



**HIGHFIELDS  
SCHOOL**

Boundary Way, Penn,  
Wolverhampton WV4 4NT

Tel: 01902 556530

Email: [enquiries@hswv.co.uk](mailto:enquiries@hswv.co.uk)

NOR 1702

SIXTH FORM 326

**ASSISTANT YEAR MANAGER**

**Maternity Cover – 12 months fixed-term in the first instance**

**Required as soon as possible**

**NJC Grade 4 (estimated actual salary £19,090 - £20,528)**

**37 hours per week**

**Term Time Only (44.5 weeks)**

We wish to appoint an enthusiastic individual to join our successful Inclusion Team to provide support to Year Managers in consultation with the Heads of School. The successful individual will be required to liaise with parents/carers and external organisations and will act as a positive role model to students whilst setting high expectations for behaviour.

Highfields is a successful and heavily over-subscribed school situated on the pleasant west boundary of Wolverhampton.

**As an Inclusion Team we offer:**

- Experienced and supportive staff
- A creative and collaborative working environment
- A positive and enthusiastic approach
- An inclusive team that supports a wide range of students across the school
- Opportunities for personal and professional development

**As a school we offer:**

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

Please submit applications through [TES](#)

For further information, or to arrange a visit to the school, please contact Ms J Parker - Assistant Headteacher,  
Head of Lower School: [jparker@hswv.co.uk](mailto:jparker@hswv.co.uk) or  
Mrs J Brickwood - Assistant Headteacher, Head of Middle School: [jbrickwood@hswv.co.uk](mailto:jbrickwood@hswv.co.uk)

**Closing date:** Monday 13<sup>th</sup> February 2023 at 9am

**Interviews:** To be advised to successful applicants

**Highfields School is committed to safeguarding and promoting the welfare of children and young people**

This post is subject to an Enhanced DBS check and 2 very good references



## HIGHFIELDS SCHOOL

### Job Description

<b>Post Title:</b>	<b>Assistant Year Manager</b>
<b>Purpose:</b>	To support Year Managers in providing pastoral care for students through: <ul style="list-style-type: none"><li>• Supporting a Year Group</li><li>• Supporting Learning</li><li>• Supporting Behaviour and Attendance</li><li>• Removing Barriers to Learning and Achievement</li></ul>
<b>Reporting to:</b>	Head of School
<b>Responsible for:</b>	Not applicable
<b>Liaising with:</b>	Year Manager, Assistant Year Manager, Guidance Managers, Inclusion Team
<b>Working Time:</b>	37 hours per week; term time only 44.5 weeks
<b>Salary/Grade:</b>	Grade 4
<b>Disclosure level:</b>	Enhanced

#### Supporting a Year Group

- Establish a strong presence and be a positive role model for all students in the Year Group.
- Establish an ethos of good behaviour and learning within the Year Group.
- Create a culture of self-discipline and personal responsibility within the Year Group.
- Ensure high standards of uniform and appearance across the Year Group.
- Supervise Year Group activities.
- Assist the Year Manager in providing first contact for students and parents in the Year Group who need help, support and guidance.

#### Supporting Attendance

- Assist the Year Manager in achieving targets for attendance and punctuality
- Record and monitor late arrival of student
- Monitor an identified cohort of students causing concern
- Provide agreed support for specific students needing to improve attendance and/or punctuality

## Supporting Behaviour

- Assist the Year Managers in promoting the effective use of behaviour management strategies in all aspects and areas of the school.
- To encourage students to take responsibility for their actions and to help students to modify and improve their behaviour.
- Work with Parents/Carers helping them to support the work of the school in improving individual children's behaviour.
- Ensure effective lines of communication operate between school and home.
- Work with individuals or groups of individuals to raise self-esteem and self-confidence.
- Work with individuals or groups of individuals to improve personal and social skills.
- Liaise with SENCO and external agencies in drawing up Individual Action Plans.
- Assist the Year Manager in supporting parents and children in crisis.
- Support the reintegration of students returning from exclusion.
- Provide support for the LINC and Isolation.
- To investigate incidents as directed by the Year Manager.

## Supporting Learning

- Act as a role model and set high expectations for learning.
- Promote behaviour for learning.
- Establish supportive relationships with students and promote their self-esteem and progress.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact and work co-operatively with others.
- Emphasise to students the relationships between behaviour, progress and achievement.
- Assist students in setting appropriate targets for improvement.
- Supervise learning activities for students.
- Support individual students in improving their learning.

## Removing Barriers to Learning

- Assist Year Managers in ensuring that SEN students are receiving an appropriate entitlement.
- Attend and contribute to planning and Individual Action Plan meetings, agency and school based conferences.
- Liaise with the Manager for Emotional and Social Well-being in promoting and supporting programmes and events to remove barriers to achievement.

## Management Information

- Ensure accurate records are maintained.
- To make use of data to inform decisions regarding the support of individual students and groups of students.
- To make use of data to evaluate the outcomes of strategies to support individual students and groups of students.

<b>Communication</b>
<ul style="list-style-type: none"> <li>• To establish and maintain effective lines of communication between home and school.</li> <li>• To follow agreed policies for communications in the school.</li> </ul>
<b>Marketing and Liaison</b>
<ul style="list-style-type: none"> <li>• Take part in marketing and liaison activities such as Open Mornings.</li> <li>• Attend the Parents' and Welcome Evenings for an allocated Year Group.</li> </ul>
<b>Quality Assurance</b>
<ul style="list-style-type: none"> <li>• To implement and adhere to school quality procedures.</li> <li>• To contribute to the process of Self Review as appropriate.</li> <li>• To implement modifications and improvements to pastoral and support processes where appropriate.</li> <li>• To participate in the review, development and management of activities relating to pastoral functions.</li> </ul>
<b>Other Specific Duties</b>
<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> <li>• To continue personal development as agreed.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> </ul>

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: ..... Date: .....  
**Headteacher**

Signed: ..... Date: .....  
**Member of staff**





## HIGHFIELDS SCHOOL

### ASSISTANT YEAR MANAGER PERSON SPECIFICATION

EXPERIENCE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience of working with children in an educational background		✓	Application Form Letter of Application References
Knowledge of child protection issues	✓		Interview
A commitment to safeguarding and promoting the welfare of children	✓		Application Form Letter of Application References
Experience of working in a multi-ethnic setting		✓	Application Form Letter of Application References

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Good time management/organisational skills	✓		Application Form Letter of Application References
Literate and Numerate	✓		Application Form Letter of Application
Able to communicate well with others	✓		Application Form Letter of Application Interview
ICT Literate	✓		Interview
Working knowledge of school procedures		✓	Interview
Good listener and empathetic	✓		Letter of Application Interview References

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Work constructively as part of a team	✓		Interview References
Assertive and Proactive	✓		Letter of Application Interview
Flexible and adaptable approach to people and situations	✓		Letter of Application Interview References
Understand confidentiality	✓		Interview References

OTHER	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Personal presence and high expectations	✓		Interview References
Committed, dedicated and approachable	✓		Letter of Application Interview References
Career orientated	✓		Interview References Letter of Application
Sense of humour	✓		Interview
Smart Appearance	✓		Interview
Punctual	✓		Interview References