

Post Title	Year Group Manager
Post Ref No	LP032
Responsible To	Deputy headteacher
Grade	Grade 9

Organisation	<ul style="list-style-type: none"> To act as a Deputy Designated Safeguarding Officer and Child Protection caseload holder, taking a pivotal role in assessing, managing and dealing with safeguarding concerns, ensuring the operational aspects are of the required standard. Develop a support network to provide guidance and help for students in need, with attendance, social and emotional issues and behaviour being the main foci To lead on and oversee the allocated year groups' attendance procedures, ensuring that official registers are accurately maintained. To work with the Area Inclusion Officer (LA) to ensure attendance trends are monitored and effective interventions are in place. Provide timely, effective and satisfactory response to any concern or query raised by parent/carers and staff. To deliver and refer for timely interventions to individuals or groups of students. Attend and present information about specific students at various meetings, including multi-agency meetings, attendance panels etc. To work with the Leadership team to ensure maximum possible parental attendance at Progress Evenings, and other academy events. Facilitate, as necessary, Student Voice Meetings ensuring that arrangements including the administration for these is undertaken and recorded. Attend link/signpost/allocation meetings with other selected members of Learning Provision. Complete the appropriate Referral Forms/Reports as and when appropriate, including leading on EHA. To support in the organisation, presentation and delivery of assemblies and rewards events.
Administration	<ul style="list-style-type: none"> Develop and implement intervention strategies to be used for selected students, and groups of students, identified through data analysis. Information relating to attendance, exclusions and referrals will be analysed on a regular basis. To ensure student progress, issues arising from analysis will be acted upon by the YGM in liaison with other appropriate personnel. Work with the Deputy Headteacher to ensure that monitoring protocols for uniform etc are being followed Ensure routine administrative tasks are completed to time and in accordance with academy procedures; e.g. registers are marked accurately; authorised and unauthorised absences are recorded; student health information and student's personal data is accurate and up-to-date on SIMS. The YGM, Deputy Headteacher and Tutor Team will agree, implement, monitor and review appropriate and consistent routines within their year groups as documented and published. Ensure that any paperwork, relating to the year group, is of the highest quality e.g. student records, letters home, exclusion documentation etc.

Resources	<ul style="list-style-type: none"> Whole-academy policies and decisions will have been implemented and applied throughout the year groups, with particular reference to the Behaviour Policy; Bullying Policy;; Academy Dress Guidance; and Child Protection Policy.
General	<ul style="list-style-type: none"> Ensure students' standard of dress conforms to the Academy Dress Guidance. Attend staff and year group briefings and present relevant information to staff. Attend Progress Evenings for the relevant year groups. Plan and organize year group specific activities such as Options evenings, Prom, information sessions etc. Be aware of and comply with all academy policies and procedures especially those relating to Child Protection, Health and Safety, security and confidentiality. Participate in CPD and other learning activities and performance development as required. Other duties as required in support of the academy within the scope of this post. To support the academy's behaviour systems by delivering timely and appropriate sanctions and support to the students in your year groups. Be aware of and support difference and ensure equal opportunities for all. Contribute to the overall ethos/work/aims of the school. To work as part of the wider team to support the functionality of the Learning Provision Team. To comply with Data Protection policies. Other duties in support of the establishment as decided by the Headteacher within the scope of this post.

Essential	Desirable
<ul style="list-style-type: none"> Candidates will hold appropriate academic qualifications to at least GCSE standard or be able to demonstrate competency through proven experience in a similar role. Candidates will hold appropriate professional qualification or be able to demonstrate competency through proven experience in a similar role. Candidates will be seeking to develop a career working with young people in an educational context and will have relevant experience in a similar environment or appropriate qualifications Candidates will be well-organised and capable of working on their own initiative to a high level of accuracy and presentation. Excellent prioritisation and time-management skills and the ability to work effectively and efficiently within set deadlines and time scales. The ability to operate as a member of a team and a willingness to carry out routine and clerical tasks if required. Familiarity with commercial word processing spreadsheet and database packages or the ability to respond quickly to in-house training is essential. (MS Office and SIMS (academy's database) currently in use). 	<ul style="list-style-type: none"> Educated to "A" level standard or equivalent Experience in the field of education, welfare, youth work, careers and training or EBD would be an advantage. Evidence of independent work will be an advantage. An understanding of operating arrangements for academies and the changing environment

<ul style="list-style-type: none"> • Candidates should have excellent inter-personal skills and be able to communicate effectively with young people and educational professionals who work with them. You will be able to combine tact, diplomacy and discretion sufficiently well to manage the demands of the post. • Candidates should have a forward-looking approach to student support, have drive, initiative and the ability to respond quickly to further restructuring of the support systems in academy. • The postholder will have access to confidential and sensitive information and must be able to demonstrate tact, sensitivity and absolute respect for the confidentiality of information gained as a result of working at the academy • Educated to "A" level standard or equivalent • Experience in the field of education, welfare, youth work, careers and training or EBD would be an advantage. • Evidence of independent work will be an advantage. • An understanding of operating arrangements for academies and the changing environment • Assistants or 	
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ADDITIONAL INFORMATION	<ul style="list-style-type: none"> • It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation. • All external appointment are subject to Cumbria Education Trust's standard probation periods and assessment
SAFEGUARDING	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

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