

Job Specification

Post Title: Year Manager (Non Teaching)

Grade: 7

Job Evaluation Code:

**Reporting to: KS Leader for KS3
or KS4**

Manager's Grade: Teachers + TLR 1B

Service Area: Schools

**Service Directorate: Children and Young
People**

Overall Purpose of the Post:

Under an agreed system of supervision: take a lead role for a specified year to address the needs of those pupils and to provide care and pastoral support to enable pupils to access all teaching and learning and make strong academic progress and sound personal development.

Requirements for the post

	Essential	Desirable
Qualifications/ Training	<i>Degree or equivalent qualification or Substantial relevant experience in a similar role</i>	<i>Child Protection Training</i>
Knowledge	<p><i>Good Numeracy/ Literacy Skills</i></p> <p><i>Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation</i></p> <p><i>Understanding of principles of child development and learning processes and in particular, barriers to learning</i></p> <p><i>Ability to plan effective actions for pupils at risk of underachieving</i></p> <p><i>Full understanding of the range of support services/providers</i></p> <p><i>Effective use of specialist ICT packages</i></p> <p><i>Behaviour management skills</i></p> <p><i>Ability to relate well with children and adults</i></p> <p><i>Child protection issues. Health, safety and security issues</i></p> <p><i>Data protection issues</i></p> <p><i>Knowledge of Inclusion approaches</i> <i>Ability to work with data</i></p> <p><i>Ability to self-evaluate learning needs and actively seek learning opportunities</i></p> <p><i>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</i></p>	<i>Appropriate knowledge of first aid</i>
Experience	<i>Significant general clerical/administrative work.</i>	<i>Previous experience of working in a school setting</i>

	<i>Evidence of effective organisational work</i>	Previous experience of dealing with attendance issues
Physical Skills	<p><i>Partially office based</i></p> <p><i>Expectation to monitor the climate of the corridors of the school and playground areas to identify pupils not in lesson</i></p> <p><i>Visit classroom to identify and reward pupils working well and also to identify pupils requiring support.</i></p>	
Competencies and other skills required	<p><i>Successful team and partnership working</i></p> <p><i>Decisive problem solving</i></p> <p><i>Conscientious approach to building relationships with families</i></p> <p><i>Tenacious approach to continuous improvement for outcomes for pupils</i></p>	

Responsibilities and accountabilities

SUPPORT FOR PUPILS

- To support learning through the use of data, intervention and monitoring in order to maximise pupil attainment/progress. Use this data/information, to develop and implement strategies which remove barriers to learning.
- To monitor all pupils in the year group, both academically and with behavioural/attendance issues, including vulnerable groups such as pupil premium/SEND and provide support in and out of lessons. Keeping parents updated and involved regarding these issues.
- To work with SEND staff/inclusion staff on the completion of pupil support plans and behavioural/attendance plan as required.
- To make daily tutor and classroom visits to the lessons of all pupils in their year group to promote strong attitudes to learning and rewards and to support BfL sanctions.
- Working closely with the CAB (Cultural and Behaviour) Team, SLT and Key Stage Leaders for KS3 and KS4 on intervention strategies, targeting pupils for intervention, (ie coursework completion and other issues which may present a barrier to learning).
- To work with the attendance team to track and intervene with serial internal truants or pupils who are consistently late for lessons, for those who are PA.
- Constantly embedding the ethos of school so that pupils are resilient, respectful, reflective, responsible and support the school, Kindness Charter.
- Be responsible for completing paperwork and attending various internal and external meetings for the school and completing any actions discussed at the meeting and taking accurate minutes.
- Through liaison with Senior Leaders for safeguarding, recording safeguarding incidents (CPOMS), including the production of reports on pupils for multi-agency meetings.
- With Key Stage Leaders prepare and monitor behaviour support plans for pupils with complex needs and/or those who are repeat offenders. This may involve being a key worker for named pupils and liaison with CAB Team and HLTA (attendance provision).
- Responsible for completing school nursing referral forms, booking rooms and informing parents/carers and pupils of their appointments.
- Contribute to the preparation of Wakefield Inclusion Panel referral paperwork for those in their year group.

SUPPORT FOR TEACHERS

- Supporting enrichment activities (e.g the prom in Year 11, events, trips and visits, open/parents' evenings, helping pupils organise fund raising activities).
- Following up intervention for pupils with low effort grades/poor attendance/missed work/SEND and involvement in intervention as requested for the specified year group.
- Act as a link between school and parents/carers on non-departmental issues.
- Supporting Team Leaders and subject teams to maximise intervention and monitoring.
- Pupil attainment through working with colleagues from outside agencies and schools to gather and communicate pupil information, (for example Y6-Y7 transition, new pupils, pupils needing support).
- Responsible for chairing tutor meetings.

SUPPORT FOR THE CURRICULUM

- To support departmental activities linked to the specified Year group (trips, visiting speakers, examinations etc).
- To support with curriculum adaptations/timetable changes/personalisation for pupils in the specified year group including in lesson support for some pupils where required.

SUPPORT FOR THE SCHOOL

- Implement strategies to support the school in its core business: the quality of education for all pupils (see support for pupils' section).
- To contribute and deliver assemblies as required.
- Supervise breakfast, breaks and lunchtime for the year group.
- Undertaking referrals for pupils and/or their families as specific needs are identified.
- Supporting the attendance team in undertaking truancy sweeps and collecting pupils from home to attend school.
- Support the school by contacting parents to inform them of sanctions issued in line with the school Behaviour policy.
- To comply with the school's Child Safeguarding Procedures.
- Responsible for leading and completing paperwork for reintegration meetings where appropriate and completing actions discussed at the meeting.
- To patrol corridors to monitor any pupils out of class and escort to lessons.
- To be available as part of an on-call system to remove students from lessons if required.
- To work with school's Safer Schools Police Officer where pupils required further involvement.
- Attending School Attendance Panel/Formal Attendance Panel meetings as required.
- Undertaking attendance checks for your year group and phoning parents/carers to clarify reasons for absence to support the Attendance team.
- Contribute to successful inclusion for all in the school. This may be staffing inclusion spaces; supervising pupil on time out; making resources; lunchtime activities; taking small groups or contributing to alternative provision.
- Responsible for carrying out tutor checks every morning and ensuring consistent delivery of the tutoring curriculum/programme.

SAFEGUARDING

- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- To be responsible for the care and guidance for Pupils within your tutor form and also to ensure your classroom is a safe environment for pupils to learn.

ADDITIONAL EXPECTATIONS

- Manage record keeping systems and processes.
- Attend and participate in regular meetings as required (core group meetings, strategy meeting, managed move meetings etc).
- Attending disadvantaged pupil meetings and completing actions discussed in the meeting.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the school as requested by the Headteacher.

Our school is fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and visitors to share this commitment and adhere to our safeguarding

*policies and procedures. All appointments are subject to rigorous safer recruitment checks in line with statutory guidance, including **Keeping Children Safe in Education** and the school's own safeguarding policy.*

Successful candidates will be required to:

- *Undergo an enhanced Disclosure and Barring Service (DBS) check, including barred list information.*
- *Provide satisfactory references, including verification of employment history and explanation of any gaps.*
- *Demonstrate eligibility to work in the UK and provide original documentation for identity and qualifications.*
- *Participate in safeguarding induction and ongoing training to maintain awareness of child protection responsibilities.*

We are an equal opportunities employer and welcome applications from all sections of the community. Our recruitment processes are designed to ensure that all staff are suitable to work with children and uphold the highest standards of professional conduct and integrity.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

- *None*

Financial:

- *None*

Physical:

- *Access to school MIS*

Service Users:

- *Front facing role working with pupils and having contact with adults with parental responsibility along with contact with staff in school and external agencies.*

Working Conditions:

The role is split with being office based for phone calls home, updating school MIS etc. but then also involves walking the school corridors and site and visiting lessons.

Characteristics of the post:

The ability to regularly attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- **Evidence of entitlement to work in the U.K.**
- **Evidence of essential qualifications**
- **Two satisfactory references**
- **Confirmation of medical fitness for employment**
- **Registration with appropriate bodies (where applicable)**

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- **Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level**

Date completed: February 2024