

Herne Bay High School

**Job Description**

**Year Manager**

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| **Post Held** | Year Manager |
| **Key Purpose** | To oversee the smooth running of the year group they are linked to ensuring that all issues pertaining to student wellbeing, welfare and progress are communicated to all stakeholders as appropriate  |
| **Reporting to** | Head of School |
| **General Duties** | **Home/school liaison**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 parents’ evenings.

**Safeguarding**1. To work closely with the Designated Safeguarding Leads, and home and outside agencies as appropriate, in order to promote the welfare of the students and protect them from harm.
2. To oversee, coordinate and ensure the implementation of their year students’ Health Care Plans.

**Administration/communication/attendance** 1. To ensure that students’ records are accurate and kept up to date and that relevant information is stored and disseminated as appropriate.
2. To ensure that all school procedures relating to attendance and punctuality are recorded appropriately, and to work with the Attendance Manager, and home and outside agencies as appropriate, in order to maximise students’ attendance and punctuality
3. To assist with the administration of meetings.

**Policies/interventions**1. To support students so that their behaviour and attitude contributes to effective learning and progress for all.
2. To implement school procedures and sanctions relating to discipline and sanctioning, including monitoring and supporting individual student’s behaviour through the Year reporting structure.
3. To be instrumental in ensuring that all students follow the behaviour and uniform policies of the school.
4. To support the Student Welfare Officers with students whose behaviour detrimentally affects the learning of others, issuing sanctions and communicating with The Head of Lower school / Deputy Head Lower school and home as appropriate.
5. To help students to make the right choices regarding their behaviour and be the first point of call should a call-out be required for a student from within their Year.

**Progress/standards**1. To maintain an oversight of their Year’s progress, both academically and behaviourally, and assist the Head of School and the wider team in raising standards.
2. To assist the Head of School in ensuring students reach their full academic potential.
3. To be instrumental in establishing and monitoring packages of support for students in order to support them to achieve their potential.
4. To carry out any other tasks that the Head of School or Deputy Head of School deem appropriate.
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| **Pay Range**  | HBHS Band 7 37 hours per week, 8.00am-4.00pm (Friday 8.00am-3.30pm) Term Time Plus 1 week |
| **Reviewed**  | June 2021 |