



Many Minds One Heart

Northfield School & Sports College

Job Description

Job Title: Year Manager

Responsible To: Head of Year

Grade: I point 19 – 22
Working Time: 37.5 hours per week, term time only (plus 5 PD Days)
Working Pattern: 8:00am – 4pm
Holidays: School holidays

KEY PURPOSE OF THE JOB

To provide high quality pastoral care, guidance and support to pupils in a designated year group.

Following the school's systems and procedures to promote good attendance by working very closely with pupils, families and external agencies, as well as providing day to day operational support to the year team in supervising pupils and promoting good behaviour.

MAIN ACTIVITIES

- To communicate with parents on attendance issues including via letter, phone calls, texts and recording/ updating in SIMs.
- To ensure the year team's attendance records are accurate and updated in a timely fashion during the day.
- To ensure the correct attendance codes are used and that missing marks are corrected swiftly as part of daily register checks.
- To promote excellent attendance and punctuality amongst pupils in the year group and ensure the school's attendance policies and procedures are followed robustly.
- To support the attendance manager with initiatives which raise the awareness of staff, parents and the community on the importance of school attendance.
- To manage the effective use of data via the school's attendance software and apply this in improving year group attendance figures.
- To monitor trends and patterns in attendance that require action.
- To prepare reports for SLT and the Head of Year.
- To work closely with families to support pupils in a return to good attendance.
- To carry out home visits as part of the school's safeguarding monitoring procedures and to support strong attendance amongst pupils.
- To work alongside other members of the guidance team to identify pupils for whom attendance or behaviour is a barrier to learning.
- To meet regularly with the SLT attendance lead, Head of Year and Attendance Manager to discuss individual cases and progress towards attendance targets.

- To liaise with external agencies and make referrals as necessary to support the welfare of pupils in the year group.
- To support the attendance manager with attendance support plans.
- To support the Head of Year in promoting good behaviour within the year group.
- To maintain open lines of communication with parents and carers in promoting positive behaviour.
- Any other reasonable duties as commensurate with the grading of the post.

PROFESSIONAL EXPECTATIONS

Working with children:

- Safeguard and promote the general wellbeing and health of individual pupils.
- Offer guidance and support to vulnerable pupils.
- Perform break and lunchtime duties to support the supervision of pupils and to assist at other times as deemed necessary by the Headteacher.
- Establish and maintain positive relationships with individual pupils and groups.
- Be an effective role model for pupil behaviour and challenge and deal with poor behaviour as appropriate.
- Support the Head of Year in the development of pastoral support plans where necessary.
- Liaise with the SEND team as required to support pupils in school.
- Attend meetings with external agencies – Early Help, CIN etc.
- Encourage pupils to participate in extra-curricular activities.

Working within a school setting:

- Work closely with other support services (internal and external) to support our young people and their families.
- Provide helpful and accurate responses to parent queries and seek further advice when required.
- Ensure that external pastoral interventions for individual pupils are appropriate.
- Assist in the maintenance of a safe environment for pupils and staff.
- Carry out duties to supervise pupils at key points in the school day.
- Assist with year group events and activities as per the school calendar.
- Take part in appraising own work against priority targets in accordance with the school's management supervision guidelines.
- Undertake any necessary training associated with the duties of the post.
- Share information, including providing written reports for pupil files, for colleagues and for external professionals where appropriate.
- Develop effective strategies for promoting good attendance.
- Make good and accurate safeguarding records via the school's CPOMs system.
- Maintain pupil information securely in accordance with data protection regulations.
- Carry out investigations into incidents in school involving pupils, such as alleged bullying or physical aggression.
- Attend year team briefings and inclusion meetings.
- Support with admission meetings and the induction of new pupils into the school.

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and confidentiality, reporting all concerns to an appropriate person.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities and performance development as required.
- Demonstrate consistently high standards of personal and professional conduct
- Following appraisal by the line manager, identify and agree personal development objectives.
- Develop your expertise and skills by taking advantage of development opportunities made available to you.
- Show a duty of care and take appropriate action to always comply with health and safety requirements.
- Demonstrate and promote commitment to equal opportunities
- Contribute to the school's responsibility to safeguard and promote the welfare of pupils.
- Understand and comply with school policies and attend staff training programmes as required.
- Any other duties which may reasonably be requested by the Headteacher to ensure the smooth running of the school

SCHOOL ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils and school improvement as a whole
- Ensuring the safeguarding of all pupils
- Demonstrating consistently high standards of personal and professional conduct
- Participate in training and other learning activities and performance development as required

CONDITIONS OF SERVICE

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping Children Safe in Education

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the school's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. The post holder may be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.