

## Job Description

### Post: 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.
- Work directly with the pastoral team to ensure the pastoral team is outstanding.
- 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.
- Monitor behaviour data frequently in order to offer interventions and education to fill gaps in knowledge.
- Have strategic oversight and responsibility of all pastoral care issues, including attendance, behaviour, child protection and children looked after within the cohort.
- Support all staff with monitoring and intervention of student achievement.
- Ensure all students in programmes of intervention are supported and monitored.
- Directly report to the Senior Pastoral Leader and assist with all delegated duties.
- Ensure that the Pastoral Support / Challenge team is supervised at all times and always reflects a professional working environment.
- Respond to the needs of all students with a sense of urgency.
- Ensure behaviour sanctions are consistent and the relevant staff / parents / carers are well informed.
- Ensure behaviour records are thorough, up to date and in line with academy expectations.
- Liaise with relevant staff to ensure all students needs are met.
- Supervise students when they have chosen to 'cross the red line' and support them to 'get it right'.
- Liaise with teaching staff to organise activities for students who are learning within Pastoral Support / Challenge areas.
- Contact parents / carers frequently in order to strengthen the three-way partnership between families, students and staff.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy 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.***