

Job Description

Name	
Post Held	Year Manager
Pay Range	Band 7
General Duties	<p><u>Home/school liaison</u></p> <ol style="list-style-type: none"> 1. To act as the main point of contact between home and school and to endeavour to resolve issues prior to referring the matter on. 2. To liaise with parents/carers to keep them informed of their child's engagement, behaviour and progress. 3. To ensure appropriate arrangements are in place for students who are not accessing school full time. 4. To support after school events including parent consultations. 5. To convene and lead meetings with families as appropriate. 6. To ensure that the smooth running of the Year group is maintained. <p><u>Safeguarding</u></p> <ol style="list-style-type: none"> 7. To work closely with the Designated Safeguarding Leads, home and outside agencies as appropriate, in order to promote the welfare of the students and protect them from harm. 8. To support with the implementation of their student's Health Care Plans. 9. To maintain accurate safeguarding records and record all external meetings on CPOMS. 10. To ensure that any documentation relating to safeguarding meetings is placed on CPOMS and chased if outstanding. <p><u>Administration/communication/attendance</u></p> <ol style="list-style-type: none"> 11. To ensure that student records are accurate and kept up to date, and that relevant information is stored and disseminated as appropriate. 12. To ensure all school procedures relating to attendance and punctuality are recorded appropriately, and to work with the Attendance Manager, home and outside agencies as appropriate, in order to maximise students' attendance and punctuality identifying poor attendance as soon as possible. 13. To assist with the administration of meetings. <p><u>Policies/interventions</u></p> <ol style="list-style-type: none"> 14. To support students so that their behaviour and attitude contributes to effective learning and progress for all. 15. To understand and implement school procedures and sanctions relating to discipline and sanctioning, including monitoring and supporting individual student behaviour through the relevant reporting structure. 16. To be instrumental in ensuring that all students follow the behaviour and uniform policies of the school. 17. To support with students whose behaviour detrimentally affects the learning of others, issuing sanctions and communicating with their Head of Year and home as appropriate. <p><u>Progress/standards</u></p> <ol style="list-style-type: none"> 18. To maintain an oversight of the Year group progress, both academically and behaviourally, and assist the Head of School and the wider team in raising standards. 19. To assist the Head of School in ensuring students reach their full academic potential. 20. To be instrumental in establishing and monitoring packages of support for students to support them to achieve their potential. 21. To carry out any other tasks that the Principal, Head of School, or Head of Year deem appropriate.
Reporting to	Head of Lower or Upper School/Head of Year