



September 2023

Dear Applicant

Re: Year Manager

Many thanks for expressing an interest in the above position. I hope you find the enclosed Job Description, Employee Specification and following information useful in preparing your application.

Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community that will be ready in the near future.

- Know our children well
- Character for achievement
- Partners in learning
- Enjoy and aspire

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in providing support to colleagues in a number of different roles. This is therefore a very exciting position that will appeal to an ambitious individual seeking a varied and interesting opportunity to utilise and develop key skills.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your CV and Application Form, via email to hr@wetherbyhigh.co.uk

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Jefferson', enclosed within a hand-drawn oval.

Samantha Jefferson
Headteacher



Year Manager

Responsible to: Senior Manager: Engagement and Standards

Purpose: general

- Liaising with parents/carers re: behaviour and welfare
- Implementing preventative behaviour strategies
- Working with other colleagues to secure learning and track pupil performance
- Monitoring and tracking pupil behaviour
- Recognising and rewarding pupil success
- Supporting teachers and learning
- Improve attendance, reduce exclusion, raise standards and expectations

1. Purpose of the post:

1. To raise standards of pupil attainment and achievement within designated year groups.
2. To monitor and support pupil welfare, development and academic outcomes, within the year group.
3. To deliver high quality behaviour/welfare support and systematic, rigorous self-review and quality assurance procedures.
4. To be accountable for improving pupil behaviour support in school and its impact on learning. To follow the school's agreed rewards and sanction procedures to support effective learning.
5. To support the improvement of learning outcomes of both staff and pupils in the year groups.
6. To support and uphold the school ethos in the implementation of the School Improvement Plan objectives.
7. To support agreed targets in year group action plans.
8. To liaise with parents/carers on matters related to behaviour and welfare.
9. To liaise with other colleagues in ensuring good pupil attendance and punctuality.
10. To work closely and collaboratively with other colleagues, outside agencies, partner schools and the Local Authority, to improve the behaviour and welfare of pupils in the school.
11. To actively monitor and respond to raising attainment initiatives through behaviour support, at national, regional and local levels.
12. To work closely with other colleagues in order to create an aspirational ethos within the year groups.
13. To support and organise assemblies, parents/carers evenings and targeting days etc. supporting the raising attainment agenda for parents and pupil.
14. To organise and attend other key events relevant to the year group (e.g. enrolment evening, options evening etc.)

2. Responsible for:

1. Supporting pupil behaviour, welfare and attendance in order to provide effective and appropriate support and challenge for pupils, raise expectations, track performance and identify support in and outside the school. Ensuring effective liaison with other colleagues across the school.

3. Core Duties:

1. To work with colleagues to deliver an action plan which has coherence with the School Improvement Plan and the key objectives.
2. To monitor and track pupil behaviour and welfare using the school procedures and data.
3. To identify and target prevention strategies for pupils at risk of poor behaviour, attendance and underachievement.
4. To set high standards and expectations of behaviour within the year group for staff and pupils to follow.
5. To maintain the use of appropriate monitoring and tracking systems.
6. To implement and develop support and resource strategies to improve behaviour for individual and / or small groups of pupils.
7. To work with other colleagues on a day to day basis in maintaining a high quality learning environment
8. To share good practice and expectations with other colleagues.
9. To monitor appropriate targets with other colleagues.
10. To track pupils throughout the year, informing pupils of their progress through parents/carers evenings, reports, targeting days and parental meetings/interviews etc.
11. Undertake PSP and behaviour reviews with targeted pupils.
12. Work with other colleagues to evaluate progress and share pupil information during KS transfer.
13. To liaise with other colleagues in order to support pupils' behaviour choices and delivery of key sessions in PSHCE and assemblies.
14. To provide analysis of pupil progress using data and tracking information, keeping pupils, parents/carers and colleagues informed.
15. To actively promote and foster links with parents/carers and to encourage parents/carers to take an active responsibility for their child's learning.
16. To support effective links with partner institutions including partner Primary Schools, FE providers and the wider community.
17. To develop and implement inclusion strategies across the wider school, including CA areas and other colleagues.
18. To actively promote the development of effective year group and individual pupil links with external agencies and with other schools.
19. To actively plan and participate in celebrating successes in the year group and of individual pupils both internally, within the school and in to the wider community.
20. To play a full part in promoting the school ethos through the management of the Year Team and associated staff.
21. To act as a personal mentor for specified pupils and to fully undertake the role of Coach within the school.
22. To plan and attend year group residentials and trips
23. To deliver Character for Learning workshops with students and staff
24. To carry out Study Supervisory duties as required.
25. To undertake regular cover lessons
26. To carry out detentions
27. To continue personal development.
28. To deliver Year Group and House assemblies.
29. To adhere to school policies and procedures.

4. Quality Assurance:

To ensure the effective use self-evaluation operational procedures within the work of the Year Team.

To follow a rigorous programme of self-evaluation including:

- Observations – weekly
- Parental questionnaires / feedback
- Scrutiny of pupil's behaviour records and PSPs– ½ termly

5. General duties:

- To fulfil the role of a coach to a small group of pupils and participate fully in training as required.
- To support and participate in the duty rota as required
- To support school events and attend as required.
- To provide cover as necessary for absent colleagues
- To undertake ad hoc duties as may be required by the Head of School or Executive Headteacher and / or Senior Leadership Team from time to time.
- To photocopy documentation as required maintaining confidentiality at all times. To adhere to school policies and procedures.

We promote diversity and want a workforce which reflects the population of Leeds. This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.



Personal Specification – Year Manager

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Able to communicate effectively with students, colleagues, parents and stakeholders including sensitive and complex information	*		A, I, R
Efficient and well organised. Able to organise others and operate high reliability procedures	*		A, I, R
Excellent interpersonal skills with a robust sense of humour, able to reflect on performance and find solutions	*		A, I, R
Ability to work under pressure and to deadlines, with students, colleagues, parents and stakeholders	*		A, I, R
Can do attitude, ability to complete the task and to discuss alternative solutions	*		A, I, R
Excellent attendance and punctuality records and a record of good health, highly reliable and with the capacity to work effectively	*		A, R
Able to produce and present reports and data	*		A, I, R
Able to establish and maintain accurate records using both manual and electronic systems	*		A, I, R
Able to accurately enter/retrieve data information from information systems	*		A, I, R
Able to contribute to the improvement of the service including processes and procedures	*		A, I, R
Able to prioritise own and team's work to meet conflicting deadlines	*		A, I, R

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Knowledge of general office procedures and practice		*	A, I, R
Knowledge of relevant financial regulations to carry out financial transactions		*	A, I, R
English and Mathematics GCSEs at Grade C/5 or above	*		A

EXPERIENCE	Ess	Des	MOA
Experience of dealing with more complex queries from a wide range of people	*		A, I, R
Experience of working restoratively in a High School		*	A, I, R
Specialist training in behaviour management and counselling / background of training in support services for young people		*	A, I, R
Lead assemblies, chair meetings and run staff training		*	A, I, R
Experience of working in partnership with others to deliver work to set deadlines	*		A, I, R
Experience of providing customer focussed services	*		A, R
Experience of supervising and developing staff	*		A, R
Experience of participating in teams and working on own initiative	*		A, I, R
Experience in the use of the Microsoft package	*		A, R
Experience of extracting and analysing data from information databases		*	A, R

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work	*		I
Commitment to own personal development and learning	*		I

A – Application

I – Interview

R - Reference

We promote diversity and want a workforce which reflects the population of Leeds. This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.



Privacy Notice for Applicants

Data Protection Legislation

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

The school is registered with the information Commissioners Office (ICO) under the provisions of the UK GDPR and Data Protection Act 2018. We take our responsibilities under data protection law very seriously.

This Privacy Notice explains how we collect, use, store and share personal data about job applicants. In data protection law, these activities are called data processing.

What is this information?

We may collect some or all of the following information about you as part of our recruitment process:

- Name, address and contact details
- Application data and application history
- Education and employment details
- Gender, ethnicity, disability, sexual orientation and religion/belief
- Date of birth and national insurance number, Identification, Immigration and Asylum details, i.e. right to work in the UK
- References if you are invited to interview
- Right to work in the UK and supporting documentation if you are invited to interview
- Copies of qualifications if you are invited to interview
- Your online activity (social media sites such as Facebook and Twitter)

Who uses this information?

People involved in the recruitment process for example, School Business Manager, Headteacher and Governors.

What authority do we have to collect and use this information?

Under the GDPR we collect and use this information under powers given to schools for the legitimate interests of the controller or third party, where applicable in accordance with the statutory framework for safeguarding children and safer recruitment in education.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement

- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In rare circumstances where no legal authority exists to use your information, we will obtain your express consent first.

What is 'personally identifiable data' (PII)?

The term PII relates to any data that could potentially identify a living person. The following fields in Human Resources are classified as PII: name, age, address, place of birth, date of birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

Why do we use this information?

We use this information in the course of recruiting members of staff.

Who are we likely to share this information with?

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, for the following reasons:

With the local authority and our HR services provider to allow managers to manage recruitment processes.

How do we keep this information secure?

Your information may be stored securely in electronic and paper document management systems with stringent limited access. All access to documents is limited to only those staff involved within the recruitment process.

How long do we keep this information?

Documents are kept for a period of 6 months following the end of the recruitment process. If you are successfully appointed into a post, your data will be held in line with school policies. A copy of the staff privacy notice will be provided to you upon appointment with full details.

What are your rights?

You have the right to request that we stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school's legal functions.

If you have any questions about our use of this data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact our **Data Protection Officer, Richard Lewis-Ogden** who can be contacted by email at dpo@bywaterkent.co.uk.