**Ralph Thoresby School**

Information for candidates

**Year Manager**

Salary Range

SO1 Point 23 – Point 25

Term Time Only + 15 days

£27,229 - £28,917

Ralph Thoresby School

Holtdale Approach

Leeds

LS16 7RX

Telephone: 0113 3979911

Email: [recruitment@ralphthoresby.com](mailto:recruitment@ralphthoresby.com)

Headteacher: Mr Will Carr

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January 2023

Dear Candidate,

Thank you for expressing an interest in applying for the post of Year Manager at Ralph Thoresby School.

This is an exciting time to be joining Ralph Thoresby School. We are proud to be a successful, truly comprehensive school serving a diverse local community. RTS is a fantastic environment in which to work and study. Our innovative curriculum is implemented by a talented and cohesive group of staff. The calm and purposeful atmosphere around school is underpinned by an emphasis on restorative practice and a clear focus on staff and student well-being.

The school has repeatedly been judged good by Ofsted and we have a strong record of academic achievement, whilst ensuring that all students are well supported. Students make good progress here because, ‘the working atmosphere in classrooms is positive’ and ‘pupils take pride in their work’ (Ofsted).

The School is a mixed community school with over 1,000 students on role. Approximately 30% of our students come from ethnic minority backgrounds and we have a resource provision for physically impaired students which really adds to the positive and harmonious atmosphere around school. Our superb, modern school building further enhances the atmosphere and supports students’ learning. ‘This is a school where staff and pupils celebrate diversity and promote values of tolerance, mutual respect and care for others’ (Ofsted).

We have an excellent 6th form partnership arrangement with Lawnswood School (another good local school) and together we offer post-16 provision to rival the best in the city – ‘The quality of provision for post-16 students remains good. Students make consistently good progress over time’ (Ofsted). We are a Trust school in partnership with several of our local partner Primary schools. We have a strong relationship with the Local Authority and are also part of the highly regarded Red Kite Alliance teaching school hub, ‘Partnership working is strong’ (Ofsted).

Our school motto is ‘ambition and achievement for all’. We firmly believe in giving all students the opportunity to achieve their very best regardless of the circumstances in which they find themselves. We also have a strong emphasis on staff well-being with a professional staff coach, a staff well-being committee and a range of well attended social, sporting and fun activities. Our staff are proud to be at RTS and the team spirit is second to none.

We are excited about the future here at Ralph Thoresby and, having read the information included in this pack, I hope you feel you can play an important part and submit an application. Please also ensure that you visit our website which will give you an insight into the work of the school. I look forward to welcoming you to the school as a candidate in the near future.

Yours faithfully,



Mr Will Carr (Headteacher)

**THE SELECTION PROCESS**

**How to Apply**

Thank you for taking time to read and digest our information. If you wish to apply for the post of Year Manager at Ralph Thoresby School then you should:

* Complete fully the enclosed application form, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
* Support your application with a covering letter detailing how your experience and qualifications fit the role of Year Manager.
* Submit your letter and application form via email by Friday 28th October 2022, no later than 12.00 noon on this date.

Please address all return mail to;

Mrs L Hodgson

Ralph Thoresby School

Holtdale Approach

Leeds

LS16 7RX

Or by email – [recruitment@ralphthoresby.com](mailto:recruitment@ralphthoresby.com)

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**Timetable for the selection process**

* Post advertised in Leeds CC Bulletin: Friday 13th January 2023
* Closing date for applications: Tuesday 31st January 2023 at 12 noon
* Short listing: Wednesday 1st February 2023
* Invitation to interview by telephone: Upon shortlisting
* Confirmation by email: Upon shortlisting
* Reference requested: Upon shortlisting
* Selection day scheduled for: W/C Monday 6th February 2023

**INFORMATION FOR CANDIDATES**

We are looking for a Year Manager who will make a real difference to the lives of the young people we work with at Ralph Thoresby School.

Our Climate for Learning (CfL) Mission Statement is that we strive to "Create a school environment in which students feel safe, are enabled to build positive relationships with all staff, and where learning is valued and cultivated". Our Year Manager Team are instrumental to achieving this.

The Year Manager team are responsible for student welfare, behaviour and attendance. As a team, they monitor the progress of individual students by challenging and motivating them to reach their full potential.

Within this role, you will provide information and advice to students to enable them to make positive choices about their own learning and futures, both through their own emotional life path and their careers path.

Other responsibilities include managing students with alternative provision that are based off site, or not working to a full timetable. This involves developing strategies to help students with their self-control and self-discipline.

During difficult situations were a child displays negative behaviour, the Year Manager will develop and implement personalised strategies that will allow us to work with students so that they can reflect on their behaviour. We do this by offering visual targets that they can aspire to achieve to get back on track.

This role as a non-teaching Year Manager also include various daily duties such as tracking, monitoring and carrying out interventions to manage behaviour, monitoring absences of individual students, supervising and welcoming students to school in the morning based internally and out in the local community and to do a number of on call behaviour management sessions*.*

Weekly team and Year Manager Meetings take place where agreed actions are planned that will offer support around our most vulnerable families. These plans can range from facilitating students back into school and supporting families in need of an EHP to draw in various support services.

The Year Manager team are also responsible for preparing and delivering a weekly assembly to the students and arranging and promoting activities within the year group to reward positive behaviour.

**Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.**

**We promote diversity and want a workforce which reflects the population of Leeds.**

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| **Ralph Thoresby School** |  |
| **Job Description**  **Job Title: Year Manager** |  |

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

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| **Accountable to:** | Designated SLT Member | **Line Managing:** | NA |
| **Post type:** | Permanent | **Salary/Grade:** | SO1 TTO + 15 days |
| **Liaising with:** | Headteacher, Other SLT, Lead Year Manager, External Agencies, Subject Leaders/Teachers, Support / Administration staff. | | |

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*

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| **Every member of staff is required to:** |
| * Work towards and promote the vision, beliefs, aims and expectations outlined in the School Improvement Plan * Support and contribute to the achievement of every child’s outcomes * Support and contribute to the safeguarding of all students * Undertake professional development activities to enhance personal development and performance * Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff. |

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| **Year Manager responsible for key roles:** |
| * To manage records, systems and processes efficiently. * To provide administrative support e.g. making phone calls, dealing with correspondence, compilation of analysis/reporting on attendance, exclusions and achievements etc. * To attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school. * To participate in Performance Management processes * To comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person. * To liaise with managers, teaching staff and teaching assistants as appropriate. * To undertake other reasonable tasks as directed by line manager * To organise trips, sponsorship events, proms and residential were appropriate * To undertake various whole school duties such as session manager etc. as directed by line manager. * To write references for job and other educational establishments applications * To undertake other reasonable tasks as directed by line manager |

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| **Raising achievement** |
| * To challenge and motivate students, promoting and reinforcing self-esteem. * To provide information and advice to enable students to make choices about their own learning. * To provide feedback to students in relation to progress, achievement, behaviours and attendance etc. * To assist with end of year student reports * Organise competitions and rewards to promote positive behaviour, attendance and punctuality * To liaise closely with teaching staff especially Heads of Area to support good progress across the year group |

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| **Leading and developing a team of mentors** |
| * To act as a positive role model. * To coordinate a team of mentors to deliver a pastoral programme and to support all students as directed by the Assistant Headteacher and Lead professional (Climate for Learning). * Prepare and hold year assemblies and arrange and promote activities within the year group. * Take part in and organise parents' evenings. |

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| **Student welfare, behaviour and attendance** |
| * To manage the supervision of students excluded from, or not working to a normal timetable * To support the off-site manager with alternative provision * Monitor attendance and punctuality by supporting SLT in improving attendance and punctuality. * To run, regularly update and file reports of student behaviour * To take a lead role in strategies that help students develop self-control and self-discipline to improve their behaviour and attendance (e.g bullying) * To supervise and implement sanctions in line with school policy regarding behaviour * To oversee the registering and attendance of all internal and external exams * To establish constructive relationships with parents and carers, exchanging information and keeping them informed. Working together to help promote good behaviour and attendance. * To take a lead role in determining additional support for students both within and outside school. Liaise with these support services as appropriate. * Liaise with other schools to arrange student transfers and placements, under the direction of the Assistant Headteacher. * To support and liaise with teaching staff with classroom behaviour and detentions. * To work closely with outside agencies regarding welfare, child protection and attendance, possibly doing home visits, attending meetings at school and elsewhere where appropriate. * To assist with Child Protection cases as directed by Safeguarding Lead |

*This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.*

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed as need arises and may be subject to modification or amendment at any time after consultation with the holder of the post.*

***Ralph Thoresby School is committed to safeguarding and promoting the welfare of its pupils and***

***expects all staff and volunteers to share this commitment***

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| **Compiled by:** | M. Hayball | **Date:** | January 2023 |

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| **Ralph Thoresby School** |
| **Person Specification**  **Job Title: Year Manager** |

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| **The criteria below are an *indicative* but not an exhaustive list of the skills, experience and attitudes needed for the post** | Desirable / Essential |
| Qualified to degree level or equivalent with appropriate concurrent or additional professional qualifications. | Desirable |
| Significant and demonstrable experience of working within a comprehensive secondary education educational setting. | Essential |
| Significant and demonstrable experience of strategic leadership and change management in an educational setting. | Essential |
| Some experience in the coordination of staff teams including capacity building and succession planning. | Essential |
| Experience of working with students from a range of backgrounds and cultures and with differing needs and abilities. | Essential |
| Excellent interpersonal skills with students and staff. | Essential |
| Clear commitment to enhancing and raising achievement for all students. | Essential |
| Significant and demonstrable experience of policy development. |  |
| Significant experience of budgeting and financial accountability. |  |
| Clear commitment to enhancing opportunity and raising achievements for all students. | Essential |
| Emotional intelligence and forbearance with a willingness to be flexible to the needs of the school. | Essential |
| Public service-centred approach to work. | Essential |
| Ability to manage and lead teams effectively. | Essential |
| Working knowledge of relevant policies, codes of practice and legislation relevant to working with children. | Essential |
| Administrative and organisational efficiency and ability to work under pressure and to often conflicting deadlines. | Essential |
| Ability and experience in effective public presentations and INSET to stakeholder groups. | Essential |
| To be Child Protection trained or willing to be trained | Essential |

***Text

Description automatically generated***

Ralph Thoresby holds Restorative Practice at the core of its climate-for-learning. The mission statement is communicated and upheld across the staff team.

***Application

Description automatically generated with medium confidence***

The mission statement contains the fundamental building blocks of our restorative culture and ethos. The mission can be broken down into 3 distinct building blocks:

**Creating a school environment, in which students feel safe:**

-Safeguarding is fundamentally important, and is a strength of the school

-Creating a safe environment requires much more than safeguarding alone

-Safety is achieved through relentless, reliable routines

-Students will push to find the boundaries; teachers and support staff must be consistent in showing them where they are

-Without this, relationships cannot be enabled and learning will not take place

**Enabling positive relationships:**

-Safe, consistent and reliable adults can actively build relationships with students

-Enabling positive relationships is at the very core of our restorative culture

-Restorative practice means that every single interaction with a student is an opportunity to build positive relationships

-Once a positive relationship is enabled, learning can take place successfully

**Learning is valued and cultivated**

-An environment where safe students experience positive relationships with consistent, reliable adults facilitates a strong culture of learning

**Restorative Practice:**

Restorative Practice is **Not** solely:

* Negotiating with students; core standards are not flexible
* Limited to The Link Centre, post-lesson-exit/IE
* Waiting for something to go wrong, so we can fix it

Restorative Practice **IS**:

* Every single interaction we have with students at any time
* Conversations on the corridor
* Interactions on break and lunch duty
* Meet and greet/end and send
* Re-engaging a student at each stage of Ask/Tell/Sanction
* [Teacher Toolkit](https://ralphthoresby.sharepoint.com/:w:/s/climateforlearning/EWWMn1riNtxIpJ_aOOXvVCsBbdwyY7X7W0jaPAlssmZm_Q?e=ocCXoE) strategies
* Session Manager supporting a student to re-engage
* Lesson exit restoratives
* **Pre**storative Practice

**The Restorative Conversation:**

The restorative conversation is pivotal to the student 'Restoring their Relationship’ with the staff member, so they can 'Return’ to their next lesson successfully

**Restorative Script:**

* **'What actually happened?':** Listen carefully without interrupting or disagreeing. Steer the conversation to the student's own role in what went wrong. If the student isn’t ready to reflect, try engaging them in a scaling conversation.
* **'What were you thinking at the time?':** This helps the student to reconsider their own actions and replay their thought processes.
* **'Who has been affected/How did it make them feel?':**The student may be unaware of how other people reacted to their behaviour. In the moment of crisis this might not seem significant, but in the aftermath it is important to shine a light on it.
* **'What can be done to put things right?':**It's important that an apology is not demanded. A forced apology is worthless.
* **'How can things be done differently next time?':**Encourage the student to visualise and describe a similar situation concluding positively

Link to Restorative Practice video: <https://www.youtube.com/watch?v=lwc-vmnD6hM>