



JOB DESCRIPTION

Job Title: Year Manager

Salary: Grade 6, with a pro-rata salary to work term time only plus 10 days

JOB PURPOSE

To support the Academy to provide effective pastoral support to meet the needs of students in an identified year group, setting high standards and high expectations in student behaviour, attendance and appearance and to celebrate success and achievements.

KEY RESULT AREAS

- Ensure that all students are known and valued as individuals.
- Promote positive values, attitudes and behaviours, dealing promptly with any conflict and incidents in line with the Behaviour Policy encouraging students to take responsibility for their own behaviour. Monitor and support students in their learning and to track progress of students and groups of students and set individual targets.
- Support with the investigation and follow up of any incidents and implement sanctions as appropriate, including contacting parents/carers and the provision of written reports as required.
- Agree solutions to identified difficulties for students with relevant staff through restorative justice, consultation and acting as an intermediary with the home.
- Be available for students and parents in the year group throughout the day and to be the first point of contact for parents/carers.
- Communicate with parents/carers over a range of issues including student welfare, progress and behaviour and build strong relationships.
- Follow academy procedures for recording and reporting on behaviour, attendance and welfare of students. To liaise with individual teachers and curriculum areas in relation to behaviour and learning of individuals and groups of students.
- Monitor punctuality and attendance, taking any necessary measures to improve attendance and punctuality for the year group, liaising with the Attendance Officer.
- Ensure all students are offered appropriate pastoral and academic guidance, mentoring and counselling where required so that they maximise their potential.
- Identify students at risk and liaise with the Designated Safeguarding Lead supporting with referrals to multi agency teams where appropriate.

- Support in the identification of students at risk of disengagement or in need of inclusion and target early intervention strategies.
- Encourage students to become more actively involved in school life including extra curricular activities.
- Maintain accurate records of communications with parents/carers and evidence of relevant interventions.
- Ensure students complete their detentions and follow up non-attendance to these.
- Assist in the admission of new students and monitor their progress.
- Liaise with other schools to arrange student transfers and placements.
- Support the pastoral on call system.
- Participate in the matrix undertaking appropriate roles as identified.
- Supervision of students in the isolation room supporting them with their learning following work provided by curriculum staff.
- Support students' academic and pastoral progress by intervention and interaction in classrooms.
- Supervise whole classes implementing cover work left by the class teacher.
- Support students with their learning including working with individuals, small groups and/or classes modifying and adapting activities to advance students' learning as necessary within agreed systems of supervision.
- Work collaboratively with staff and other relevant professionals and provide information about students as appropriate.
- Provide support to students as required both in lessons and on a one-to-one or small groups basis.
- Provide a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding students' welfare and developing good behaviour in the academy and in wider society.
- Assist with the supervision of students outside of lesson times including undertaking a lunch duty.
- Accompany and supervise students on educational visits and out of school activities as required.
- Participate in the emergency first aid rota in school (appropriate training will be arranged).
- Undertake any other duties commensurate with the grade and nature of the role.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of TCAT and Monkwearmouth Academy, it must be accepted that, as TCAT and Monkwearmouth Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.