

# KEPIER



Kepier

## JOB DESCRIPTION

**Name:**

**Job Title:** Year Manager

**Salary Scale:** NJC

**Point Range:** 32 - 34

**Additional Payments:** N/A

**Permanent Contract**

**Start Date:** 1 January 2018

**Contractual hours:** 37

**Weeks per year:** 38 Term Time plus 5 days

**Hours to be worked:** 8.00am - 4.00pm Monday - Thursday  
8.00am - 3.30pm Friday

**Lunch break:** 30 minutes

---

**Purpose of Job:**

To support the aims and objectives of the school. To ensure that the year group is managed to enable personal excellence to be developed by all learners and a sense of pride is developed in the year group and the school.

---

**Principal Duties:**

1. Take the lead in the day to day running of a year group.
2. Help create a team ethos with the coaches.
3. Support the work of the coaches.
4. Facilitate and front assemblies for the year group, and contribute to the assembly programme.
5. Advise department leaders about issues relating to year group and year team.
6. Inform, advise and support staff in relation to individual learner needs.
7. Be the first port of call for parents, in relation to learner behaviour and barriers to learning.
8. Take a lead in managing behaviour of the year group including detentions, liaising with Senior Pastoral Leader monitoring BIP, and responding to any bullying issues.
9. Be an exemplary leader in dealings with staff, learners, parents/carers and outside agencies.
10. Support learners in their learning and encourage positive attitudes to learning and behaviour in and around school.

11. Assist the Senior Pastoral Leader in transition arrangements.
12. Monitor punctuality and attendance, liaising with coaches and the Senior Pastoral Leader (Attendance) and take any measures necessary to improve year group attendance, including rewarding good attendance through assemblies and other measures.
13. Liaise with outside agencies, including assisting with the preparation of reports as required.
14. To be on-call and be available for learners in the year group throughout the day.
15. Liaise with key personnel in the organisation of Parents' Consultation and information evenings.
16. Support the work of the Designated Child Protection Lead by attending Core Group Meetings, prepare and process any related reports and paperwork for learners in their year group.
17. Any other reasonable duties as requested by the Line Manager, Principal or member of the Senior Leadership Team that is not specified in this job description.

**General:**

- To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.

**Responsible to:** Principal, Senior Pastoral Leader.

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

**Safeguarding**

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

**Signed (Employee)**..... **Date**.....

**Signed (Principal)**..... **Date**.....