



Year Manager

Salary / grade range	SCP 23-25 (S01) - £32,076 - £33,945 (£28,422 - £30,078 pro rata)
Location	Co-op Academy Leeds

Purpose of role:

- To be responsible for the pastoral, welfare, safeguarding and attendance of students in an assigned year group.
- To act as a coach / mentor to a group of students.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the Academy and the Trust.
- To Reduce and overcome barriers to personal development and progress of students.

Key accountabilities (and specific duties / responsibilities):

- To help to quality culture and a rewarding ethos within the Year Team based upon Co-op values, behaviours and ways of being.
- To proactively support student wellbeing.
- To contribute to the meeting and greeting of students in the morning, ensuring that students are welcomed positively and are equipped for school.
- To liaise with all internal teams and outside agencies with regards to the wellbeing of students.
- To work closely with parents to maximise the welfare of students within the Year Team, including regular contact around rewards and sanctions, including promoting the use of ClassCharts by parents.
- To lead and contribute to meetings relating to the welfare and safeguarding (child protection) of students in the year group (and siblings where appropriate in other Year Groups in your capacity as lead academy professional).
- To contribute to assemblies, creating a positive and rewarding culture
- To take a lead role in the preparation of statutory documentation and referrals as appropriate for students within the year group.
- To contribute to the climate of restorative justice within the Academy.
- To take responsibility for the completion of appropriate behaviour reports for students.
- To mentor target students and set up intervention groups as appropriate, in terms of behaviour, progress and attendance.
- To contribute to the completion of references as appropriate.
- To contribute to building a team approach among colleagues within the Year Team.
- To contribute to the transition arrangements for new students to the year group.
- To be responsible for coordinating the admission of students arriving mid-year.
- To evaluate the behaviour of students within the Year group and collaboratively plan how to address issues with colleagues across the Academy.



- To be the day-to-day point of contact for students within the year group facing issues.
- To support the smooth running of the Academy at break and lunch times and through the duty system.
- To liaise with the attendance team to ensure key students and cohorts within the year group receive regular and effective attendance monitoring.
- To undertake supervisory and detention duties as directed by the Academy Leadership Team.
- To ensure follow-up of students who do not respond to sanctions or fail to attend detentions.
- To support the drive for improved standards of teaching and learning, behaviour and attendance within the Academy.
- To create a positive climate for learning within the Academy environment.
- To act as a coach to a group of students within the structure.
- To set high expectations for student behaviour, establishing and maintaining a good standard of discipline based upon the Co-op values and ways of being.
- To work together collectively with other staff in the Academy in a professional manner.
- Cooperate with the employer on all issues to do with health, safety and welfare and be aware of your responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and Trust.
- The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.
- The duties outlined in this Job Description may be modified by the Headteacher to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • Grade C or above in English and Maths • Evidence of continuing and recent professional development relevant to the post. 		A
Experience <ul style="list-style-type: none"> • Working in a school or education environment. • Experience of working with disaffected students. • Experience of implementing intervention to improve behaviour. • Experience of working in a multicultural environment. 	Desirable	A/I/T
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Knowledge of current issues relating to secondary schools • Understanding of pastoral issues, including attendance • Understanding of Co-operative values • Understanding of safeguarding issues in a school context • Working knowledge of SIMS for a range of administrative purposes • Cultural issues affecting students' success in school • Experience of using target setting and benchmarking • Develop good personal relationships within a team • Communicate effectively (both verbally and in writing) to a variety of audiences • Excellent ICT skills • Excellent organisational skills • Ability to communicate effectively with students, 		A/I/T



<p>staff and parent/carers and local community</p> <ul style="list-style-type: none">● Ability to raise expectations and standards of students● Able to build relationships with young people● Ability to prioritise workload and meet tight deadlines● Accuracy and attention to detail		
<p>Personal Qualities</p> <ul style="list-style-type: none">● Flexible and adaptable● Able to use initiative● Good team member● Ability to set and maintain standards as a role model for students● Willingness to participate in the wider life of the school.● Commitment to equal opportunities● A commitment to personal professional development● Commitment to the safeguarding of children and young people.		A/I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.