

**JOB DESCRIPTION**

**POST TITLE:** Year Manager

**GRADE/SCALE:** Grade 8

**RESPONSIBLE TO:** Assistant Headteacher (Behaviour, Attendance and Welfare)

**LINE MANAGED BY:** Assistant Headteacher (Behaviour, Attendance and Welfare)

**WEEKLY HOURS:** 37 (8.30am-4.30pm)

**WEEKS PER YEAR:** 41

**PURPOSE OF JOB:** To raise the standards of attainment and achievement of all students through the development of active and effective pastoral guidance and care, working as part of the whole school pastoral team. A substantial part of the role will be working with our disadvantaged (DisA) students, building positive relationships, developing good parental engagement and liaising with other professionals to ensure barriers to learning are eliminated.

**SPECIFIC RESPONSIBILITIES**

* To work towards eliminating barriers to learning for an identified group of students – primarily our disadvantaged students
* To support school behaviour management and school attendance policies for students in your care, particularly our DisA students, impacting positively on whole school attendance, punctuality and the behaviour of students in your year group
* To liaise/communicate with parents, colleagues and other agencies on issues relating to student behaviour/attendance and with the Progress Coordinator on those relating to student progress of DisA students.
* To mentor students effectively in order to reduce/eliminate any identified barriers to learning and to take a proactive role in the Individual Action Plan process for individual students
* To work with the Year Progress Coordinator and other lead staff to drive positive parental engagement for all DisA students
* To work with the Assistant Headteacher (Sixth Form and Disadvantaged Students,) The Director of Student Progress and Progress Coordinators to drive the DisA student improvement plan within your designated year group – ensuring this agenda is everyone’s priority
* To support the role of tutors in impacting positively on student development/ behaviour and attendance
* Lead assemblies for the nominated year group in liaison with the School Leadership Year Link and provide weekly data reports for the year tutor team
* Lead and support local and national charitable events to raise pupil awareness of their role in the community
* To attend and support Parents’ Evenings and nominated year related events and whole school events such as Celebration Evenings, Open Evenings and New Intake Evenings to meet with parents and celebrate the school’s successes
* To maintain effective links and collaboration with external agencies such as Social Care, Children in Care, Neighbourhood Police Team, Healthy Young Minds and attend agency meetings in order to support students and their families.
* Support and attend meetings related to students within the Child Protection/Child in Need context and to have good knowledge of CPD procedures and liaise with the CP lead on such issues.
* Complete associated documentation for CP Conferences, CIN meetings, TAFs etc. as required
* Complete risk assessments for students with injuries, and behavioural needs and contribute to the medical information file as requested by SENCos and Assistant Headteacher (Behaviour, Attendance and Welfare)
* Contribute to administration of Permanent Exclusions and pupil referrals to KS3/4 PRUs
* In conjunction with duty staff and lunchtime supervisors, be proactive around the site at lunchtimes, beginning and end of each session, between lessons and during tutor time to support effective behaviour management.
* To keep accurate and full records of students, keeping information up to date, helping to compile and analyse relevant statistics on year groups and/or individual students and compile individual Pupil Profiles and the Provision Map system
* To participate in the on call system in school and undertake isolation room duties.
* To collect, provide and organise the delivery of work for students educated off site due to illness or exclusion
* Organise and lead the pastoral detentions
* To help organise and deliver a rewards programme to encourage and maintain good behaviour and learning.
* To attend Year Progress and Pastoral team meetings and other school meetings as required
* To be able to carry basic first aid when required and to keep your first aid training up to date
* To carry out other duties commensurate with the level and grade of the post as directed by line or day-to-day management

**General**

* To attend School and relevant wider based training sessions as required or necessary.
* To attend meetings and undertake duties as reasonably directed by the Headteacher.
* To take an active part in quality assurance and staff development opportunities.
* To actively contribute to Performance Management Review process.
* Undertake any necessary training associated with the duties of the post.
* Be aware of and comply with policies and procedures relating to Child Protection, security, confidentiality, equal opportunities and data protection, reporting all concerns to the appropriate person.
* Comply with the Health and Safety Policy of the school with regard to the wellbeing of themselves and others
* Carry out other duties commensurate with the level and grade of the post as directed by line or day-to-day management

**SAFER RECRUITMENT STATEMENT**

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

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post Holder) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (For Employer) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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