

## Job Description – Year Manager

### Term time only + 5 days

**Purpose of the job:** To work with Head of Year to manage progress of all students within the designated year group in accordance with the school aims and deal with the Pastoral Care of the year group. To pursue high standards of achievement.

**Accountable to:** Head of Year

### Particular responsibilities:

#### Objectives

- To raise the aspirations/self-esteem of all students
- To foster good relationships within the school community
- To contribute to the implementation of whole school policies
- To promote a positive year group identity

#### Main Duties

Take a lead responsibility for:

- Jointly review, develop and implement all means of supporting student learning
- Maintain and develop effective communication with all those involved in the students' progress
- Promote the contribution the year group makes to the school community
- Manage the smooth transition of students through the stages of secondary education
- Undertake the clerical and administrative duties within the year group.
- All employees must be committed to the protection and safeguarding of children and young people

#### Key Tasks

- Take a lead role for monitoring student attendance, attitude and behaviour, applying appropriate school policy
- Take a lead role for monitoring student attainment and applying appropriate school policy
- Participate in year team meetings
- Jointly monitor effectiveness of intervention strategies for students
- Ensure reporting and procedures are carried out effectively and efficiently following the agreed school policy
- Jointly ensure school files are maintained and developed in line with school policy
- Develop and maintain (effective and efficient) good communication with carers and agencies
- Plan and promote high quality parents' evenings
- Contribute to the school assembly programme for the year group
- Support and promote the development of the Student Leadership
- Manage the induction of new/in Year transfers of students
- To liaise closely with outside agencies such as Attendance Improvement Officer, social services, juvenile liaison
- To deal with day to day pastoral issues
- To manage sanctions and rewards in line with school policy
- To undertake any other duties as commensurate with the post

Name:

Signed:

Date: