



## **The East Manchester Academy**

### **Job Description**

#### **POST: Assistant Director of Year: Grade 6**

The post-holder will report directly to their respective Director of Year.

#### **Job Purpose:**

The Assistant Director of Year will support the Director of Year in ensuring high standards of student behaviour, attendance, welfare, and academic progress. The role requires proactive engagement with students, staff, and parents to foster a positive school culture and help students achieve their full potential.

#### **Key Responsibilities:**

##### **Pastoral Support & Student Welfare**

- Assist in managing and supporting the year group's pastoral care, ensuring the well-being and safety of all students.
- Monitor attendance, punctuality, and behaviour, intervening where necessary to support students at risk.
- Support students in overcoming barriers to learning, including social, emotional, and behavioural issues.
- Work closely with parents, carers, and external agencies to provide targeted support for students.

##### **Behaviour & Standards**

- Support the Director of Year in implementing and maintaining high expectations for student conduct.
- Assist with disciplinary procedures, including investigating incidents and implementing sanctions or restorative practices.
- Promote a culture of respect, inclusivity, and positive behaviour within the year group.

##### **Academic Progress & Engagement**

- Work with teachers and leaders to provide additional academic support where needed.
- Encourage student participation in extracurricular activities and enrichment opportunities.

##### **Communication & Stakeholder Engagement**

- Act as a point of contact for parents, guardians, and external agencies regarding student welfare and progress.
- Work collaboratively with progress leaders, teachers, and senior leaders to support student development.

- Contribute to parent meetings, pastoral reports, and school events related to the year group.

### **Administrative Duties & Safeguarding**

- Maintain accurate records of student attendance, behaviour, and pastoral interventions.
- Assist in coordinating year group events such as assemblies, trips, and celebrations.
- Uphold and promote the school's safeguarding policies, ensuring the welfare of all students.

### **Generic Responsibilities for All Support Staff Roles**

- To play a full and active part in the life of the school through contributions to initiatives, student facing projects and extra-curricular events, where appropriate or reasonably requested
- To complete duties such as lunch or break supervision, before or after school duties as directed by the rotas
- To undertake CPD that is relevant to role and working with students and families
- To complete first aid training and be part of the first aid rota if required.
- To work collaboratively and supportively with colleagues to achieve the vision and mission of the academy
- To undertake reasonable requests from the academy headteacher

## **Person Specification**

### **Essential:**

- Strong interpersonal and communication skills with the ability to build positive relationships with students, parents, and staff.
- Ability to manage and respond effectively to student behaviour and well-being concerns.
- A commitment to inclusion, diversity, and the school's safeguarding procedures.

### **Desirable:**

- Previous experience in a leadership or pastoral management role.
- Knowledge of safeguarding procedures and relevant pastoral support strategies.
- Experience working with external agencies to support student welfare.