The Holy Family

Catholic School

a voluntary academy



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| **Post Title:** | **Year Manager** |
| **Grade:** | **Band 8, Points 17 – 22 (£26,803 - £29,115)** |

**Post Title: Year Manager**

Grade: Permanent, 37 hours per week,Term Time Only + 5 days

Responsible to – Assistant Headteacher KS3/KS4

Generic Duties and Responsibilities – Year Manager

The following are the generic expectations of a Year Manager at The Holy Family Catholic School (HFCS). It is not an exhaustive list but should provide clarity on duties, responsibilities and expectations of Year Managers at HFCS.

In addition, it is expected you uphold and promote the ethos that we are all learners, always learning and embody our learner values and foster this in all you do and demonstrate a strong ethos of putting the young person’s interests at the heart of every decision you make.

**1.Behaviour**

1.1 Use a range of information including academic, attendance and behaviour data to identify students needing additional support.

1.2 Support with the behaviour management of the year group, responding to incidents and managing on-call requests.

1.3 Develop and implement behaviour support plans in collaboration with staff.

1.4 Take a lead role in developing behaviour strategies with relevant staff including SENDCo and SLT.

1.5 Monitor and support reintegration following suspensions.

1.6 Deal with all forms of bullying, liaising with DSL and SLT as needed.

* + 1. Ensure high behaviour standards through presence in corridors and across the school.

**2. Learners**

2.1 Establish and maintain constructive relationships with learners to support behaviour and engagement.

2.2 Motivate students to promote self-esteem and positive behaviour.

2.3 Support distressed and disengaged students with tailored strategies and mentoring.

2.4 Determine needs for specialist support and liaise with colleagues to adapt provision.

2.5 Coordinate and oversee work for suspended learners.

2.6 Encourage participation in extracurricular and enrichment activities.

**3.Safeguarding**

3.1 Maintain up-to-date safeguarding knowledge and act as a member of the safeguarding team where needed.

* 1. Refer concerns to DSL and contribute to safeguarding planning.

3.3 Ensure wellbeing is a high priority, making referrals and accessing internal/external support.

**4.Communication and Record Keeping**

4.1 Establish productive relationships with parents/carers, acting as a key liaison.

4.2 Arrange and lead parental meetings around behaviour and attendance.

4.3 Respond to parental enquiries and provide updates on student progress and wellbeing.

4.4 Provide accurate reports and feedback on students for staff and external professionals.

* 1. Maintain records of behaviour incidents, interventions, and parental contact.

4.6 Facilitate and support parental engagement through events and workshops.

**5.Organisation and Management**

5.1 Support transitions between schools and key stages, liaising with feeder/partner schools.

5.2 Monitor systems related to attendance, punctuality, truancy, and engagement.

5.3 Conduct home visits as needed to remove barriers to attendance.

5.4 Work to ensure all students are equipped and prepared for learning daily.

5.5 Actively promote attendance and punctuality across the year group.

* 1. Organise rewards and celebrate success across the year group.

**6. Other**

6.1 Participate in performance reviews and undertake relevant professional development.

6.2 Maintain confidentiality and integrity at all times.

6.3 Undertake other duties, including occasional evening work, as directed by senior staff.

This job description may be subject to amendment or modification after consultation with the post holder.