



ST JOHN FISHER
HARROGATE

JOB DESCRIPTION

Year Manager

POST HOLDER	Year Manager
ACCOUNTABLE TO	Key Stage Phase Leader, Assistant Headteacher & Deputy Headteacher
SALARY/SCALE	NJC Grade C3, Scale Points 19-22, £33,119 - £34,811 per annum Actual Salary £26,886 - £28,259 per annum
DETAILS OF POST	Term time only plus 5 additional days 35 hours per week, Monday to Friday, 8:15am to 4:15pm with 30-minute unpaid lunch break and 30-minute lunch duty Main place of work St. John Fisher, Harrogate
JOB PURPOSE	<p>The Year Manager is line managed by, and accountable to, the Key Stage Phase Leader and is responsible for the day-to-day operational pastoral leadership, support and coordination of a designated year group.</p> <p>The role contributes to the effective implementation of the school's pastoral systems by ensuring high standards of behaviour and attitudes, attendance, safeguarding, inclusion, personal development and student engagement.</p> <p>The Year Manager plays a key role in ensuring students feel safe, supported and able to participate fully in school life, working in partnership with students, families, staff and external agencies to remove barriers to success.</p> <p>The post holder will maintain consistently high expectations for all students within their year group, particularly in relation to behaviour, punctuality, attendance, uniform, engagement and attitudes to learning.</p>
CATHOLIC ETHOS	<ul style="list-style-type: none">• To play a full part in the life of the Catholic school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.• To have respect for the individual and the central Catholic ethos of the school.• To have the highest expectations of ourselves, our staff and our students.• To contribute to and encourage a culture of openness, trust, honesty, and service.• To encourage all staff and students to follow this example and actively promote school policies.

MAIN DUTIES/KEY TASKS

Working under the line management of the Key Stage Phase Leader:

- Take operational responsibility for the pastoral care, behaviour, attendance, safety and engagement of a designated year group
- Implement and monitor pastoral systems, processes and expectations consistently across the year group in line with whole-school policy and Key Stage priorities
- Undertake duties in accordance with the Year Manager timetable
- Investigate behaviour incidents thoroughly, gathering evidence to inform appropriate actions and ensuring accurate records are maintained
- Act as a key point of contact for parents and carers, maintaining effective communication and partnership working
- Coordinate and organise year group events and processes such as information evenings, photographs, visits, charity events and enrichment opportunities
- Provide targeted pastoral mentoring for identified students to improve behaviour, attendance, safety, personal development and attitudes to learning
- Support students to develop positive relationships, resilience, belonging and engagement with school
- Identify students requiring additional support, including those who are disadvantaged and/or have SEND, and contribute to appropriate intervention strategies
- Implement and monitor pastoral support plans (including attendance, behaviour and safety plans), evaluating their impact and adjusting approaches where necessary
- Work with the Key Stage Phase Leader, SENDCo and other staff to remove barriers to learning and participation for individual students and identified groups
- Liaise with external agencies where appropriate, including completing referrals and supporting multi-agency provision
- Attend internal and external meetings to support students within the year group

Behaviour and Engagement Policy

- Consistently apply and uphold high standards of behaviour and conduct across the year group
- Support the implementation of the school's behaviour systems, ensuring clarity, consistency and fairness
- Undertake supervision duties at key times during the school day – start/end, break/lunch and Student Services
- Supervise reflection/internal exclusion provision where required, ensuring accurate record keeping
- Carry out on-call duties where required
- Monitor and track behaviour, rewards and sanctions for students within the year group
- Support lunchtime and after-school reflections (detentions)
- Support form tutors in maintaining high expectations and consistent practice
- Promote positive behaviour, attitudes and engagement, ensuring students understand expectations and are recognised for meeting them

Raising Student Achievement

- Work with the Key Stage Phase Leader, form tutors and subject staff to identify barriers to learning
- Support intervention strategies for identified students and groups, including disadvantaged pupils and those with SEND
- Contribute to improving students' engagement with learning and participation in school

Attendance & Punctuality

- Monitor and promote high levels of attendance and punctuality across the year group
- Implement, track and review attendance interventions and support plans
- Work proactively with families and external agencies to remove barriers to attendance
- Coordinate provision of work for students not in school (e.g. illness, suspension or alternative provision)

Child Protection and Safeguarding

- Undertake appropriate safeguarding and child protection training
- Act on concerns promptly in line with school policies and statutory guidance
- Contribute to maintaining a strong culture of safeguarding where students feel safe, supported and able to report concerns

There may be a need to occasionally work outside of school hours to support school and year group events.

The above is not exhaustive, and the post holder is expected to carry out other additional tasks as reasonably expected and required.

**OTHER
RESPONSIBILITIES**

- Carry out duties as directed by the Headteacher, Deputy Headteacher or Assistant Headteacher
- Support and uphold the Catholic ethos of the school
- Maintain high professional standards of conduct, appearance and relationships
- Work collaboratively with staff to maintain positive working relationships
- Always maintain confidentiality
- Contribute to the wider life and ethos of the school
- Comply with all policies and procedures
- Attend meetings, training and CPD as required
- Maintain up-to-date knowledge of safeguarding responsibilities

To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

VARIATION IN ROLE

Given the dynamic nature of the school, responsibilities may evolve over time. The Year Manager will continue to be line managed by the Key Stage Phase Leader and remain responsible for the effective pastoral support, engagement and outcomes of their designated year group.