



Chaucer School Job Description

POST TITLE	Year Manager
SALARY RANGE	LD 4 Grade 6 37 hours per week /43 weeks per year
RESPONSIBLE TO	Assistant Headteacher/s
RESPONSIBLE FOR	Providing support to year manager team as required
HOLIDAY AND SICKNESS RELIEF	
PURPOSE OF JOB	<p>To work with relevant Assistant Heads to develop and operate attendance and behaviour management strategies and procedures to improve student behaviour, attendance and engagement.</p> <p>To use the analysis of student achievement and progress to help to remove barriers to learning.</p> <p>To lead and coordinate the care, guidance and support of all students across a specified cohort.</p>

Duties and Responsibilities

Working under the leadership of Assistant Headteacher/s, the Year Manager will take a lead role within a specific year group to support all the students in the year group and in particular those who may need help to overcome barriers to learning.

SUPPORT FOR STUDENTS

- **Take a lead role in managing and delivering pastoral support to students:**
 - Establish productive working relationships with students, acting as a role model
 - Provide information, feedback and advice to enable students to make positive choices about their own learning, progression, behaviour and attendance
 - Challenge and motivate students, promote and reinforce self-esteem
 - Undertake timely assessments of students to determine those in need of particular help
 - Liaise regularly with other lead professionals and external agencies engaging with them through early help and intervention
 - Identify those in need of support using a wide range of information, including academic progress data, attendance and behaviour data etc and coordinate provision
 - Provide a safe place for students to talk about issues that concern them and to provide appropriate advice and guidance
 - Provide support for vulnerable students, liaising with other professionals in order to meet the diverse needs of young people
 - Work with students, staff, parents/carers and other agencies as appropriate
 - Attend to students' personal needs and provide advice to assist in their social, health and hygiene development
 - Take a lead role in managing the smooth and effective transfer of students across phases and in supporting the integration of those who have been absent or are mid-term admissions
 - Contribute to the planning, organisation and delivery of events celebrating student achievement
 - Coordinate the delivery and implementation of mediation where relationships are strained
 - Liaise closely with the SEN team and other colleagues to assist with the development and implementation of support/ mentoring plans in order to improve behaviour, engagement and learning

- **Take a lead role in the promotion of attendance within year group including:**
 - Understanding the school and national picture re attendance
 - Using attendance data to identify key cohorts
 - Daily monitoring of year group attendance with daily actions to improve attendance
 - Close liaison with form tutors to ensure they are monitoring attendance at form group level and taking appropriate action with their cohorts of students.
 - Promotion of attendance and improving attendance using rewards and incentives to promote attendance
 - Working in line with the Sheffield Attendance Strategy to escalate poor attenders through the process
 - Close liaison with the school attendance team to ensure a coordinated approach to student attendance
 - Maintain overview of year group attendance over time and be able to provide regular reports to the Assistant Head for Community and Culture, core improvement groups and Governors
 - Contributing to the development of attendance strategies and incentives across the school

- **Play major part in the management of student behaviour including:**
 - Undertake Support for Success duties to respond to behaviour issues
 - Maintain clear and consistent approach to behaviour management with all students to ensure whole school consistent approach
 - Use the behaviour management logging system to identify persistent offenders and identify escalating intervention strategies
 - Regularly monitor and review intervention strategies
 - Liaise closely with Assistant Head for Behaviour for Success and subject leaders to identify issues and consistently target hot spots
 - Develop and maintain procedures for identifying persistent offenders and identify escalating intervention strategies
 - Liaise closely with the internal intervention team to access appropriate provision
 - Liaise with the internal intervention team to ensure the supervision of students excluded from, or otherwise not working to, a normal timetable
 - Provide support for students and parents following behaviour issues including return from internal exclusion or fixed term exclusion
 - Liaise closely with the SEN team to ensure SEN needs are being met
 - Liaise closely with the SEN and internal intervention teams in managing those students whose behaviours are escalating, ensuring

all external assessments and interventions are processed and actioned

SUPPORT FOR COLLEAGUES

- Manage liaison with feeder schools and other relevant bodies to gather pupil information to support the successful transition of students into secondary school
- Support students' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate students' responses and progress against action plans through observation, discussion and planned recording with teaching staff and other support staff
- Provide objective and accurate feedback and reports as required, to other staff on students' achievement, progress and other matters, ensuring records are maintained and available as evidence of interventions/discussions
- Facilitate accurate record keeping systems and processes
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Take the lead role in arranging and facilitating parental meetings regarding behaviour, attendance and progress

SUPPORT FOR THE CURRICULUM

- Implement and support agreed learning activities/teaching programmes with students who are on managed/reduced timetables, adjusting activities according to student responses and needs
- Actively seek information about and act as a link worker to access a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning
- Determine the need for specialist plans and resources to support students and work with colleagues to adapt timetables in response to those needs

SUPPORT FOR THE SCHOOL

- Take the lead role in the systems and processes that promote the principles of child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school

- Establish constructive relationships and communicate with other staff, agencies, professionals to support achievement and progress of students
- Maintain high standards of integrity, honesty and discretion with parents/carers and other professionals and agencies
- Manage and maintain appropriate data for year group and lead year review meetings with relevant senior leaders
- Ensure an organised and proactive approach to actions
- Attend and participate in regular meetings, ensuring prepared for meetings as appropriate.
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and assist in the training and development of other staff as appropriate
- Undertake planned supervision of students' out of school hours learning activities
- Supervise students on visits, trips and out of school activities as required
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Undertake planned supervision of pupils during lunch and other breaks as part of duty teams
- Oversee the organisation of parents' evenings, student reviews and any other events or activities relevant to the year group
- Oversee the preparation of all relevant paperwork for the start of each new school year
- Be responsible for the coordination of work for students who are excluded
- Any other related duties as they may arise.

The postholder must at all times carry out their duties and responsibilities within the spirit of Chaucer School and Tapton School Academy Trust 's policies and procedures.

The job description is neither prescriptive nor exhaustive but is intended to reflect the level and nature of the tasks required. Additional tasks may be added following negotiations between the postholder and relevant manager.