



**GUISELEY
SCHOOL**

Year Manager

Grade:	Scale SO1
Accountable to:	Pastoral Leader
Accountable for:	no line management responsibility
Any Special Conditions of Service:	Requirement to occasionally work outside of school hours on and off school premises as required. Term time working + 5 days. Core Hours – 0800 - 1600

Purpose of the Role:

To support the work of the Leadership Team and Pastoral Team in securing excellent pastoral provision across school which results in excellent attendance, behaviour and attitudes to learning.

Pastoral Support Worker Duties

1. To uphold the Guiseley School Behaviour & Discipline Policy
2. To oversee the administration of the Behaviour & Discipline Policy and processes as guided by the Pastoral Leader
3. To follow principles of natural justice and ensure the thorough investigation of incidents and accurate recording of statements
4. To support the on-call system if required
5. To support and provide cover for Isolation where required
6. To support the effective management of behaviour including de-escalation, clear expectations, consistent application of rules and routines and the administration of rewards
7. To support the effective reintegration of those who have been absent/excluded
8. To provide levels of individual pastoral support to a caseload as agreed with Pastoral Leader
9. To support the development and implementation of individual educational / behavioural / support plans and behaviour management strategies.
10. To provide small group interventions as agreed with Pastoral Leader or other extended leaders
11. To contribute to the assessment of students to determine those in need of particular support

12. To ensure all students are able to thrive within the school environment through, for example, resource provision, advocacy, effective communication with other stakeholders and upholding school behaviour systems
13. To provide information and advice to students to enable them to make choices about their own learning / behaviour / attendance
14. To challenge and motivate students ensuring they embrace their personal responsibilities
15. To monitor and evaluate student's responses and progress against action plans through observation and planned recording.
16. To provide objective and accurate feedback and reports on students as required, to other staff.
17. To be responsible for keeping and updating records as agreed, contributing to review systems/records as requested.
18. To establish and maintain constructive relationships with parents and carers to ensure support/changes to support is discussed and parent voice is taken into decision-making processes.
19. To provide appropriate clerical administrative support e.g. phone calls, dealing with correspondence, compilation of analysis/ reporting on detentions, exclusions etc.
20. To implement supervision of students out of school hours as required, including school detentions.
21. To attend regular meetings to discuss student performance, review need and identify actions for improvement
22. To establish constructive relationships and communicate with other agencies/professionals, in liaison with teaching staff, to support achievement and progress of students
23. To be aware and support differences and ensure all students have equal access to opportunities to learn and develop
24. To liaise with, support and engage parents and carers in ensuring effective educational access and provision

Other duties and responsibilities:

1. To participate in professional and personal development programmes as required, including training and performance review
2. To contribute to the team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
3. To contribute to the overall ethos/work/aims of the school
4. To be compliant with policies and procedures relating to child protection and safeguarding
5. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team
6. To support the School's Equality and Diversity Policy

7. To undertake any other duties commensurate with the grade of the post

Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.

Signed post holder _____

Date _____

PERSON SPECIFICATION

POST TITLE: Year Manager GRADE : S01

Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Ability to relate well to children and adults and communicate at all levels</p> <p>Ability to deal effectively with students presenting challenging behaviour using de-escalation techniques as appropriate</p> <p>Ability to use a range of communication techniques to facilitate the investigation and reporting of a wide range of incidents</p> <p>Ability to work independently and as part of a wider team</p>	<p>Application Form & Selection Process</p>	<p>Ability to self-evaluate and identify own strengths and areas for development</p>	<p>Application Form & Selection Process</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Knowledge and experience of behaviour management strategies and systems</p> <p>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</p> <p>Understanding of principles of child development and learning processes and in particular, barriers to learning</p>	<p>Application Form & Selection Process</p>	<p>Understanding of the role of external agencies, and local arrangements, in supporting behaviour</p> <p>Understanding of curriculum demands on students in Key Stage 3 and 4</p> <p>Knowledge of local AP arrangements</p>	<p>Application Form & Selection Process</p>

<p>Experience of working with children of a secondary age</p> <p>Experience of working with students with additional needs</p> <p>Knowledge of SEN and other barriers to engagement</p> <p>Ability to use school wide data to identify priorities for support</p> <p>Understanding of safeguarding through alternative provision</p>			
<p>QUALIFICATIONS/TRAINING</p> <p>GCSE English and Maths at grade C or equivalent grade</p>	<p>Application Form Certificate</p>	<p>Degree</p>	<p>Application Form Certificate</p>
<p>OTHER CONDITIONS</p>			