

<b>Job Title</b>	<b>Year Manager</b>
<b>Grade</b>	<b>Band 7 (Point 19 – 24)</b>
<b>Reports to</b>	Head of Year & Deputy Head Teacher (Pastoral)
<b>Liaison with</b>	Head Teacher, Deputy Head Teacher, Assistant Head Teacher, Staff, Students, Parents, External Agencies, Visitors
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To play a vital role in the effectiveness and success of the Year group and School.</li> <li>• Ensure the SEMH, safeguarding and well-being provision of the Year group.</li> <li>• Work with the Head of Year and team of tutors in the care, welfare and academic progress of the Year group.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Provide effective support in building and maintaining an effective pastoral team which continually enhancing the quality of pastoral care within their Year group and School</li> <li>• Inspire the team by personal hard work and leading by example</li> <li>• Be on call as required to assist and support and diffuse difficult situations as they arise</li> <li>• Work with the Year manager to create a vision, ethos, and sense of pride in the Year group.</li> <li>• Maintain effective methods of communication with the Head Teacher, SLT members, staff, students, parents, governors, external agencies and the community</li> <li>• Ensure the Year group is aware of expectations and targets</li> <li>• Identify areas of success for students and the team</li> <li>• Assist in promoting an effective Year team and liaise on problem solving and pastoral issues</li> <li>• Produce Agendas for team meetings, if required, chair the meetings</li> <li>• Ensure Minutes are prepared and circulated</li> <li>• Assist with assemblies</li> <li>• Work with tutors and teaching staff to resolve discipline issues</li> <li>• Promote positive behaviour by reinforcing the School's Behaviour for Learning Policy</li> <li>• Liaise with colleagues as necessary and offer support as required</li> <li>• Ensure inclusive practice is evident</li> <li>• Inform colleagues when appropriate about social or behavioural issues or changes affecting students.</li> <li>• Discuss and meet with colleagues, parents, carers, students, regarding disciplinary incidents.</li> <li>• Maintain clear and accurate records at all times.</li> <li>• Investigate incidents fully, gather relevant information, advise and negotiate as necessary and resolve as appropriate.</li> <li>• Prepare summary information for exclusion and other disciplinary meetings, and other administrative support.</li> <li>• Monitor behaviour, punctuality and attendance in the Year Group</li> <li>• Arrange to meet with tutors to discuss relevant issues</li> <li>• Supervise isolated students, as required.</li> <li>• Liaise with the Attendance Team and office staff in relation to student attendance, including the recording of required information</li> </ul>

	<ul style="list-style-type: none"> <li>• Attend team briefings</li> <li>• Assist with the development of strategies and procedures for dealing with students with behavioural difficulties. This may include overseeing and / or organising small interventions.</li> <li>• To be out and about with students before and after school, during breaks and at social events</li> <li>• To keep up to date with developments and new ideas related to pastoral care and curriculum issues</li> <li>• Work closely and confidentially with the Safeguarding Officer in all child protection issues, making initial assessment when necessary and decisions, if trained.</li> <li>• Forge close links and, when required, agree strategies with multi agencies to support students to enable them to access the curriculum successfully.</li> <li>• Support the Rewards system.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Principal/Head of School to carry out appropriate duties within the context of the job, skills and grade</li> </ul>

**PERSON SPECIFICATION**  
**House Manager**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience of working with children in an education, health or social care environment Recent professional training in behaviour management and/or parent/carer support
	Knowledge of relevant policies and procedures	Good working knowledge of policies relating to behaviour, inclusion and SEN
	Literacy	Good level of education qualifications.
	Numeracy	
	Technology	Ability to use ICT communication and administrative systems effectively
<b>Communication</b>	Written	Ability to write detailed and complex reports, plans, and letters
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children and to exercise influence
<b>Working with children and others</b>	Behaviour Management	Ability to demonstrate a range of highly effective behaviour management strategies
	Child Development	Excellent understanding of child development and learning processes Ability to assess progress and performance and recommend appropriate strategies to support development and inclusion
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to make a distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others

	Time Management	Ability to plan and manage own time effectively Ability to meet deadlines
	Creativity	Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently
<b>General</b>	Equalities	Display a sound understanding of equality issues
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Developed understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance