Information for candidates

**Year Manager**

Salary Range

SO1 Point 23 – Point 25

Term Time Only + 5 days

£23,829 - £25,406

Ralph Thoresby School

Holtdale Approach

Leeds

LS16 7RX

Telephone: 0113 3979911

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

Headteacher: Mr Will Carr



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January 2022

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. In October 2018, the school was judged GOOD by Ofsted once again, consolidating the significant improvements made in recent years. Educational outcomes are consistently strong at all levels. Students make good progress because, ‘the working atmosphere in classrooms is positive’ and ‘pupils take pride in their work’ (Ofsted).

The School is a mixed comprehensive community school with approximately 1,000 students on role. 30% of our students come from ethnic minority backgrounds and we have a resource provision for physically and visually 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 are also part of the successful and highly regarded Red Kite Alliance teaching school and work closely with the Red Kite Learning Trust. ‘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 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 January 2022, no later than 12.00 noon on this date.

Please address all return mail to;

Mrs D Maw

PA to the Headteacher and Senior Leadership Team

Ralph Thoresby School

Holtdale Approach

Leeds

LS16 7RX

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**Timetable for the selection process**

* Post advertised in Leeds CC Bulletin: Friday 14th January 2022
* Closing date for applications: 12noon Friday 28th January 2022
* Short listing: W/C Monday 31 January 2022
* Invitation to interview by telephone: W/C Monday 31 January 2022
* Confirmation by email: W/C Monday 31 January 2022
* Reference requested: Upon shortlisting
* Selection day scheduled: W/C Monday 31 January 2022

**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.

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 + 5 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 (CRB).*

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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:** | Will Carr | **Date:** | September 2020 |

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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 |

***Beliefs, aims and expectations***

**At Ralph Thoresby School we BELIEVE in:**

* High expectations for all.
* Excellence in all we do.
* Determination and resilience.
* Respect and tolerance.
* Creativity and independent learning.

**At Ralph Thoresby School we AIM to:**

* Achieve success in all areas of school life.
* Ensure that all students enjoy school and are fully engaged in learning.
* Create an inspiring place to learn where all students are safe and well supported.
* Be fully inclusive and committed to opportunity for all.
* Prepare students for life through strong links with local businesses and excellent career development.
* Build strong community links, including with parents and carers.
* Develop confident, articulate and responsible young citizens.
* Create an ethos of mutual support and encouragement amongst our students.
* Promote values of tolerance and respect.

**Our EXPECTATIONS are:**

**For Students:**

* To arrive at school and lessons on time every day, correctly dressed, fully equipped and ready to learn
* Calm, polite and considerate behaviour towards all others.
* To aim high, be committed and make the most of your ability.
* To take responsibility for your learning – be an active learner.
* To always uphold school values, aims and expectations.

**For Staff and Governors:**

* To be positive, professional role models in promoting school values, aims and expectations.
* To be committed to student achievement and demand the best from our students.
* To develop an engaging curriculum and deliver consistently excellent lessons.
* To demonstrate and encourage independence and leadership.
* To treat everyone with dignity, building relationships rooted in mutual respect.

**For Parents / Carers:**

* To support your children in achieving their goals.
* To fully support school staff, policies and initiatives.
* To encourage students to achieve their potential.
* To take an active role in your child’s learning, attending school events wherever possible.
* To ensure that your child attends school and arrives on time every day, fully equipped and ready to learn.