

Job Description

Post: Post-16 Year Manager

Purpose

To challenge educational and social disadvantage by working with the pastoral team to provide effective interventions in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Constantly uphold and promote the values of the academy and Dixons Academies Trust.
- Provide students with clear behaviour expectations and ensure our system of sanctions and rewards is firm and fair.
- Lead effective pastoral interventions which enable students to consistently meet our high expectations.
- Have strategic oversight and responsibility of all pastoral care issues, including attendance, behaviour, child protection and children looked after within the cohort.
- Mentor students through a holistic approach: attendance, behaviour, involvement in the wider programme, UCAS application status and academic progress and set suitable targets.
- Contact parents / carers frequently to strengthen the three-way partnership between families, students and staff.
- Support students through the UCAS process: give feedback on personal statements, write academic references, and give advice and guidance around university / apprenticeship choices.
- Work with the Director of Post-16 to widen the programme of study and range of electives.
- Lead PHSCE sessions in collective learning sessions.
- Directly report to the Senior Pastoral Leader and assist with all delegated duties.
- Ensure behaviour sanctions are consistent and the relevant staff / parents / carers are well informed.
- Ensure behaviour and progress records are thorough, up to date and in line with academy expectations.
- Work with relevant staff to respond to the needs of all students with a sense of urgency.
- Engage fully in the Trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the Trust and academy calendars.
- Consistently implement all Trust policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.