



Job Description

Job Title:		Year & Learning Manager			
School:		St Hilds Church of England School			
JE Code:	A5456	Evaluation:	518	Grade:	Band 12
Date:	May 2025		Status:	Final	
Job purpose:		To support the pastoral and academic progress of pupils across a designated year group by implementing policies to support academic development, developing supportive relationships with key stakeholders, developing and implementing strategies for supporting pupil learning and supervising the work of staff within the tutor team.			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Under the guidance and direction of senior colleagues;

1. Lead, develop and evaluate a whole school initiative linked to pastoral operations as directed by the Headteacher.
2. Lead the Behaviour Management Policy and Procedures across the school.
3. Lead on the development of intervention strategies to support pupil progress and close learning gaps.
4. Oversee and monitor the lunchtime arrangements for supervision of pupils.
5. Support the development and achievement of pupils within an individual year group in accordance with the Curriculum, and in line with the school policies, procedures and ethos.
6. Allocate tasks to an Assistant Year Leader.
7. Supervision of Tutor Teams
8. Lead the development of positive and beneficial relationships with the parents of children in designated year group.
9. Lead in developing positive and beneficial relationships with the pupils and the staff that work with children in designated year group.
10. Deliver high quality pastoral care to pupils in the year group in accordance with the schools policies and procedures.
11. Organise and co-ordinate any educational and social activities taking place throughout the school year.

12. Build an understanding of pupils within the year group to recognise each one as a valuable and contributing individual, and support the development of their strengths and facilitate the eradication of their weaknesses to help pupils achieve their maximum potential.
13. Liaise with the appropriate teaching colleagues regarding pupil centred educational issues flagging up any subject related problems.
14. Ensure that there are up to date records of social and academic progress for pupils within the year group.
15. Responsible for the development of a progress file for each pupil, taking appropriate action where necessary.
16. Responsible for the analysis of curricular provision and content followed by pupils in the year group, making judgements and recommendations on the relevance of the curriculum re the needs of individual pupils. Liaison with professional colleagues and support staff to support action relating to the coherence and relevance of the curricular package.
17. Contribute to the development of school strategies and plans where relevant.
18. Identify resource provision for the practical needs of form tutors with particular regard to the requirements for stationery, reports, folders etc.
19. Prepare and deliver detailed reports to SLT and Governing Body in respect of the development, delivery and evaluation of the whole school pastoral initiative
20. Prepare and deliver detailed reports to SLT with regard to the development, implementation and efficacy of intervention strategies in relation to pupil progress and learning gaps.
21. Undertake research relating to, and maintain an awareness of, developments in the field of pupil pastoral care, presenting findings to senior colleagues and SLT where appropriate
22. Support, challenge and motivate pupils and parents in the pursuit of educational achievement
23. Monitoring student attendance and, where necessary, undertaking interventions to improve attendance such as recording and reporting, calls home, home visits, attendance meetings, attendance plans, support with attendance initiatives and liaison with external agencies to support students and families with attending school.

Safeguarding:

1. To carry out the duties of Deputy Designated Safeguarding Lead as required by the Headteacher or Designated Safeguarding Lead.
2. To act as the Deputy Designated Safeguarding Lead for specific year groups, which includes, to attend and contribute effectively to Child in Need meetings, Early Help meetings, CIOC and PEP meetings, planning and review meetings, preparing the reports and feeding back to the DSL.
3. To liaise with the DSL and Headteacher to inform them of any issues and ongoing investigations.

Trust responsibilities:

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery

4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively
6. Participate in appraisal, training and development and other activities that contribute to performance management
7. Attend and participate in regular team and 1:1 meetings