

## **Jesmond Park Academy Job Description**

<b>Post Title</b>	Year Manager - KK386	
<b>Evaluation</b>	509 Points	<b>Grade: N7</b>
<b>Responsible to</b>	Director of School (Assistant Head teacher)	
<b>Responsible for</b>	N/A	
<b>Job Purpose</b>	Responsibility for a Year group within the School in respect of all welfare and behavioural issues	

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To take a lead in managing behaviour in the Year Group and co-ordinate Interventions
2. To run pastoral meetings and encourage a team ethos with form tutors, supporting and monitoring their work as appropriate
3. To take assemblies for the Year Group as necessary
4. To deal with behavioural incidents in accordance with school policy and to monitor and support pupils in their learning and encourage positive attitudes and behaviour in and around school
5. To monitor and support pupils in their learning and to track progress of students and groups of students and set individual and team targets
6. To produce, in conjunction with the Year Manager relevant and regular reports and to prepare Individual Education Plans and Pastoral Support Plans
7. To be available for students and parents in the Year Group throughout the day and to be the first port of call for parents, in relation to student behaviour and barriers to learning. To lead on EHP as necessary
8. To monitor students planners and report the outcomes of monitoring and impact of the use of planners
9. To liaise with individual teachers, departments and faculties in relation to

behaviour and learning of individuals and groups of students (SEN and G&T)

10. To assist in transition arrangements at the beginning, during and end of year

11. To monitor punctuality and attendance, taking any necessary measures to improve attendance and punctuality for the Year group, liaison with the Attendance Officer

12. To encourage students to become more actively involved in school life including charity and community work

13. To provide cover supervision for classes and the Isolation, Internal Exclusion and Detentions when needed

14. To undertake examination invigilation on occasion

15. To manage relevant budgets in accordance with the School's Financial procedures

16. To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.

17. Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures

18. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.