



ST AMBROSE BARLOW R C HIGH SCHOOL

YEAR MANAGER



LOVE



LEARN



LEAD

www.stambrosebarlowswinton.org





equality statement

As an equal opportunities employer, our policy is that no current or prospective employee, or third party, will receive less favourable treatment on the grounds of their race (including nationality, ethnicity or national origin), religion or belief, sex, marital status or civil partnership, gender reassignment, sexual orientation, pregnancy and maternity, age or disability. We recognise the nine protected characteristics of the Equality Act 2010 and are committed to applying the provisions of the Act in full, in all areas of our business.

We aspire to have a diverse workforce because, in our view, diversity enables better outcomes for all young people. We also believe that a more inclusive workplace, where people of different backgrounds work together, ensures better outcomes and experiences for all staff. From application to interview, we place equality, diversity and inclusion at the heart of all we do.

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

This post is subject to an Enhanced DBS Disclosure.



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WELCOME

Ben Davis - Headteacher

By joining the staff of St. Ambrose Barlow RC High School, you will become part of a wonderful story of success. We are a mission-led school, living out our values to **Love, Learn** and **Lead** every day. We are also a place where staff can flourish so that young people can thrive. We are welcoming, friendly and inclusive, dedicated to keeping and developing the people who work for us: we are all about growing great people deliberately. You will be supported and developed to care for and know our pupils well, putting them first in all that you do. Our professional development programme will ensure that you teach with **compassion, wisdom** and **knowledge** (I'm sure you already do) and you will be working as one of over 120 adults who serve our local community with **integrity** and **determination**.

As you'll know already, being an educator (whatever your role, in a Catholic school all adults are educators) means that you often don't get to see the fruits of your labour. However, we do what we do because we know that our work can transform lives and inspire young people to take action through successful learning. You will be teaching and working with young people who will change the lives of others for the better – that is a huge privilege and one we meet with humility and deep respect.

What does our mission look like in practice? **Love** means that we put relationships first, the dignity of every human being, in all that we do and we always expect the best of everyone. We **learn** by empowering brilliance in one another so that young people can go on to **lead** the life they want to lead for the good of others. Our priority is to ensure we are always a '**School That Matters**' – offering a culture of belonging and care and a curriculum that promises excellence for all.

If you like the sound of this, please get in touch and put in an application. Come and visit us and you will be able to see for yourself the great working and learning environment we have created at St. Ambrose Barlow. You can walk the corridors, speak to pupils and staff and test whether the reality matches the vision – I'm confident you will find it does.

A School That Matters



VISION, MISSION AND VALUES

We express our mission simply: **Love, Learn, Lead**. For us these three words express our core values and commitment to our faith and describe the journey of learning and development that young people undertake at St. Ambrose Barlow RC High School.

Our vision is to provide Inclusive Catholic Excellence.



A place of love where **everyone is welcome and respected**

A family of faith where **everybody matters**; where we are **unique together**; where we plant the seed that will one day **flourish**

A **community with Christ** at the centre where the dignity of each person is celebrated so that they can **embrace excellence**



A place to learn that is **alive with inspiring experiences** and a curriculum rich in knowledge and wisdom

A family of faith where together we **seek truth, celebrate endeavour and achievement.**

A community that **values curiosity and nurtures learning** into action in the service of others



A place to lead where young people grow to become people for others, **creative and courageous, ambitious** for the higher gifts.

A family of faith where we serve with **integrity, hope, and determination.**

A community that values justice for the most vulnerable so that all may have **life to the full.**

Work With Us

At St. Ambrose, we believe that our staff are the cornerstone of our success. We are committed to fostering a positive work culture where professional growth and well-being go hand in hand. Here's why St. Ambrose is the right place for you

PROFESSIONAL DEVELOPMENT



We offer extensive CPD opportunities tailored to individual needs, from bespoke programs for Early Career Teachers (ECTs) to in-house development for middle leaders.



With termly ECT celebrations, dedicated ECT voice, and NPQ support, we help all staff thrive in their careers.

WELLBEING AND WORK PLACE BALANCE



We prioritize staff well-being through an **Employee Assistance Programme** offering mental health, financial, legal support / advice and leaderships / life coaching



Flexible policies include / not limited to

- Flexi Day
- Pet bereavement,
- Positive dependents / parental leave
- Religious Observance



Free toast at break, end-of-term staff breakfasts, and free onsite parking enhance our positive work environment.

INCLUSIVE AND POSITIVE CULTURE



At St. Ambrose, you will be part of a warm, inclusive community where staff are regularly recognized and celebrated. We have a half-termly **Staff Recognition Nomination System**, which highlights colleagues going above and beyond. Additionally, our **Thank a Educator Day** allows staff and students to show their appreciation



Join our staff clubs including the book, running, and football clubs, or engage in the Reading and Research Club.



We offer a **Cycle to Work Scheme** and a **Technology Scheme**, allowing staff to access equipment in an affordable and convenient way.

Testimonials

Kirby Hickling - Teacher of Chemistry

As part of my job, I work closely with Nick Cohen to run the Chemistry side of the department. This includes the lesson sequence, assessments within the topics, any grade boundaries or grades and the mock exams that we do in year 10 and 11.

My department have been incredibly welcoming and have made me feel part of the team very quickly.

Working here has been amazing as it is all collaborative and if I am ever struggling, I know there are people there to help and support me. The department work closely as a team and has made my first year here very enjoyable.

Suzanne Hesketh - Learning Support Officer

I have been at St Ambrose Barlow for 10 years in the SEND Department supporting young students with additional needs. During this time, I have found it too be extremely rewarding and satisfying helping students overcome barriers to learning and achieve so much.

Within the school there is a warm feeling of community and when support is needed there is always someone to talk to be it a department colleague or a member of SLT, everyone is there to help each other.

I love coming to work every day as no two days are the same





Andrea Coccoresse - Teacher of History

As a new ECT at St. Ambrose Barlow , I've found the support from my mentors and the training provided to be very helpful in developing my teaching practice.

The school offers a no-judgment environment, focusing on support rather than evaluating performance, which has allowed me to grow without added pressure.

There is a good level of flexibility, and my colleagues have been approachable and willing to assist when needed. Overall, it has been a positive start to my teaching career.

Gillian Saldanha de Magalhaes - Headteacher's PA and Admin Manager

I have worked for St Ambrose for 3 years now following a career in the NHS and am so glad I took a leap of faith and moved to the education sector.

I work as part of a supportive, hard-working team and we are led by a fantastic manager who is dedicated and fair.

One thing I love about Ambrose is that we continually strive to be better and do better as a students. I thoroughly enjoy my role and coming to work each day.

School That Matters for all our

Iftikhar Hussain, Head of Physics

I have worked at St Ambrose Barlow RC High school since May 2023. I have worked at 9 other schools since 1995 before arriving at St Ambrose. At St Ambrose the students, well-being is a high priority and students as a result receive outstanding support from staff in all areas, whether it's pastoral or academic.

The LOVE, LEARN and LEAD ethos allows all students to thrive and succeed in all areas of school life . It is a very inclusive school and all students get a very rich and diverse experience – Culture day/Ramadan assembly/black history month, Christmas, Easter, Celebration evening etc. all are included through the many activities which students experience so that when they leave St Ambrose they are confident young adults ready to contribute positively to the wider diverse communities.

Staff well-being is also a high priority. The morning briefings are very informative and the staff are acknowledged for their hard work with a thank you on Friday which is really nice. Staff are given opportunities to contribute to the development of the school and their own professional development.



Current Opportunity



Year Manager

Are you passionate about making a difference in the lives of young people and supporting them to reach their full potential? We are seeking a dedicated Year Manager to help guide, support, and inspire students through some of the most important years of their school journey.

As a Year Manager, you'll play a key role in fostering a positive school experience – helping students feel safe, seen, and supported both academically and personally. You'll work closely with teaching staff, parents, and external agencies to remove barriers to learning and promote student wellbeing, behaviour, and engagement.

We're looking for someone who is compassionate, organised, and committed to achieving the best outcomes for all students, especially those who need it most. If you're ready to be a consistent and motivating presence in students' lives, we'd love to hear from you.



year manager's department

This is a growing and valued department within our school, built on the belief that strong pastoral care is essential to student success. We understand that when students feel safe, supported, and understood, they are far more likely to thrive both academically and personally. That's why we are investing in expanding our Year Manager team – to ensure every young person receives the care and guidance they deserve.

Currently, we have three dedicated Year Managers, each playing a vital role in the day-to-day lives of our students. To further strengthen this provision, we are now seeking to appoint a fourth Year Manager to join this dynamic and supportive team. Each Year Manager is paired with an Assistant Head who leads on the strategic and operational aspects of the year group, ensuring a clear and cohesive approach.

This is a department that genuinely makes a difference – not just in managing behaviour and attendance, but in building trusted relationships, championing student wellbeing, and helping every child feel a sense of belonging. If you are someone who is committed to pastoral excellence and wants to be part of a team that shapes futures, we warmly welcome your application.

JOB DESCRIPTION



Job Title Year Manager

Salary Scale Grade 3B (26 - 28) FTE £37,280 - £39,152 Actual Salary £34,125 - £35,839

Start Date ASAP

Accountability Assistant Headteacher

Interview TBC

Closing Date 25 Sep 2026

Contract Details:

Permanent. Term Time Only + 3 weeks

Conditions

Subject to satisfactory medical, police check clearances and references.

Holiday pay and sickness entitlements dependent on previous service

Hours of Duty

36 hours per week

Additional

To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school. General Information and Working Arrangements.

The below duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To take responsibility for the implementation of, and compliance with, policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description may be amended at any time following discussions between the Headteacher and the post holder and will be reviewed annually as part of the school self-review programme.

Job Purpose

We require a Year Manager who will be accountable for the wellbeing, inclusion, behaviour and attendance of young people within their year group or allocated cohort.

The key aim of this role is to ensure that pupils are safe, healthy and included so that they can achieve and have a sense of purpose. This involves a strategic focus on maintaining excellent levels of attendance, attitudes to learning and behaviour for the whole year group or cohort, with a particular focus on vulnerable learners.

Year Managers will work closely with the Assistant Headteacher for each year group, the SEMH team, attendance team and pastoral leadership of the school. Part of this role will entail overseeing and supervision our internal suspension room for small numbers of pupils.

Mission, Vision and Culture

Live out the school's values and mission in all interactions

- Work with staff and Governors to develop the distinctive vision and aims of the school
- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment
- To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

Duties and Responsibilities

1. Support for pupils

- To ensure effective leadership and management of young people's pastoral care, in liaison with other pastoral leaders.
- Address disadvantage proactively and remove barriers to learning by ensuring high attendance and good behaviour
- Build relationships with young people and their families so that they are known well and their needs can be met
- Work as part of a team of tutors and support them in matters of behaviour management.
- Attend regular Tutor Team meetings and other pastoral meetings.
- Manage, implement and analyse the use of data for behaviour and rewards.
- Manage detentions, internal suspensions and pupils with intervention programmes.
- Manage, implement and monitor pupil support plans.
- Manage re-admission meetings following periods of fixed-term suspensions.
- Quality assure the pupil Progress Checks, ensuring reports are satisfactorily
- Maintain high standards for all pupils through strong relationships and ensuring a sense of belonging
- Regularly inform, consult and liaise with key staff about pupils in year group.
- Monitor and organise pupils on alternative curriculum and part time timetables.
- Monitor the absence of pupils and work with other appropriate staff (including external agencies) to improve attendance.
- Develop strategies with teaching and learning support staff to promote pupil inclusion.
- To support other pupil cohorts in the absence of colleagues
- Organise the induction of new pupils to the school who arrive mid-term and liaise with parents and previous school.



1. Support for pupils

- Alongside the Pastoral Leads, develop policies that relate to the area of responsibility.
- Be highly visible around the school particularly before school and at break and lunch time
- Be a first point of contact for parents and carers for all elements of pastoral support
- Oversee recognition and celebration events and celebrate success with all pupils and families
- Plan, deliver and evaluate the impact of attendance initiatives and interventions
- Work alongside the Relationships & Behaviour lead and other pastoral and inclusion staff to plan, deliver and evaluate the impact of behaviour initiatives and interventions Work with external agencies as necessary
- Oversee Parents Evenings, Parental Engagement Evenings and support any Enrichment Events as necessary
- Drive on year group or cohort specific initiatives such as work experience
- Work with curriculum areas to provide teaching and learning, examination and assessment support
- To maintain accurate and up-to-date pupil records
- To monitor punctuality and attendance of year group pupils in line with National Averages, liaising with the attendance team and other pastoral staff.
- To be responsible for allocated administration duties associated with pupils
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2. Support for Teachers

- To liaise with teachers and departments in relation to behaviour and attendance of individual and groups of pupils (both onsite and offsite)
- To promote teamwork in order to ensure effective working relationships
- To be responsible for parental contact in relation to pupil behaviour and barriers to learning
- To support in monitoring, evaluating and reviewing achievement and behaviour with Heads of Year
- Managing behaviour of pupils by being the first point of contact for issues that arise throughout the day and by working closely with other staff, especially Heads of Year
- Lead and manage the internal suspension room

Additional duties

- To actively model and promote the values and ethos of the school.
- To comply with all relevant policies and procedures.
- To maintain confidentiality in all matters.
- To identify opportunities to introduce new technologies and processes to improve systems and ways of working.
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings – a full package of support and professional development will be provided.
- To work collaboratively across the School, in particular where the postholder has specific knowledge and expertise that can benefit the school as a whole.
- A positive first point of contact for parents, carers and external agencies.
- To cover break and lunch duties
- Working familiarity with SIMS and other information management systems
- To undertake First Aid Training acting as a First Aid responder as required

Post-holders are expected to be flexible and to operate in different areas of work/carry out different duties as required. This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

PERSON SPECIFICATION

Experience/Qualifications/Training etc.		
Educated to GCSE level or equivalent (Maths and English)	Essential	Application from
Further, relevant post-16 study	Desirable	Application from
Experience of recent and relevant CPD e.g. Mental Health First Aid, coaching, counselling, child protection training	Essential	Application from
Current driving licence	Essential	Application from
Previous experience in a similar role	Desirable	Application Form/Interview
Skills, Competency and Knowledge		
Understanding of principles of child development and learning processes and in particular, barriers to learning	Essential	Application, Form/Interview
Good command of the English language, both written and spoken	Essential	Application, Form/Interview
Ability to plan effective actions for pupils at risk of underachieving due to poor behaviour, attendance or other issues	Essential	Application, Form/Interview
Good organisational skills	Essential	Application, Form/Interview
Use of school MIS system ideally SIMS	Desirable	Application, Form/Interview
Understand the principles of effective, inclusive relational behaviour management	Essential	Application, Form/Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	Essential	Application, Form/Interview
Ability to work pro-actively and independently	Essential	Application, Form/Interview

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect to individual children
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. The job description is subject to review

Skills, Competency and Knowledge

Experience of dealing with difficult and challenging situations	Essential	Application, Form/Interview
Experience of working with children of relevant age and assisting in their development with regard to attendance and inclusion	Essential	Application, Form/Interview
Recent relevant experience of working with young people whose learning may have been impeded due to a range of circumstance	Essential	Application, Form/Interview
Recent and appropriate experience of working in a school	Desirable	Application, Form/Interview
Recent and appropriate experience of enabling families/carers to access support agencies	Desirable	Application, Form/Interview
Experience of working as part of a wider team	Essential	Application, Form/Interview
Willingness and ability to uphold, support and enrich our Catholic values and bring our Mission Statement to life	Essential	Application, Form/Interview
Practicing Catholic who contributes to the liturgical life of their school and/or parish	Desirable	Interview
To have a love of and enthusiasm for learning	Essential	Interview
Professional role model for both pupils and staff	Essential	Application, Form/Interview

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with colleagues and stakeholders
- Being solution focused.
- Seeing the best in people and situations.
- Contributes to a positive, collaborative environment and helps build rapport with colleagues and students.
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards
- The flexibility to adapt to changing workloads demands and new school challenges
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- Personal commitment to continuous self-development
- Personal commitment to continuous school improvement
- Personal commitment to the school's professional standards, including dress code as appropriate.
- Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service)

Personal Qualities		
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality, diversity and child protection	Essential	Application form/Interview
Tact ad diplomacy in interpersonal relationships with all stakeholders	Essential	Application form/Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Application form /Interview
Self motivation and personal drive to complete tasks to the required timescales and quality standards	Essential	Application form/Interview
Personal commitment to continuous school improvement	Essential	Application form / Interview
Note to Applicants: Please try to show in your application form and supporting letter, how best you meet these requirements		
Date Person Specification prepared/updated		
Person Specification prepared by		Miss M Greenhalgh
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users		



People and Culture Officer
0161 921 1588

St Ambrose Barlow RC High School
37 Ash Dr, Wardley, Swinton, Worsley,
Manchester M27 9QP

Email: hr@stambrosebarlowswinton.org

Web: <https://www.stambrosebarlowswinton.org/>