



## Year Manager

Salary / grade range	Level 6 Scp 12-17 £27,711 - £30,060 (pro rata term time only + 5 days) 37 hours per week Actual salary £24,116 - £26,161
Location	Co-op Academy Stoke-on-Trent
Reports to	Lead Year Manager

**Purpose of role:** As part of the Year Manager team be responsible for the pastoral care of an identified year group.

### Key accountabilities (and specific duties / responsibilities):

- Be the first point of contact for students and parents over any inclusion issue.
- Maintain good standards of attendance in the designated year group (at least national average).
- Monitor and track the behaviour of an identified year group.
- Keep accurate data and records to support behaviour management and for quality assurance of behaviour management strategies.
- Liaise with external agencies as appropriate.
- Follow and implement behaviour systems.
- Run behaviour interventions.
- Contribute to the enrichment programme.
- Implement restorative justice
- Contribute to the running of internal exclusion when required.
- To be responsible for promoting and safeguarding the welfare of children and young people within the Academy

In addition:

- Offer support to students and their families.
- Help implement the whole academy Behaviour Policy.
- Re-integrate students into lessons.
- Support students who have difficulty engaging in lessons.
- Be Early Help trained, or willing to undertake training.
- Work with small groups of students when required.



- Be able to identify pupils who have barriers to learning and work productively with the Izone team.
- Support senior staff with detentions and cover when required.
- Ensure paperwork is updated and accurate records maintained.
- Work as part of a well-developed, existing team of inclusion professionals.
- Support and promote the Safer Schools programme in liaison with Staffordshire Police.
- Adhere to and have knowledge of the Academy Safeguarding Policy



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)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>NVQ 3 or above</li> <li>Competent in English and maths (GCSE C and above)</li> <li>First Aid Qualification</li> </ul>	D	A, I A, I A, I
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working with children, young people and families preferably in a school setting</li> <li>Working with vulnerable children</li> <li>First aid experience</li> </ul>	D D	A, I A, I A, I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge of relevant legislation, e.g. relating to school behaviour and welfare eg exclusion guidance, right to search etc and KCSiE and government initiatives and how that relates to the curriculum</li> <li>Knowledge and understanding of the barriers to learning faced by children and young people and a range of interventions available to mitigate these challenges</li> <li>Knowledge of data protection, safeguarding and child protection issues and an understanding of appropriate action to take if a disclosure is made</li> <li>Understanding of the range of other services, partners and agencies which can support pupils, e.g. Educational Psychologists, CAMHS, Children's Social Services and Third Sector organisations</li> </ul>		A, I  A, I  A, I  A, I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Communication skills to influence, persuade,</li> </ul>		A, I



<p>motivate and engage with a wide range of children, young people and their families</p> <ul style="list-style-type: none"> <li>• Interpersonal skills to form and maintain positive working relationships with pupils, their families, colleagues, and other education/healthcare professionals and partner organisations</li> <li>• Listening skills to support children, young people and their families through understanding their point of view in a non-judgemental approach</li> <li>• Creative skills to develop options and alternatives that will support children and young people to engage in the learning process.</li> <li>• Organisational skills to manage time effectively, work under pressure to prioritise, and re-prioritise own work and that of the team, to meet potentially conflicting deadlines</li> <li>• There could be the requirement to make home visits for which an appropriately insured vehicle needs to be available to use.</li> </ul>	D	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
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The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Headteacher.

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.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

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.