

## JOB DESCRIPTION

**POST TITLE:** Assistant Year Manager

**LOCATION/BASED:** Jesmond Park Academy

**GRADE:** N6

**RESPONSIBLE TO:** Director of Key Stage

**CORE PURPOSE:** To be responsible for supporting the pastoral team within the Academy. To supervise whole classes during short-term absence of the class teacher under the guidance of teaching/senior staff, including supporting the work of the pastoral team, implementing work programmes, managing student behaviour, and assisting students in relevant activities in line with the academy's policies and procedures.

### MAIN DUTIES & KEY RESPONSIBILITIES

1. Under the agreed system of supervision, during the short-term absence of the Year Manager, to supervise students undertaking work which has been set in accordance with the academy policy.
2. To manage student behaviour problems or emergencies, in the absence of the Year Manager, according to the academy's policies and procedures.
3. To deal with any immediate problems or emergencies, in the absence of the Year Manager according to the academy's policies and procedures.
4. To return the work completed by students to the appropriate Year Manager and feedback on any behavioural or other issues, using the academy's agreed referral procedures
5. To monitor and evaluate students' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
6. To use ICT effectively to support learning activities and develop students' competence and independence in its use.
7. To liaise sensitively and effectively with parents/carers as agreed with the Year Manager.
8. To undertake activities as directed by the Year Manager, with whole classes, individuals or small groups of students.

**(b) Classroom Organisation**

1. To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
2. To demonstrate creativity in assisting with the practical Resourcing of the classroom.

**(c) Student Support**

1. To respond to students individual needs and promote the inclusion and acceptance of all students in the classroom.
2. To provide feedback to students in relation to progress and achievement.

**(d) Academy Support**

1. To follow the academy policy documents and schemes of work and keep updated with academy and National Curriculum documentation.
2. To set and prepare teaching resources that meet students' needs and interests.
3. Accept responsibility for the creation of a safe environment for students within and outside the classroom and comply with the appropriate policies and procedures, reporting all concerns to an appropriate person.
4. Under the supervision of the Principal or other designated teachers, to invigilate internal and external examinations.
5. To administer, assess and mark tests.
6. To attend meetings and engage in development activities/training as required by the academy.

**(e) Welfare and other duties**

1. To undertake planned supervision of students' out of academy learning activities and supervise students on visits and trips.
2. To support in the organisation, planning and running of career events
3. To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students.

**(f) Specific Responsibilities**

- 1 During designated time to act as a first point of contact for all student related matters arising.
- 2 Manage a caseload of challenging students.
- 3 Link with other professionals, target the work of a designated ESW.
- 4 Contribute to the management of attendance, punctuality, behaviour and exclusion practices for the target group students.
- 5 Contribute to the development of the guidance programme.
- 6 Contribute to the assembly programme.
- 7 Monitor students progress, establishing intervention strategies to maximise student achievement.
- 8 To support and contribute to the training of colleagues during the transition period.

## GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

## PERSON SPECIFICATION

POST TITLE:

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Good understanding of the barriers to learning for young people	✓	
Knowledge of strategies to overcome barriers to learning	✓	
Good understanding of child development and learning processes	✓	
Able to demonstrate knowledge of relevant legislation relating to child protection	✓	
Excellent ICT skills and the ability to use the effectively to support student records	✓	
Committed to achieving further professional development	✓	
Experience of using /implementing behaviour management strategies	✓	
An understanding of learner performance data and how to use it to support improvement.	✓	
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours attitude to use of authority and maintaining discipline.</li> </ul>	✓	
Experience of using data effectively to support progress		✓
Experience of working effectively with multi-agency groups, partners or external stakeholders		✓
Experience of working with children with social, emotional or behavioural difficulties		✓
Proven experience of working successfully in a pastoral role in a secondary school		✓
Experience of supervising a team, or leading an initiative or project	ESSENTIAL	DESIRABLE
A minimum of 4 GCSE's grades A-C or equivalent	✓	
Degree or equivalent in relevant subject area		✓
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Experience of working with children or young people	✓	
<b>PERSONAL QUALITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Ability to work effectively with minimal supervision on own initiative and as a team member	✓	

Effective written communication skills	✓	
Effective organisational skills	✓	
Effective oral communications and presentation skills	✓	
Ability to persuade, influence and gain co-operation	✓	
A commitment to child protection and safeguarding.	✓	
<b>SPECIAL REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Children's Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving licence and access to a car during working hours.		✓

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***