

Great Academy Ashton

JOB DESCRIPTION

Post:	Year Manager
Reporting to:	Head of Year
Salary Scale:	Band 7
Academy Type:	The Academy is a publicly funded independent secondary Academy for Pupils 11-16

JOB PURPOSE

To support the Head of Year to manage the pastoral care of a year group and to contribute to effective pastoral provision across the academy.

KEY RESPONSIBILITIES

- To monitor and report on the attendance of pupils to the Head of Year and tutors.
- To maintain effective records of support work undertaken as directed, ensuring the confidentiality of these records in accordance with data and child protection legislation.
- To keep accurate records of incidents.
- To ensure that all pupils conform to the Academy code of conduct in dress, behaviour and work.
- To assist in the facilitation of multi-agency support and the development of resources to meet the identified individual needs of pupils.
- To work with external agencies and internal Academy support to assist pupils in developing a positive approach to learning behaviour.
- To work within the Academy's behaviour management system to support pupils in modifying their behaviour in order to access learning.
- To investigate matters of indiscipline and unacceptable behaviour bullying and other misdemeanours and make recommendations for sanctions.
- To liaise with parents/guardians/carers and keep them informed of incidents and likely outcomes.
- To liaise with feeder primary schools/and or post 16 provision to enable pupils to transfer in order to minimise transitional change for pupils.
- To organise and contribute to the overall running of Year activities including pupil council, peer mentoring programmes and enrichment activities.
- To assist in the provision of accurate and up to date information regarding pupils in the Year.
- To promote the general progress and well-being of individual pupils.
- To act as a first aider.

- To liaise with external contacts as appropriate including Education Psychologists, police, Social workers and other professionals.
- To contribute to the Academy enrichment and extension programmes.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety.
- To actively participate in relevant Academy processes including appraisal.
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings.
- To support the Academy links with the community and with Samuel Laycock School.

The post is subject to the enhanced level of Disclosure.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with post holder, be changed to reflect changes to the post.