**The Oldham Academy North**

**Job Title:** Year Manager

**Grade: SCP 19**

**Working Hours:** 29.6 hours per week, term time plus academy training days. Working hours to be managed to enable attendance at out of core academy hours meetings and visits to take place

**Responsible to:** Senior Leader responsible for Pastoral Care

**Job Purpose**

* To oversee the general welfare, progress, behaviour and overall pastoral needs of students in a specified year group. To help address any pastoral needs of students who require assistance in overcoming barriers to learning in order to achieve their full potential.
* To work with students and in partnership with parents, appropriate staff and other agencies to bring about improved behaviour and attendance at academy.
* To promote positive attitudes from students and families towards education to ensure students benefit fully from the opportunities available to them.
* To provide intervention strategies to students who experience barriers to their learning.
* To promote high attendance and other behaviours for learning.
* To work with identified vulnerable students and any others requiring support.
* To contribute ideas to the development and improvement of pastoral support assisted by information and experiences of good practice in other establishments both in the public and commercial sector.

**General duties and responsibilities**

* To oversee the general welfare, progress, behaviour and overall pastoral needs of students in a specified year group.
* To be responsible for the day to day management and organisation of student behaviour support strategies ensuring all appropriate communications
* To manage and implement all required sanctions
* To advise first aid staff on sending sick students home, where applicable
* To provide ‘open door’ policy as and when for staff to ‘off load’ from incidents and challenging or emotionally draining incidents/work
* To ensure staff are trained appropriately for Positive Handling/Team Teach etc. and any other identified specific training linked to student needs
* To follow all safeguarding procedures and to work closely with child protection leads to ensure identified students are closely monitored.

**Monitoring and evaluation**

* To work with SLT and staff to co-ordinate, monitor and evaluate the effectiveness (and consistency) of all pastoral support strategies, sanctions, communication & record keeping
* To work with SLT with regards to the Common Assessment Framework and multi agency forums
* To work with staff in managing, implementing and evaluating systems of rewards and sanctions through appropriate quality assurance and support for tutors and House Leaders
* To work with staff in managing, implementing and evaluating parental engagement systems to improve student engagement including reporting, (including online) parental meetings and mentoring
* To ensure staff record behaviour, achievements and extra-curricular participation of students appropriately
* To be responsible for analysis and reporting on behaviour in relation to vulnerable groups including LAC,FSM, SEN, ethnicity and any other identified groups
* To be responsible for analysis and reporting on attendance in relation to vulnerable and any other identified groups
* To attend appropriate training at the academy and elsewhere.
* To be responsible for Children in Care including mentoring, preparation and maintenance of paperwork, attendance at meetings, liaison with Designated Children and reporting to the Academy lead

**Pastoral Support**

* To work with relevant colleagues to draw up and deliver as appropriate mentoring for any disadvantaged or disaffected students not already identified e.g. students identified as being at risk of exclusion, distressed students, students with low self-esteem, students experiencing multiple disadvantages, truants, etc.
* Liaison with staff, to work with individual students and their families to improve behaviour and attendance and overall student well-being
* To liaise with external agencies regarding student welfare, pastoral, transition, health and attendance issues and ensure that all staff are aware and act on this information.
* To provide support for staff by attending liaison meetings with them
* To challenge and motivate students, promote and reinforce self-esteem, and support students’ access to learning using appropriate strategies and resources
* To listen to and help students resolve a range of issues that are creating barriers to learning.
* To encourage students to become more actively involved in academy life including charity and community work
* To plan, co-ordinate, deliver and support pastoral assemblies and form activities
* To support and organise student transition between years
* To liaise with SLT to utilise the range of activities, courses, organisations and individuals to engage students not switched on to learning.
* To track and monitor targeted students where there are concerns over attendance (e.g. attendance deteriorating or returners to school) in partnership with existing academy systems
* To act as a role model to students and approach and question students on behaviour, punctuality and dress through the academy day
* To arrange and support managed moves
* To manage students on Behaviour Support Plans (BSP)
* To support students working with CAMHS and complete referrals (in liaison with SENCo)
* To assure the quality of and best value of provision
* Exam invigilation where appropriate
* To provide rapid/immediate response to staff when there are incidents on and off site and follow up as soon as possible with students and families
* To manage students on enhanced packages
* To take a lead on managing expectations and high standards of uniform
* To ensure that the Academy ethos is taught and known by all students and parents

**Administrative and Record Keeping**

* To be responsible for ensuring physical student record files are maintained, secured and processed correctly on student arrival and leaving and in line with data protection requirements
* To ensure behaviour documentation and records are kept and processed appropriately by staff as detailed in the academy’s Behaviour Policy
* To advise on the use of SIMS and other software packages to improve behaviour and achievement logs and communication of same
* To undertake any written risk assessments associated with work activities e.g. working alone
* To attend meetings as required e.g. Team, SLT, whole staff meetings, student reviews, parents evenings/meetings, including home visits is appropriate
* Ensure all dealings remain confidential and consideration given to all parties

**Other duties as required**

* Detention/invigilation duties where required
* Before and after school bus duty (including on the bus during its journey)
* Other relevant administrative duties
* Maintaining and updating with appropriate consultation, academy displays
* Assist in the organisation of academy events
* Being aware of, and upholding the academy's policies and procedures, and when appropriate contribute to the development of them.
* Being aware of confidentiality issues linked to home/student/teacher/academy work and to keep confidences as appropriate in line with Safeguarding Policy
* In accordance with the academy's guidance and policies provide comfort and immediate care in case of minor accident and upsets – reporting serious problems to appropriate person for action.
* Cover staff absence on an occasional basis

**General**

* To undertake duties elsewhere within the Support Team as required.
* Such other duties as required which are commensurate with the grade of the post.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. In fact the makeup and emphasis of duties will be one area covered in annual review of the post and rewritten accordingly. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

It is vital to the ethos of the Support Team that the postholder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the team and treats co-operation and support for colleagues as a top priority.

**Special Instructions**

* To ensure a safe working environment in accordance with Health and Safety Regulations
* To attend fire drills and staff meetings as required
* To attend appropriate training events and meetings as required, including annual Performance Review and Appraisal meetings
* To comply with the requirements of equal opportunities, data protection, copyright and other relevant legislation and Academy policy
* To respect the confidential nature of personal information

**Communications**

* In consultation and partnership with appropriate staff, support and sustain effective communications throughout the academy arising from duties.