Glossopdale School and Sixth Form

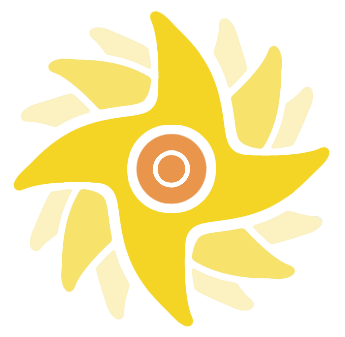
JOB DESCRIPTION & PERSON SPECIFICATION FOR YEAR MANAGER

37 hours per week, 39 weeks per year

Permanent

Closing date for applications on Friday 17th December 2021 at 12pm

INFORMATION FOR APPLICANTS DOCUMENT CAN   
BE FOUND ON OUR WEBSITE



To **aspire**, **endeavour** and **thrive** together

Glossopdale School and Sixth Form

Newshaw Lane • Hadfield, Glossop • SK13 2DA

https://www.glossopdale.school



**JOB DESCRIPTION**

**POST TITLE: Year Manager**

**POST REF.**

**GRADE/SCALE:** Grade 8

**RESPONSIBLE TO:** Head of Key Stage

**LINE MANAGED BY:** Year Leader

**WEEKLY HOURS:** 8.15am-4.15pm

**WEEKS PER YEAR:** 39

**PURPOSE OF JOB:**

* To lead on the pastoral provision for a year group of students
* To track and monitor attendance and the behaviour of students within your appointed year group to ensure that successes are recognised and any issues are quickly addressed
* To take a lead responsibility in coordinating appropriate interventions for students within your appointed year group whose attendance, wellbeing or behaviour is a concern
* To communicate barriers to learning with teaching staff and other stakeholders in order to support student progress

**SPECIFIC RESPONSIBILITIES**

* To work towards eliminating barriers to learning for an identified group of students – primarily our disadvantaged students
* To support school behaviour management and school attendance policies for students in your care, particularly for our DisA students, impacting positively on whole school attendance, punctuality and the behaviour of students in your year group
* To provide weekly data analysis and work with the Year Leader to tackle any areas of concern, specifically around the areas of behaviour and attendance
* To liaise/communicate with parents, colleagues and other agencies on issues relating to student behaviour/attendance, and work with the Year Leader to identify strategies to remove barriers to progress
* To mentor students effectively in order to reduce/eliminate any identified barriers to learning and to take a proactive role in early intervention strategies
* To work with the Year Leader and other lead staff to drive positive parental engagement for all students; particularly for our DisA students
* To work with the Year Team cluster to ensure that whole school improvement priorities are actioned and that impacts are effective
* To support the role of tutors in impacting positively on student development/ behaviour and attendance
* To lead assemblies for the nominated year group in liaison with the Year Leader
* To build a positive year group identity and ethos by maintaining high expectations and through supporting the Year Leader and tutors in their delivery of the Student Leadership Programme
* To attend and support Parents’ Evenings and nominated year related events and whole school events such as Celebration Evenings, Open Evenings and New Intake Evenings in order to meet with parents and celebrate the school’s successes
* To maintain effective links and collaboration with external agencies such as Social Care, Early Help Team, Neighbourhood Police Team, Healthy Young Minds and to attend agency meetings as required
* To work collaboratively with the DSL and Family Support workers in order to ensure that sensitive information is shared effectively and that students and their families are supported
* To complete associated documentation for CP Conferences, CIN meetings, TAFs etc. as required
* To complete risk assessments for students with injuries, and behavioural needs and contribute to the medical information file as requested by the SENDCo and Assistant Headteacher (Behaviour, Attendance and Welfare)
* To contribute to the administration of Permanent Exclusions and pupil referrals to KS3/4 Support Centres
* To maintain a visible presence around the school in order to fully support the school’s culture of high expectations, specifically during morning line up, break times, lesson transitions, lunchtimes and at the end of school day
* To keep accurate student records and to ensure that all information is kept up-to-date
* To compile and analyse relevant statistics for your year group and individual students in order to compile individual packages of support
* To participate in the on call system in school as required and to organise isolation / internal exclusion of students when necessary
* To collect, provide and organise the delivery of work for pupils educated off site due to illness or exclusion
* To liaise with parents/carers and key staff when a student is excluded
* To organise and lead the pastoral detentions for your year group
* To help organise and deliver a rewards programme to encourage and maintain good behaviour, attendance and attitude to learning
* To attend Year Team and Pastoral team meetings and other school meetings as required
* To hold meetings with parents/carers and external agencies as required
* To be able to carry basic first aid when required and to keep your first aid training up to date

**General**

* To attend School and relevant wider based training sessions as required or necessary
* To attend meetings and undertake duties as reasonably directed by the Headteacher
* To take an active part in quality assurance and staff development opportunities
* To actively contribute to the Performance Management Review process
* To undertake any necessary training associated with the duties of the post
* To be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, security, confidentiality, equal opportunities and data protection; reporting all concerns to the appropriate person
* To comply with the Health and Safety Policy of the school with regards to the wellbeing of themselves and others
* To carry out other duties commensurate with the level and grade of the post as directed by line or day-to-day management

**SAFER RECRUITMENT STATEMENT**

Glossopdale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post Holder) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (For Employer) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_