

Year Manager, Additional Information:

Key duties include but are not restricted to:

* Contributes to students’ learning activities by managing day to day business of the Year Team and assisting with all aspects of students’ progress, including their personal and social development.
* Understands and applies professional values and practice through collaborative working, respect for and commitment to pupils, and fostering students’ attitudes and behaviour patterns.
* Uses and develops general and specialist knowledge and skills to contribute to students’ learning and personal development.
* Works with the Year Leader to develop and implement strategies to support students with personal and social problems and liaise with colleagues to involve internal and external support agencies where necessary.
* Creates and develops year identity and ethos in keeping with the school ethos by building and promoting positive relationships between all members of the Year team.
* Reinforces the Code of Conduct to ensure high standards of attendance, appearance and behaviour including building self-esteem, enhancing motivation and celebrating success.
* Takes responsibility for the day to day running of the Year group including organising and developing activities such as charity work and social events. Assist the Year Leader with administration and issue of reports.
* Contributes to assembly arrangements by leading the Year group, preparing and taking assemblies when required.
* Cover supervision (covering classes for absent teachers)
* Provides specific support and intervention for identified students
* Supervision of the Student Support Centre
* Provides support for tutors in dealing with personal and social related issues, actively supporting the delivery of the Learning for Life Programme.
* Works with the Year Leader to ensure effective induction of new students into the School.
* Maintains pastoral records pertaining to individual students and records of specific incidents according to agreed procedures.
* Enables opportunities to listen to the student voice through the organisation of the Year Council and ensure representation at School Council.
* Keeps the school database up to date with regard to student timetables.
* Oversees attendance records and ensures that registers are accurately completed and updated,
* Monitors student attendance, follow-up concerns and reward high attendance accordingly. Registers the class when required.
* Maintain confidentiality in and outside the workplace with particular regard to data on the School’s computer systems.
* Be pro-active in matters relating to health and safety.
* Support the aims and ethos of the School, setting a good example in terms of dress, behaviour, punctuality and attendance.