



TANFIELD
SCHOOL

HARD WORK | TRUST | FAIRNESS

JOB DESCRIPTION

POST: YEAR MANAGER

Reports to: Head of Student Guidance and Deputy Head Teacher
Start date: September 2021
Grade: Grade 7, SCP 15-22
Salary: £23,541-£27,041 (pro-rata)
Contract type: Permanent 37 hours per week, term time only

Purpose:

- To support students in achieving high levels of behaviour and attendance

Areas of responsibility and key tasks

Attendance

- Monitor attendance and make follow up calls to parents on a daily basis.
- Implement agreed strategies when attendance hits specific trigger points.
- Carry out return to school meetings with students.
- Record punctuality and help to ensure the school's policy on punctuality is implemented.
- Carry out spot checks on known truants.
- Liaise with DHT and Head of student guidance regarding attendance, on a daily basis.
- Identify Persistent Absentees.
- Produce attendance reports, analyse data and liaise with appropriate colleagues.
- Liaise with families of students with attendance problems.
- Promote the importance of good attendance.
- Attend relevant meetings.
- Participate in the rewards system for good attendance.

Behaviour

- Support the 'On call' system and assist with follow up in response to incidents.
- Supporting the Head of Student Guidance by contacting parents to inform them of exclusions and covering the Inclusion room
- Investigate and resolve incidents/issues in line with school procedures and liaise with the Head of Student Guidance and the DHT on appropriate action.
- Identify and have knowledge of 'hot spots' around the school.
- Update as required to ensure staff are aware of vulnerable pupils.
- Work with and support students identified as being 'at risk'.
- Assist with events such as medicals/photographs etc.
- Support the reward system in school to celebrate positive behaviour.

Pastoral

- Meet with parents/receive phone calls to discuss parental concerns and pastoral matters such as attendance, punctuality, uniform, equipment and behaviour

TANFIELD SCHOOL
HEADTEACHER Steven Clough BSc (Hons) NPQH

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- Liaise with outside agencies as appropriate.
- Involvement in assemblies.
- Deal with day-to-day pastoral problems.
- Work with the AHT achievement to support academic progress.
- Provide medical assistance to unwell students and contact home for collection.
- Support agreed intervention with pupils.
- Monitor uniform and equipment.

The post holder will be expected:

- To uphold the school code of conduct and ethos;
- To promote positive pupil behaviour;
- To undertake training on classroom management and update as appropriate;
- To be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- To show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- To be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- To contribute to the overall ethos, work and aims of the school;
- To maintain good relationships with colleagues and work together as a team.
- To appreciate and support the role of other professionals;
- To attend relevant meetings as required;
- To participate in training and other learning activities and performance development as required;
- To demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

General

- Take responsibility for own professional development/training.
- Participate in the school's performance management framework.
- Undertake Child Protection training as required.
- Carry out duties with regard to Equal Opportunities and Racial Equality policies to ensure that students and colleagues are treated in a fair and consistent manner.
- Role requires working with a team
- Ability to present oneself as a role model to pupils in speech, dress,
- The post holder may undertake any other duties that are commensurate with the post.

Pastoral Care

- Report incidents that are witnessed regarding student welfare
- Support the school with supervision duties at break and lunch times on a daily basis, subject to shift pattern
- Provide first aid to students as and when required.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school site
- Undertake any necessary professional development pertaining to the role and as identified in the school development plan

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holders' professional responsibilities and duties. The duties may change from time to time commensurate with the grading level of the post and following consultation with the officer which may involve a Trade Union representative.

All overtime is to be agreed in advance with the line manager. There is a requirement to work flexible working hours to suit the needs of the school, particularly during the school holiday periods and to provide cover as and when required.