



Stopsley High School Job Description

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| Post: | Year Manager |
| Reports to: | Key Stage Leader |
| Grade: | L6 |
| Safeguarding Children: | This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks. |

Purpose of Job

- To work alongside the Key Stage Leader and Senior Year Manager to support students in an assigned year group, ensuring outstanding levels of achievement and welfare

Main Duties and Responsibilities

Working with Students

- To be a positive role model for students around the school-this will include supervision of students during the school day and involvement in on-call
- To support the Key Stage Leader in the organisation and preparation of assemblies and celebration events
- To coordinate student leadership activities for students
- To support the supervision of students prior to and following exams in the hall in partnership with the school examinations officer

Supporting students

- To provide initial and continuous support for individual behaviour concerns using a range of strategies including mentoring, meetings with parents and external agencies and implementing personalised intervention programmes
- To follow up on student absence and punctuality according to the attendance procedures
- To review and analyse student data in order to identify patterns of behaviour, attendance and punctuality or other individual concerns, update computerised student records and work alongside Key Stage / Year Leaders to action issues
- To attend Children Looked After (CLA) review meetings including PEPS and Annual Review Meetings for SEND students and organise any necessary associated paperwork including data and reports
- Be keenly aware of the responsibility for safeguarding children and the application of the Keeping Children Safe In Education guidance.
- To take primary responsibility for safeguarding issues relating to students
- To hold individual or small group detentions or other sanctions as the need arises

Working with Staff

- To work alongside the Key Stage Leader to prepare and deliver aspects of the Year Team Meetings to form tutors
- To share in the preparation and monitor the quality of interim and tutor reports, working alongside the Key Stage Leader to support staff with implementing positive behaviour policy

Organisation and Administration

- To manage the administration and support for year group events and activities e.g. school trips, celebration events and evenings
- To coordinate Parents' Evenings including on-line booking system

Other

- To carry out other duties as required by the school which do not go beyond the grading of the post.

Promotion of school

- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**
 - To promote, advocate and follow all **school policies**
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General

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.

- Such duties and responsibilities may be updated from time to time to reflect any changes to School procedures. Only significant additional duties or responsibilities as required by the Headteacher / SLT will render the grade of the post liable for re-evaluation.
- Much of the work undertaken within the School/Department is of a highly confidential nature. The post holder must at all times maintain confidentiality.
- The post holder must be aware of and understand the School's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
- The post holder must be aware of and understand the School's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
- The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies