

JOB DESCRIPTION

Post title:	Assistant Year Manager
Academy:	Excelsior Academy
Reporting to:	Year Manager
Salary/Pay range:	£24,000 FTE, £21,969 actual
Hours of work:	37 hours per week - TTO + 10 days

Purpose of Job

To support in the development and maintenance of effective pastoral care and promote academic success for all students within the year group.

To promote a positive ethos within the year group that encourages pupils to have high expectations of themselves and others and promotes effective learning.

Main Duties and Responsibilities

- To assist Year Manager to ensure high standards of attendance, behaviour, punctuality and dress are maintained within the year group student cohort.
- To ensure the very best standards of behaviour, acting as a role model for form tutors and pupils to promote positive relationships.
- To assist in the efficient running of year group assemblies, including the management of late arrivals.
- To contribute to the planning and implementation of effective behaviour and rewards strategies.
- To support in the organisation of detentions.
- To support students who are identified as requiring additional support via targeted intervention programmes, liaising with the academy SENCO as appropriate.
- To ensure parental concerns are dealt with promptly and that communication between home/school is maintained to a high standard in order to promote a positive partnership
- To support in the arrangement of Parent Evenings and celebration of success events.
- To support the Year Manager to create and maintain a comprehensive and up-to-date record of intervention and strategies for identified students.
- To liaise with outside agencies regarding students and deputise for the Year Manager as a lead professional in a multi-agency setting.
- To support in the monitoring and organisation of students on alternative curriculum and part time timetables.
- To support in the monitoring of student absence and work with the academy attendance team to improve attendance.
- To support other student year group cohorts in the absence of colleagues
- To ensure all paperwork and communication are of the highest professional standards

Other Duties

- Any other duties as may reasonably be requested by the School Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2021 where required.