



Co-op Academy
Priesthorpe

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Year Manager
Grade:	SO1/2 (£26,999 - £31,371 FTE)
Working Hours:	Full Time, Term Time Only + 10 Days
Responsible To:	Assistant Principal (Behaviour and Inclusion)

Purpose of the post:

To oversee the general welfare, progress, behaviour and overall pastoral needs of pupils in a specified year group. To help address any pastoral needs of pupils who require assistance in overcoming barriers to learning in order to achieve their full potential. To work with pupils and in partnership with parents, appropriate staff and other agencies to bring about improved behaviour and attendance at the Academy. To promote positive attitudes from pupils and families towards education to ensure pupils benefit fully from the opportunities available to them. To provide intervention strategies to pupils who experience barriers to their learning. To work with identified vulnerable pupils and any others requiring support.

Specific Responsibilities

Managing Pupil Well-Being

- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- Respond to and take steps to resolve relationship issues between students.
- Be active in managing issues of bullying and improving relationships between students.
- Encourage the provision of, and participation in extra-curricular activities.
- Support the implementation of the academy's engagement in learning policies.
- Monitor and evaluate unacceptable behaviour trends.
- Contribute to pastoral support plans.
- Comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- Liaise with external agencies on behalf of the Year team.
- Attend case conferences etc, as directed.
- Respond to calls for support on two way radios.
- To assist in break / lunch supervision.

Planning and Setting Expectations/Pupil Achievement

- KS4 Year Managers: Have joint oversight in the KS4 Course Choice process e.g. working with SLT curriculum team placing students on appropriate courses.
- Establish and maintain high standards in line with the academy's ethos and expectations.
- Assist in the organisation and running of examinations.
- Contribute to systems of rewards and sanctions e.g. alternative day, detentions etc.

Relationship with Parents and the Wider Community

- Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action.
- Ensure contact is made to parents whenever incidents are dealt with by self or when delegated to contact by others.
- Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files.

General

- Arrange for work to be set and collected for exclusion and other student absence.
- Seek reports on student progress from staff.
- Arrange parental appointments for Year Leaders, Heads of KS3 and KS4 as appropriate.
- Dissemination of Key Stage / year group information.
- Ensure systems letters are sent and logged.
- Establish clear and effective communication with parents.
- Liaison with agencies responsible for students' welfare and contribution to multi agency etc.
- Liaison with EWO and KS Manager re: attendance.
- Know and understand the implications of the Code of Practice for SEN.
- Any other aspect commensurate with the post, as required by the Headteacher.

Management (implementation) including Performance Management

- Be accountable for own performance management, setting challenging objectives/targets in line with the academy priorities.
- Maintain up-to-date role specific knowledge.
- Represent the academy in a manner consistent with its ethos and values.
- Contribute to academy development through identified communication and consultation channels.
- To respect the confidential nature of information relating to the academy and students.

Monitoring

- Actively monitor systems, individuals and groups of pupils to achieve positive outcomes.

Evaluation

- Evaluate impact of resources and systems.

Other

- Responsible for a student coaching group.
- Priesthorpe Academy expects all employees to uphold the duty to safeguard and promote the welfare of learners.

Strategic Direction and Development of Co-op Academy Priesthorpe

The post holder will be expected to support and promote the development and progress of the academy, its students and staff. All staff are expected to:

- Facilitate open and clear lines of communication with all stakeholders.
- Contribute to the academy's development and implementation of policies.
- Support all staff in achieving the academy's priorities and targets.
- Ensure parents are well informed about the academy and their child's progress.

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

- Support the implementation of the academy's Performance Management policy.
- Follow the academy's quality assurance processes.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
- Promote an inclusive environment and support the development of strategies to improve attendance.

Integrity

We expect our students, staff and parents to act with integrity at all times. Day to day this means courteous and positive communications with each other, always being honest with themselves and others, and representing themselves and the academy at all times in a positive way.

Our Policies

The post holder will fully support and champion, Safeguarding, Child Protection, Equality and Diversity and the Prevent agenda at all times, as appropriate.

Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

- Take advice on establishing priorities for expenditure and the cost effective use of resources.
- Work within the academy's Quality Assurance framework.

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

Signed: _____

Date : _____

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
• To be educated to degree , masters' level in relevant subject		✓
• Evidence of further study and CPD	✓	
Experience		
• Experience of leading projects/initiatives in a whole school setting	✓	
• Successful experience of managing areas and projects	✓	
• Experience of working collaboratively with stakeholders at all levels	✓	
• Experience relevant to the role	✓	
Knowledge and Skills		
• Knowledge of the content, structure and processes of role	✓	
• To be able to represent the academy on or off site and have an understanding of the importance of the academy within the community	✓	
• To be able to use initiative, and have well developed incisive analytical and problem solving skills	✓	
• To be able to monitor and evaluate procedures effectively	✓	
• Communicate effectively with students, parents and other colleagues at all levels orally and in writing	✓	
• Work under pressure	✓	
• Organise and develop effective systems	✓	
• Relate to young people	✓	
• Take initiative and work independently	✓	
• Work to high levels of accuracy	✓	
• Prioritise and plan to ensure completion of tasks	✓	
Other		
• Be innovative and creative in developing solutions	✓	
• A record of reliability and integrity	✓	
• Excellent attendance record	✓	
• Humour, optimism and ambition	✓	
• Willingness to participate in further training and CPD	✓	
• Self-motivated	✓	
• Be hard working and emotionally resilient, able to work under pressure, able to prioritise and be flexible working to deadlines	✓	
• To be able to understand and be committed to equal opportunities for all members of the academy community	✓	

The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.

This post is subject to an enhanced DBS disclosure and two satisfactory references. The post-holder must be committed to safeguarding the welfare of children.