Sandwich Technology School



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| **Role Title** | Year Manager |
| **Job Purpose** | To support the school’s aims through the development of a student focussed pastoral support system. |
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| **Principal Accountabilities** | * To develop positive working relationships with each member of the Year Team. * To liaise with parents as directed to keep them informed of all aspects relating to their child’s progress. * To follow and implement the guidelines for Restorative Justice when supporting staff and students in the college * To contribute to the supervision of students in the Refection room, Alps room when necessary * To help out with Patrol where necessary * To ensure that all students’ records are kept up to date and that relevant information is disseminated to appropriate staff. * To assist with the preparation and dissemination of information at Parents Evenings and other Year related events. * To ensure appropriate arrangements for students who are unwell during the school year and where appropriate ensure a range of work is sent home. * To assist and attend school events as appropriate. * To liaise with outside agencies as appropriate. * To carry out student supervision duties immediately before school, at break and immediately after school. * Other duties in support of the school as reasonably decided by the Head Teacher. |
| **Competencies** | * Reliability * Excellent verbal and written communication skills and ability to communicate in a clear and professional manner. * Ability to relate to staff, students and parents in a professional manner. * Ability to prioritise own workload * Professional personal presentation * Team player * Good IT Skills * Attention to detail * Strong organisational skills, the ability to balance a variety of tasks simultaneously and work under pressure. * Ability to perform tasks with minimum supervision and work on own initiative. * First Aid trained (or willing to become First Aid trained) |
| **Performance Measures** | There will be an annual review of performance which will include an assessment of progress towards achievement of objectives and an overall assessment of performance. |
| **Standards and Quality Assurance** | * Support the aims and ethos of the school * Set a good example in terms of dress, punctuality and attendance * Uphold the school's behaviour code and uniform regulations * Participate in appropriate staff training * Attend relevant team and staff meetings |

The duties/activities may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and following consultation.  This job description does not form part of the contract of employment.

You must also uphold the highest standards in respect of Child Protection.

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**Name:**

**Pay Scale: Sandwich Technology School Range 6**

**Line Manager:**

**Performance Manager: Year Manager**

**Signed:**

**Date:**