

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Year Manager</b>
<b>Academy:</b>	<b>Sedgefield Community College</b>
<b>Reporting to:</b>	<b>Headteacher</b>
<b>Salary/Pay range:</b>	<b>Grade 8, Point 20-25</b> <b>Full Time Equivalent £28,371-£30,020</b> <b>Actual Salary £24,879-£28,079</b>
<b>Hours of work:</b>	<b>37 Hours per week term time only, plus 5 additional days</b>

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### **Purpose of Job**

The management of all aspects of pastoral care, student welfare and guidance for a student cohort.

### **Main Duties and Responsibilities**

- To effectively manage the College Expectations ensuring high standards of attendance, behaviour, punctuality and dress are maintained.
- To lead and manage a team of tutors and support them in matters of behaviour management.
- To manage regular Tutor Team meetings.
- To lead year group assemblies.
- To manage, implement and analyse the use of data for behaviour and rewards.
- To manage detentions, internal suspensions and students with intervention programmes.
- To manage, implement and monitor student support plans.
- To manage re-admission meetings following periods of fixed-term suspensions.
- To quality assure the student Progress Checks, ensuring reports are satisfactorily completed with all relevant information and issued to parents.
- To quality assure the effectiveness and impact of the tutor period.
- To manage Parent Evenings plus other information days / events.
- To manage celebration of success events.
- To organise and prioritise pastoral issues and initiate appropriate action.
- To create and maintain a comprehensive and up-to-date record of intervention and strategies for identified students.
- To co-ordinate support for students with social, emotional and behavioural difficulties.
- To liaise with outside agencies regarding students and act as lead professional in a multi-agency setting.
- To transport students by school minibus to various events e.g. Remembrance Service

- To regularly inform, consult and liaise with key staff about students in year group.
- To monitor and organise students on alternative curriculum and part time timetables.
- To monitor the absence of students and work with other appropriate staff (including external agencies) to improve attendance.
- To develop strategies with teaching and learning support staff to promote student inclusion.
- To support other student cohorts in the absence of colleagues
- To organise the induction of new students to the school who arrive mid-term and liaise with parents and previous school.
- Alongside the Pastoral Leads, develop policies that relate to the area of responsibility.

#### Quality Assurance

- To support the effective operation of quality control systems.
- To contribute to the setting of targets within the area and to work towards their achievement.

#### Management Information

- To support the maintenance of accurate and up-to-date information on the information management system.
- To support the use of performance data for analysis and evaluation purposes.
- To support the Headteacher with appropriate action on issues arising from data, systems and reports.
- To support the production of reports relevant to the management of student welfare.
- To analyse and produce reports on student performance.

#### Communication and Liaison

- To support the effective communication/consultation as appropriate with the parents of students.
- To contribute to the planning and delivery of college liaison activities.
- To support the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in college, partner schools and the wider community.

#### School Ethos

- To support the distinctive ethos of Sedgefield Community College and to encourage students to follow this example.
- To support and work towards establishing the vision and aims of the college.
- To work with students in a courteous, caring and responsible manner at all times.
- To work co-operatively with, and in support of, all adults in the college.
- To support the college in meeting its legal requirements for worship.
- To adhere to the college's corporate policies.
- Comply with the college's health and safety policy and undertake risk assessments as appropriate.
- To present oneself in an appropriate manner so that it upholds the values of the college.

- Any other duties as may reasonably be requested by the Headteacher. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and the most recent release of the Department for Education's Keeping Children Safe in Education 2022 guidance where required