral Data, Reporting & Target-Setting**   * Oversee any PH Level, detention, PRIDE, attendance and punctuality data response for your year groups with your Heads of Year [Progress] * Work with the Deputy Headteacher, Staff &Student Services Manager, Heads of Year [Progress] , Attendance Leader and Attendance & Behaviour Officers to support them in meeting the year groups targets for all and for Pupil Premium students (on attendance overall and Persistent Absence). * Support the Heads of Year [Progress] in any required reports for your Year Groups * Take a l role in any Mentoring for pupils within your Year Groups. * Advise, guide and monitor pupils/groups within your year groups regarding their attitude to learning, behaviour, (attendance and/or punctuality). * Ensure the successes academically and pastorally of Pupil Premium Children and the Most Able are recognised, celebrated and incentivised   3 **Behaviour, Conduct, Politeness, Uniform, Attendance & Punctuality**   * Make effective use of the School’s Behaviour Policy (including Behaviour for Learning and the Droylsden Academy Way), the PH Levels and PRIDE, modelling and insisting on our values of politeness, hard work and honesty * Work with the Behaviour and Extended Schools’ Manager * Ensure that students’ behaviour is exemplary and that all students feel safe and free from different forms of harassment and bullying, for all students and those within your Year Groups (supporting other Year Managers and Heads of Year when necessary). * Work with the OBC Manager to support and contribute to the successful strategies employed to re-engage and support students in the On Board Centre * Work with the Seclusion Manager to support and contribute to the successful sanctions and corrective action of the Seclusion Centre, Isolation or Exclusion * Oversee the accurate and timely completion of files and paperwork for all fixed term and permanent exclusions * Support in post-exclusion meetings, compiling all necessary documentation * Attend CAF and other external agency meetings and present accurate and precise school records * Work with the Heads of Year to create a culture of respect, reflection and discipline in all Year-Based detentions. * Praise and reward (formally, according to the calendar) excellent examples of student behaviour, politeness and attendance * Support your team of Form Tutors, teachers, Heads of Year [Progress] and the senior team to ensure the highest possible standards of uniform and of behaviour, attendance, punctuality, hard work, honesty and politeness from your Year Groups * Support your team of Form Tutors, your Heads of Year [Progress] and the Attendance Leader & Attendance and Behaviour Officers on any support required relating to attendance and punctuality. * Take a lead role in positive discipline and secure excellent attitudes to learning for all in your Year Groups, in line with our values, PH Levels, PRIDE and Droylsden Basics. * Assist teachers, Heads of Faculty and SLT in ensuring speedy, effective and consistent responses to situations of poor behaviour. * Work proactively with parents, carers and outside agencies to ensure strong progress, attendance, punctuality and behaviour of specific children, taking a lead role in reward and sanction procedures and ceremonies.   **C** **LEADERSHIP & MANAGEMENT OF PUPILS & STAFF**   * Work to the Heads of Year [Progress] and with the Behaviour & Extended Schools’ Manager, and manage Teams of Form Tutors. * Manage student voice and leadership in your Year Groups, working with your Heads of Year [Progress] and teachers, to ensure the highest levels of contribution to academy and community life and growing confidence in public speaking (in assemblies and meetings). * Assist in the professional development of your teams of Form Tutors in pastoral areas. * Develop a team approach with your Tutors * Manage the pupils in your year groups. * Manage year assemblies working with the Heads of Year and oversee the efficient running of SLT assemblies, including the management of late arrivals. * Make effective and efficient use of the school’s Learning Support Area, On Board Centre and Seclusion Centre to improve conduct, politeness and learning.   **D EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF & RESOURCES**   * Support your Form Teams in making best use of this time * Ensure tidy and accessible office space. * Ensure all paperwork and communication are of the highest professional standards   **E ACCOUNTABILITY**   * To the Heads of Year [Progress] * To parents, carers and pupils * Support the quality and organisation of Parent/Carer Evenings and Events. * Work closely with parents and carers to develop positive attitudes to learning, attendance and behaviour from their children. * Liaise with external agencies. * Manage issues related to Educational Visits and Child Protection & Safeguarding in and for your Year Groups * Intervene and respond appropriately to ensure pupils uphold the values of the Academy and represent your Year Groups with distinction * Promote individual and year group successes. * Implement all school policies in relation to your role |

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| Health and Safety The person appointed 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. |

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| The 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 School’s appraisal programme, to participate in appropriate staff training and development activities and will be expected to operate on tasks as required under the reasonable direction of the Headteacher. |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr P Wilson – Headteacher