



Academies Trust

## Year Manager - Year 8

### Job description

Salary/Grade Range:	Salary: Grade J SCP 23 - 28, £33,366 - £37,938 Actual salary for term time plus 10 days, £29,773 - £33,852
Reports to:	Assistant Principal & Principal
Responsible for:	Assistant Year Manager - Year 8 Students Form tutors and Support Staff linked to year 8
Contract:	Permanent
Hours of duty:	36 hours per week, Term-time + 10 additional days (includes INSET days) Unpaid lunch break of 35 mins each day during the school lunchtime Monday 8:00am-3:45pm, Tuesday 8:00am-3:45pm, Wednesday 8:00am-3:55pm, Thursday 8:00am-3:45pm & Friday 8:00am-3:45pm

#### Main Purpose:

- To support the learning progress, care, guidance and support of individual students.
- To be responsible for all social inclusion strategies.
- Maximise student attendance and punctuality.
- Encourage positive behaviour.
- Overseeing students' personal, social & emotional issues and providing appropriate guidance

#### Main Duties and Responsibilities/Accountabilities:

- Contribute to the identification of barriers to learning for individual students and provide them with a range of strategies for overcoming the barriers, thereby promoting effective participation, raising aspirations and achievement in line with their potential.
- Assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement.
- Inform and discuss with parents barriers to good learning progress in order to best resolve such issues, either through telephone contact, meetings or home visits.

- Liaise with the SEND team regarding support for students with SEN.
- Monitor students' attendance and punctuality to school and lessons and take necessary action where there are concerns and carry out home visits as required.
- Liaise with staff, parents and the attendance team regarding absences and report to line manager.
- Meet the attendance team on a weekly basis to discuss attendance issues/concerns.
- Mentor the learning of students, where appropriate.
- Provide appropriate counselling, advice and help for all students in the Year in relation to their learning, attendance, punctuality and welfare and report to line manager.
- Encourage the development of good social relationships.
- Encourage students' personal development by involvement in sporting, leisure, fundraising and other extracurricular activities.
- Liaise and maintain effective working relationships with other agencies in relation to the care, welfare and development of individual students.
- Liaise with form tutors regarding the progress, development and attendance of their form students. Supervise and monitor their work and report to the line manager.
- To advise/coach/direct staff on issues such as uniform, attendance, make-up, equipment and punctuality.
- Liaise with Child Protection Officer regarding any child protection issues relating to students in the year group and attend any appropriate meetings.
- Adhere to all appropriate policies.
- Organise Parents' Evenings.
- Attend Parents' Evening and all events on the directed time rota in relation to the Year group.

#### Year 8 Specific Duties

- To assist with the Pathways process, provide direction to students with their choices and resolve parental enquiries.
- Conduct Pathway meetings.
- Organise the Pathways evening and attend this event.
- Organise lead reward days.
- Gateways for all Years.

#### Administration

- Ensure that high standards are established and maintained with regard to uniform, punctuality, attendance and internal truancy.
- To manage a pastoral budget and ensure that adequate levels of equipment/stock are maintained for the Year Group.
- To be responsible for ensuring students have school ties, planners etc and issuing receipts and liaising with Finance regarding any banking of monies.
- To assist in the planning, sorting and arranging of school trips
- Collect or coordinate monies from staff and students and organise and authorise payments required to companies involved.
- To manage the Family Support process for students in the year group and liaise with outside

agencies e.g. Police, Local Authority etc.

- To arrange, chair and minute Team Around Child (TAC) meetings as required and report outcomes to all appropriate staff.
- Complete a range of assessments e.g. Common Assessment Framework etc, Review and develop action plans to meet the needs of the student.
- Liaise with the appropriate senior member of staff with regard to all aspects of in year admissions, exclusions and review procedures.
- Complete reports for outside agencies as required.
- Ensure together with form tutors, that all relevant information regarding students is kept up-to-date.
- Carry out school policy for the induction of new students to the school.
- Liaise with the appropriate SLT in the organisation of prize evenings, parent's evenings and all after school/evening events.
- Undertake case work with other students as required to support their learning, behaviour and attendance.
- Contribute to the development of policies and practices which promote social inclusion, engagement and educational achievement with a particular focus on attendance.
- Keep and maintain accurate records of all contact with students, their families and other professionals.
- Administer First Aid.
- Conduct home visits where appropriate and in line with school procedure.

### General:

- Be aware of and comply with policies and procedures relating to Safeguarding, Health, Safety and security, Confidentiality and Data Protection and reporting all concerns to an appropriate person.
- The post-holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual students
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other staff to support achievement and progress of students.
- Set a good example to students and other staff in their presentation and personal conduct.
- Share expertise and skills with others, participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others
- Carry out duties with full regard to Co-operative Academies' policies and procedures.
- Be aware of, and support, differences and ensure equal opportunities for all.
- To safeguard and promote the welfare of all students

# 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) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>GCSE English and Maths grade C and above (or equivalent)</li> <li>Counselling or mentoring qualification</li> <li>Youth work qualification</li> </ul>	Desirable Desirable	
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Experience of working in a secondary school</li> </ul>	Desirable	
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>Ability to work with sometimes challenging young people in an empathetic and constructive way</li> <li>Ability to work under pressure with competing priorities</li> <li>Excellent organisational and communication skills</li> <li>Able to use IT effectively</li> <li>Intermediate skills in Microsoft Office and Google Docs (training can be given)</li> <li>Awareness of policies in relation to managing behaviour and attendance</li> <li>An understanding and commitment to safeguarding and promoting the welfare of young people</li> <li>Able to converse with parents / guardians effectively regarding sensitive matters</li> <li>Able to build appropriate relationships with pupils to engage and influence</li> <li>An awareness of the issues affecting school pupils aged 11-16</li> </ul>	Desirable	
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Enjoy working with children</li> <li>An interest in working in a school environment</li> <li>The ability to build good relationships with children and adults</li> <li>Patience</li> <li>Flexibility and creativity</li> <li>Good organisational skills</li> </ul>		

• Resilient		
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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.