

JOB DESCRIPTION

School:	Springwood High School part of West Norfolk Academies Trust
Job Title:	Year Manager
Grade:	Scale G, FTE £29,269 - £31,364 pa Pt 18 (£15.17 per hour)- point 22 (£16.26/hour). <i>Please note this role is prorata approx. £26,466 - £28,360 pa</i>
Hours/weeks:	37 hours/week, 41 weeks/year (term time + 3 weeks)
Responsible to:	Deputy Headteacher/Head of Year
Working With:	Assistant Head Teachers Heads of Departments Subject Teachers Safeguarding Team Attendance Officer

Purpose of the Job

To support the work of the designated Pastoral and Academic teams.

Main Duties & Responsibilities

- To assist the Head of Year to raise standards of achievement and extra-curricular engagement
- Support the relevant programme associated with the particular linked year group
- To manage and assist the pastoral care supporting students, parents and staff through a calm and professional management style
- To be available throughout the day to deal with students' problems and concerns
- To be the first point of contact for parents and carers of students in the Year group
- To resolve routine parental issues and organise referral in situations needing teacher intervention
- To assist investigations into incidents involving pupils
- To maintain student records, ensuring SIMs is kept up-to-date
- To prepare paperwork for PSPs/Interim reports
- To collate Lesson Monitor comments and inform the relevant teacher
- To support School Uniform Policy
- In liaison with the pastoral team and attendance officer, to ensure 100% register completion (all sessions, including lessons)
- To record 'lates' and arrange appropriate sanction

- To follow up non-attendance before 10am
- To organise diaries for the Head of Year
- To co-ordinate break/lunch and after-school detentions relevant to the year group
- To co-ordinate C6 detentions for the linked faculties and other admin work for said faculties
- To monitor work for excluded/isolated/long term (at least a week) absence pupils and arrange delivery
- To monitor behaviour and attendance stats for year group and liaise with Attendance Officer, Behaviour Manager and Safeguarding Team, ensuring tutors have information they need to work with students on related issues
- Manage the work of the Year prefects
- To carry out admin duties for the Year
- To organise and support reward events such as celebration teas, certificates and reward assemblies
- Monitor, record and communicate safeguarding issues to the child protection team
- Other whole-school administrative duties commensurate with salary level

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and the post holder will share this responsibility, therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list. Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		Appl/Ref
Level 2 IT qualification		✓	

Experience	Essential	Desirable	How assessed
Significant experience of working with young people		✓	Appl/Int/Ref
Experience of working in a team	✓		
Experience of communicating with customers/clients		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Skills and knowledge to deal with student safety and behaviour	✓		Appl/Int/Ref
Setting high standards to staff and students by personal example	✓		
Committed to safeguarding and promoting the welfare of children and young people	✓		
Ability to work effectively under pressure	✓		
Ability to prioritise and meet deadlines	✓		
Commitment to continued personal development	✓		
Assimilate information quickly and prepare succinct summaries	✓		
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Demonstrate a commitment to equal opportunities	✓		
A willingness to relate to the local community	✓		
Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing	✓		
Good ICT skills	✓		

Personal qualities	Essential	Desirable	How assessed
Positive attitude to work	✓		Appl/Int/Ref
Supporting positive mental health within the school	✓		
Ambition for self and others	✓		
Genuine concern for others	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference