



**North East
Learning Trust**

Year Manager
Rye Hills Academy
Applicant information pack

Year Manager
37 hours per week
Term Time plus 10 additional days
Grade 5, SCP 18 (£24,982) – SCP22 (£27,041)
Actual salary (£22,234 - £24,066)

Rye Hills Academy are a part of the North East Learning Trust and is seeking to appointed a highly motivated Year Manager to join our dedicated team. We are looking for suitably qualified and experienced members of staff to join our committed team here at Rye Hills Academy to provide high quality pastoral care, guidance and welfare for students in a designated year group. A key part of this role is to promote good and outstanding behaviour and attendance by following the school's systems and procedures.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students.
- A positive and caring ethos.
- An excellent learning environment and resources.
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- A supportive and effective governing body.

We can offer:

- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme.
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year.

The successful candidate will:

- have a minimum of 5 GCSE's, or equivalent, at A*-C including Maths and English
- have experience of working with young people and/or their families
- have excellent communication skills.

Deadline: Noon Tuesday 1st March 2022

Shortlisting will take place Wednesday 2nd March with interviews taking place week commencing Monday 7th March.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to claire.thornton@ryehillsacademy.co.uk or by post to Claire Thornton, Rye Hills Academy, Redcar Lane, Redcar, TS10 2HN. Please do not submit a CV unless it is to complement your application form.



Job description

Post title: Year Manager
Responsible to: Assistant Head Teacher
Responsible for: Providing pastoral care, guidance, and welfare for students
Salary Band: Grade 5 SCP18-SCP22

Job purpose

To provide pastoral care, guidance and welfare for students in a designated year group.

Duties and responsibilities:

- To promote good and outstanding behaviour following the school systems and procedures
- To investigate incidents and respond to behaviour issues around school and actively monitor behaviour and attitude to learning through learning walks
- To promote good and outstanding attendance following the school systems and procedures
- To work with the Attendance Manager, develop robust strategies to identify and track poor attendance and punctuality for students in the year group
- To work with the Assistant Headteacher to plan, promote and support rewards systems within school
- To work with Designated Safeguarding Lead to ensure appropriate support for vulnerable students
- To lead and participate in assemblies
- To plan and support parents' evenings and relevant year groups and whole school events
- To provide appropriate advice and guidance to students on pastoral issues and to coordinate CEIAG for all students in the designated year group to raise aspirations
- To lead the year team to ensure a consistency of approach across form groups to support and challenge all students
- To work with the Progress Leaders to track and analyse year group data to improve progress and attainment
- To work with parents to ensure they are informed of their child's progress at school to ensure the best outcomes for all children in the year group
- To liaise with external agencies as appropriate e.g. primary schools, EOTAS, school nursing service
- To work with the Progress Leaders for KS3 to support and promote transition arrangements for new year groups
- To undertake first aid duties and manage the flow of incidents as requested
- To carry out welfare checks on students.

General

- To attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality, and data protection, reporting all concerns to the appropriate person.
- To be aware of, support and promote equal opportunities/differences and ensure all pupils have equal access to opportunities to learn and develop.
- To undertake various duties as may be required by the Head of School and/or Senior Leadership Team as required.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

| | Essential | Desirable |
|---------------------|--|--|
| Education/training | <ul style="list-style-type: none"> Minimum 5 GCSE's, or equivalent, at A*-C including Maths and English First Aid qualification (or willingness to undertake) | <ul style="list-style-type: none"> Full UK driving licence A degree or other relevant professional qualification in education, youth or social work |
| Experience | <ul style="list-style-type: none"> Experience of working with young people and/or their families | <ul style="list-style-type: none"> Experience of working in an educational setting with students with differing needs and behaviours Experience of working in a multi-agency setting |
| Aptitude and skills | <ul style="list-style-type: none"> Well-developed negotiation skills Ability of manage a range of conflicting priorities across different areas of work Excellent communication skills, both written and verbal Good ability to work on own initiative with minimal supervision Sound working knowledge of child protection legislation and procedures Excellent administrative skills, including organisation and interpersonal skills Ability to work within school systems and procedures Ability to maintain the highest levels of confidentiality | <ul style="list-style-type: none"> Counselling/mediation skills An understanding of how children learn, and potential barriers to learning |
| Personal qualities | <ul style="list-style-type: none"> Have energy, enthusiasm and initiative Excellent communication skills Ability to work as part of a team Initiative and ability to plan and prioritise workload to meet competing deadlines Full UK Driving Licence | |

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.