

Year Manager

Job Description

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| Purpose:   | Working as part of a pastoral team, to: * take responsibility for a year group of 300 students, to address their needs and to help overcome barriers to learning;
* raise aspirations and enable students to achieve their full potential;
* work closely with students and their parents/carers;
* co-ordinate the work of a team of Personal Learning Guides;
* lead assemblies;
* positively reinforce good behaviour and ensure students have a voice in all aspects of school life.
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| Reporting to:  | Achievement and Access Manager  |
| Responsible for:  | Providing direction, guidance and support to a team of Personal Learning Guides, ensuring that the pastoral infrastructure for delivering the Team PLG programme to the identified year group runs smoothly.  |
| Liaising with:  | Students, parents/carers, SLMT, Heads of Faculty, school staff, external agencies.  |
| DBS Check  | Enhanced Level  |
| Working Time  | 36 hours 40 minutes per week / Term time only plus 2 days |
| Salary  | Grade 6, SCP 23-27 £33,366 - £37,035 actual salary £28,133 - £32,217 plus an allowance of £2,200 per annum for duties |

SPECIFIC DUTIES

1. Develop, support and monitor the work of a team of Personal Learning Guides
2. Take assemblies for an identified Year Group
3. Advise the Head of Faculty about pastoral issues relating to the Year Group
4. Be the first contact for parents, alongside the Personal Learning Guide, in relation to student behaviour and barriers to learning
5. Liaise with Heads of Faculty/Department regarding student achievement
6. Support the development and management of assessment and recording procedures in relation to behaviour management
7. Track and monitor the achievement, progress and attitude to learning of students in the Year Group
8. Liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of students
9. Support students in their learning, and encourage positive attitudes and behaviour in and around school
10. Assist in the transition arrangements at the beginning, during and end of the year, manage admissions and withdrawals of students throughout the school year
11. Monitor punctuality and attendance, liaising with Personal Learning Guides, Mentors, the
12. Education Attendance Welfare Manager, the Attendance Officer, Careers Advisers and the Head of Faculty as required
13. Encourage and develop parental contacts with Personal Learning Guides and others as appropriate
14. Liaise with outside agencies, including the preparation of reports of various kinds and attending relevant meetings
15. Manage interventions and referrals to the internal behaviour management team and external agencies as appropriate
16. Support the work student voice groups and the Student Leadership Team and encourage and facilitate student involvement in school life, coordinate and lead community work with the Year Group
17. Take any measures necessary to improve Year Group attendance including holding attendance panels and rewarding good attendance through assemblies
18. Take a lead in managing behaviour of the Year Group
19. Contribute to the organisation of parents’ consultation, information evenings and celebration events
20. Be part of the call out system
21. Support activities and initiatives pertinent to the Year Group e.g. annual options
22. Develop, promote and co-ordinate the school student reward systems

**GENERAL DUTIES**

1. Work with the HOF to identify resource needs and to contribute to the efficient / effective use of physical resources
2. Actively promote the school’s policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
3. Be a role model and actively promote the school’s 5 respects
4. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
5. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
6. Maintain confidentiality and observe data protection and associated guidelines as appropriate.
7. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher

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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |
| Date: July 2025 | Headteacher Mr J Cregg |