



Senior Year Manager

Salary / grade range	PO1 £32,816 - £35,012 (actual salary)
Contract	Permanent, full time, term time only + 5 Days (40 weeks)
Location	Co-op Academy Leeds
Reports to	Deputy Headteacher

Purpose of role:

- Take professional responsibility and lead on student support issues across the academy.
- Develop strategic approaches and action plans for all aspects of student support in the academy.
- To lead and manage by providing professional skills and technical capabilities, specialist subject knowledge, and integrity in decision making that is required for effective student support.
- Coordination and oversight of provisions for student support. Working with Year Managers to ensure all students fully access and benefit from interventions and support programmes.

Key accountabilities (and specific duties / responsibilities):

- To coordinate the academy's duty rotas, ensuring they are delivered effectively at break time, lunchtime and beyond the academy day.
- To coordinate and lead detentions ensuring these have a positive impact upon behaviour by providing a meaningful reflection space and facilitate restorative work between teaching staff and students.
- Provide weekly pastoral data to the Academy Leadership Team.
- Meet fortnightly with the Year Manager team, recording actions, and provide appropriate training, where necessary via associate meetings and staff training days.
- To support the Designated and Deputy Designated Safeguarding Lead around key elements of Safeguarding and Child Protection.
- To provide a framework for all incoming and outgoing 'off site directions' and ensure all staff follow the correct protocol to ensure students have a positive experience.
- To be responsible as the first point of contact for the community regarding student interactions.
- To work closely with the Senior Attendance Improvement Officer to identify attendance issues and put plans in place to support student attendance.

External Agencies

- To represent the Academy when requested at external agencies or other professional meetings.

Student suspensions

- Manage the processes by which Year Managers ensure sufficient and appropriate work is made available to parents during a student's suspension.

**Promoting the Interests of the Academy**

- To actively lead colleagues in Academy promotion strategies, with particular reference to prospective students, parents and staff at local primary academies.
- To support the transition of students identified with Social, Emotional and Mental Health issues from primary to the academy.

Management (implementation) including Performance Management

- Contribute to Academy planning and outcomes through relevant sections of the Academy SEF and Academy Development Plan.
- Be responsible for positive and effective communications with Academy teams, external agencies and stakeholders.
- Manage conflicting priorities and various workplace demands.
- Be accountable for own performance management, setting challenging objectives/targets in line with the academy priorities.
- Line Manage the Year Managers including Performance Management Objective Setting and Reviews.
- Manage the professional development of the Year Managers including providing and leading on appropriate CPD.

Monitoring

- Actively monitor systems to achieve efficiency and value for money.

Evaluation

- Evaluate impact of resources and systems, ensuring value is added.

Integrity

We expect our students, staff and parents to act with integrity at all times. Day to day this means courteous and positive communications with each other, always being honest with themselves and others, and representing themselves and the academy at all times in a positive way.

Strategic Direction and Development

The post holder will be expected to support and promote the development and progress of the academy, its students and staff. In this role the post holder will be key in developing policies and strategies to contribute to academy improvement.

All staff are expected to:

- Facilitate open and clear lines of communication with all stakeholders.
- Contribute to the academy's development and implementation of policies.
- Support all staff in achieving the academy's priorities and targets.
- Ensure parents are well informed about the academy and their child's progress.

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:



- Support the implementation of the academy's Performance Management policy.
- Follow the academy's quality assurance processes.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
- Promote an inclusive environment and support the development of strategies to improve attendance.

Child Protection and Safeguarding

- Ensure that the child protection policies and procedures adopted by the ACC and Co-op Academies Trust are fully implemented and followed by all staff.

Our Policies

All staff will fully support and champion, Safeguarding, Child Protection, Equality and Diversity and the Prevent agenda at all times, as appropriate.

Other

- Coaching Group responsibilities

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. The job description is not necessarily a comprehensive definition of the post. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Person Specification

Personal attributes required (based on job description):



Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> • Thorough understanding of child protection legislation and trained in child protection issues, with experience of successfully developing policy and its strategic application in the organisation. • Relevant degree or professional qualification in education, youth or social work at Specialist/Advanced level, with substantial experience of application to develop policy and procedures. 		A
Experience <ul style="list-style-type: none"> • Substantial and wide ranging experience of long and medium term strategic planning to maximise student outcomes • Relevant experience in a school setting leading and managing change. • Experience of working in a multi agency setting with successful outcomes. • A thorough, up to date understanding of the specialist support services available to young people. • Use of relevant ICT software packages. 	Desirable	A/I
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Proven ability to plan strategically to coordinate the impact of multiple staff and agencies in student support. • To have a knowledge of SIMS and demonstrate proficient ICT skills. • To be able to use initiative and have problem solving skills. • To be able to monitor and evaluate procedures effectively. • Communicate effectively with students, parents and other colleagues. • Work effectively under pressure, particularly when dealing with conflicting priorities. • Organise, develop and monitor effective systems. 		A/I



Academies Trust

<ul style="list-style-type: none">• Take initiative and work independently.• Prioritise and plan to ensure completion of tasks while working to a high level of accuracy.• Coaching and counselling skills.• Ability to motivate and engage young people to address the difficulties they are experiencing at home/school that affect their ability/willingness to learn.• Clear understanding and commitment to Restorative Practice principles, be able to develop and manage its use in school.		
<p>Personal Qualities</p> <ul style="list-style-type: none">• Be innovative and creative in developing solutions• A record of reliability and integrity• Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional• Humour, optimism and ambition• Willingness to participate in further training and CPD• Self-motivated• Be hard working and emotionally resilient, able to work under pressure, able to prioritise and be flexible working to deadlines• To be able to understand and be committed to equal opportunities for all• Commitment to safeguarding and protecting the welfare of children and staff.• Flexible and adaptable to meet the needs of the Academy as it develops.		A/I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.