

Felpham Community College

Job Description

Year Manager

Core purpose:	To provide full administrative support for year team. To assist the year team in ensuring the implementation of school policies, codes and rules relating to students to maintain the best 'climate for learning' within the school.
Reporting to:	Year Leader
Responsible for:	Supporting students and year team
Hours	37 hours per week term time only plus INSET days 8.00am – 4.00pm (3.30pm Friday) Lunch to be taken 12.00-12.30pm (this must be taken outside of the year office)
Grade:	Grade 6
Grievance Officer	Headteacher

The Year Manager has responsibility:

1. Support students in the year group

- Liaise with Form Tutor (FT) Attendance Officer (AO) Year Leader (YL) and parents with any concerns regarding attendance/punctuality/truancy. Work with year leaders to improve attendance (this may include YM report for punctuality, attendance), letters/calls home to follow up attendance (after intervention by AO).
- Supervise isolation room on a shared rota with other pastoral managers and attendance & isolation officer.
- Prepare data for meetings with Attendance Officer and inform tutors/parents of developments.
- Record events that have occurred with reference to behaviour, bullying and issues with behaviour. If a YM feels they can solve the problem they will intervene.
- Monitor uniform and intervene when uniform is inappropriate (support from YL when required).
- Monitor students on report.
- Counselling referrals – liaise with student and counsellor and contact parents when required.
- Home visits will be required from time to time.

2. Support the Year Leader

- Meet regularly to discuss concerns/progress with YL.
- Record and report incidents with YL.
- Liaise with FT on any concerns.
- Attend assembly (setting up when required) and note students who are late for assembly (following up with YL).
- Providing a telephone screening and message service for the Year Leader and tutor team, using judgement to respond to caller, refer as appropriate, and manage their queries wherever possible.

3. Attend meetings for specific students

- Attend meetings and complete paperwork for Pupil Support plan, Personal Education Plan, Team Around the Family, case conferences (and similar levels of intervention).

- YMs will be required to attend some external meetings and report progress of students, recording outcomes and work with YL to meet the needs of students (note – this will be when YL is unable to attend and/or when YM has 4 ‘cases’ in progress).

4. Administration

- Filing of all year information, including on college SIMs network.
- With SIMs office administer student reports.
- Draft agendas, take minutes, organise venues and distribute at relevant year meetings (e.g. tutor meetings, re-admissions, meetings with parents, PSPs etc.).
- Organise and allocate lockers, liaising with premises staff.
- Send standard letters when required.
- With YL jointly organise consultation evenings and progress review events.
- Develop and maintain the year notice board.
- Collect monies with regards to year group trips (this will not take place with regards to curriculum trips/activities).
- Attend relevant meetings and functions as necessary – occasionally at local primary schools. Some of these events will be held in the evenings.
- Working as part of the admin team providing a flexible resource by contributing to and assisting with any other tasks required under the direction and guidance of the Year Leader.

5. Teaching and learning of students

- Collecting and posting of work for students who have long term sickness.
- Produce individual timetables for those students who require a personalised curriculum.
- Provide relevant organisation of new students and/or leavers, organising the induction of new students mid-year.

6. Rewards

- Provide letters of praise following YL’s analysis of students.
- With YL jointly organise whole-school rewards events.
- Liaise with staff regarding the rewards programme.

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the DBS before the appointment can be confirmed. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.

Further Information

Probationary period	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
Notice period	During the six months probationary period - one week, four weeks thereafter.
Salary	Paid on 24 th of every month into a bank account, except in December when payment is made earlier.
Increments	All increments are subject to satisfactory performance. If starting between 1 st April and 30 th September the increment will be on 1 st April the following year. If starting between 1 st October and 31 st March the increment will be 6 calendar months after the date of commencement and then 1 st April until the top of the scale is reached.
Pension	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The college contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.
Other details	All offers of employment are subject to references that are satisfactory to the college, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identity will also be required from the successful applicant. The college will need to see the originals of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, i.e. marriage certificate or deed poll certificate. Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.

Person Specification – Year Manager

Attributes	Essential	Desirable
Attitude & Approach	Professional appearance, conduct and demeanour	
Attainment	Excellent organisation skills Proven management skills	First Aid qualification
General intelligence	Able to take initiative and to develop a flexible approach Possess common sense.	
Disposition	Experience of/enjoys working with young people Excellent communication skills and the ability to handle confidential issues sensitively Capacity to work as member of a team as well as to work independently Professional and confidential manner Enthusiastic Reliable and hard working Ability to motivate/negotiate Tact, diplomacy and sensitivity Calm manner	
Circumstances	Proven record of attendance and punctuality	Current DBS Enhanced Disclosure Experience of working in a (secondary) school environment