The Radclyffe School
"Working Together for Excellence"

Job Description - Year Manager

Purpose:	Working as part of a pastoral team, to: • take responsibility for a year group of 300 students, to address their needs and to help overcome barriers to learning; • raise aspirations and enable students to achieve their full potential; • work closely with students and their parents/carers; • co-ordinate the work of a team of Personal Learning Guides; • lead assemblies; • positively reinforce good behaviour and ensure students have a voice in all aspects of school life.
Reporting to:	Achievement and Access Manager
Responsible for:	Providing direction, guidance and support to a team of Personal Learning Guides, ensuring that the pastoral infrastructure for delivering the Team PLG programme to the identified year group runs smoothly.
Liaising with:	Students, parents/carers, SLMT, Heads of Faculty, school staff, external agencies.
DBS Check	Enhanced Level
Working Time	36 hours 40 mins a week, Term-Time 190 + 1 Training day only
Salary	Grade 6, Points 23-27, plus an allowance of £2,200 per annum for duties.

Specific Duties

- Develop, support and monitor the work of a team of Personal Learning Guides
- Take assemblies for an identified Year Group
- Advise the Head of Faculty about pastoral issues relating to the Year Group
- Be the first contact for parents, alongside the Personal Learning Guide, in relation to student behaviour and barriers to learning
- Liaise with Heads of Faculty/Department regarding student achievement
- Support the development and management of assessment and recording procedures in relation to behaviour management

- Track and monitor the achievement, progress and attitude to learning of students in the Year Group
- Liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of students
- Support students in their learning, and encourage positive attitudes and behaviour in and around school
- Assist in the transition arrangements at the beginning, during and end of the year, manage admissions and withdrawals of students throughout the school year
- Monitor punctuality and attendance, liaising with Personal Learning Guides, Mentors, the Education Attendance Welfare Manager, the Attendance Officer, Careers Advisers and the Head of Faculty as required
- Encourage and develop parental contacts with Personal Learning Guides and others as appropriate
- Liaise with outside agencies, including the preparation of reports of various kinds and attending relevant meetings
- Manage interventions and referrals to the internal behaviour management team and external agencies as appropriate
- Support the work student voice groups and the Student Leadership Team and encourage and facilitate student involvement in school life, coordinate and lead community work with the Year Group
- Take any measures necessary to improve Year Group attendance including holding attendance panels and rewarding good attendance through assemblies
- Take a lead in managing behaviour of the Year Group
- Contribute to the organisation of parents' consultation, information evenings and celebration events
- Be part of the call out system
- Support activities and initiatives pertinent to the Year Group e.g. annual options
- Develop, promote and co-ordinate the school student reward systems

General Duties

- Work with the HOF to identify resource needs and to contribute to the efficient / effective use of physical resources
- Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
- Be a role model and actively promote the school's 5 respects

- Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
- Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
- Maintain confidentiality and observe data protection and associated guidelines as appropriate.
- Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.	
Date: July 2025	**Headteacher Mr J Cregg**

The Radclyffe School
"Working Together for Excellence"

Person Specification - Year Manager

	Essential / Desirable	Application/ Interview
Qualifications		
A*-C (4-9) grade in G.C.S.E. English and Maths 2 GCE Advanced levels or equivalent qualification	**E**	**A**
First Aid at work certificate (desirable)	**D**	**A**
Experience		
Experience of working with children (11-16) in an educational setting	**E**	**A/I**
Experience of managing people	**D**	**A/I**
Experience of working in a team and individual working	**E**	**A/I**
Presenting information to a variety of audiences	**E**	**A/I**
Managing student behaviour	**E**	**A/I**
Supporting student learning	**E**	**A/I**
Skills and Abilities		
Use and interpret data and plan interventions	**E**	**A/I**
Interpersonal & communication skills to build and maintain effective relationships with all pupils and colleagues and to be able to liaise sensitively with parents and carers	**E**	**A/I**
Find solutions to complex problems	**E**	**A/I**
Use your initiative to respond to unexpected problems using recognised procedures and policies as a guide	**E**	**A/I**
Communicate and listen effectively, verbally and in writing in order to influence, persuade and negotiate	**E**	**A/I**
To work with children at all levels regardless of specific individual need	**E**	**A/I**
To work well under pressure to complete tasks to deadlines, reprioritising own workload if necessary.	**E**	**A/I**
To promote a positive ethos and good role model	**E**	**A/I**
Self-reliance, resourcefulness and the ability to work on own initiative.	**E**	**A/I**

Ability to embrace and utilise the latest technology to improve efficiencies	**E**	**A/I**
To continually improve own practice/knowledge through self-evaluation and learning from others	**E**	**A/I**
Experience of using ICT to support completion of work tasks	**E**	**A/I**
Able to work flexibly as the workload demands	**E**	**A/I**
Occasional out of hours working to support school events/trips	**E**	**A/I**
A genuine enthusiasm for making a real contribution towards the on-going success of The Radclyffe School	**E**	**A/I**