

**Year Team Leader (Head of Year) – JOB DESCRIPTION**

**POST TITLE Year Team Leader (Head of Year)**

**CORE PURPOSE**

* To lead and manage the achievement, progress and pastoral provision for a year group of students.
* Track and monitor, attendance, achievement and the behaviour of students within your appointed year group to ensure that successes are recognised and any underachievement is quickly addressed
* Take a lead responsibility in co-ordinating appropriate intervention for students within your year group whose attendance, achievement or behaviour is a concern
* Co-ordinate the delivery of the pastoral curriculum, and liaise with other Heads of Year where necessary, to ensure continuity and progression of pastoral provision throughout the school.

**RESPONSIBLE TO** Line Managed by Assistant Head i/c Personal Development, Behaviour and Welfare

**RESPONSIBILITY FOR** A team of form tutors; Year Manager.

**LIASING WITH** Senior Leadership Team, other curriculum leaders, student services support staff and relevant staff with cross-school responsibilities, teaching/support staff, LA representatives, external agencies and parents.

**WORKING TIME** 195 days per year. Full time.

**SALARY/GRADE** MPS / UPS + TLR 2c

**MAIN (CORE) DUTIES:**

* Lead by example in all areas of the pastoral curriculum
* Monitor the standards of achievement, attendance, behaviour and welfare within their year group
* Evaluate students’ progress, achievement and attainment, and report to the governors, SLT, staff and parents as appropriate
* Take responsibility for the pastoral care of students in the year group, liaise closely with other Year Leaders to ensure continuity and progression across the Key stages 3 and 4; and in order to address transition at key stages 2 and 5
* Establish good relationships, encourage good working practices and support and lead teachers in the year group
* Lead, support, motivate and direct support staff working within the year group
* Oversee all aspects of the pastoral organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered
* Liaise and co-operate with SEN and inclusion staff and outside agencies on the academic, pastoral ,social, vocational and behavioural needs of students in the year group
* Co-ordinate assemblies and effective use of tutor periods and daily collective acts of worship, when necessary
* Co-ordinate the engagement of students within the decision-making processes of the school, through organised student year and form councils.
* Oversee the introduction process of new members of pastoral staff within the year group;
* Co-ordinate and oversee the organisation of charity, performance, sporting, social and other enrichment activities for the year group.

**Teaching:**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
* To model excellence in learning and teaching.
* To provide opportunities for the sharing of good practice, such as peer coaching.

**Additional duties:**

* To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

**Other specific duties:**

* To continue personal development as agreed.
* To actively engage in the performance review process.
* To undertake any other duty as specified by the Headteacher not mentioned in the above
* To comply with the School’s Health and Safety Policy and undertake Risk Assessments as appropriate.
* To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

May 2017

**PERSON SPECIFICATION**

**EXPERIENCE**

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| Degree or equivalent qualification | Previous experience of a leadership role in school |
| Qualified teacher status | A knowledge of outside agency working and the benefits to young people and families |
| Proven record of raising standards and pupil achievement |  |
| Proven record of outstanding classroom practice |  |
| Clear understanding of leadership and management in a secondary comprehensive school |  |
| Knowledge and understanding of school self-evaluation |  |
| A record of improving the classroom practice of other colleagues. |  |

**SKILLS**

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| Excellent oral and written communication skills | Well-developed ICT skills |
| Ability to establish a positive presence in the school | Experience of liaising with local media to promote events |
| Ability to prioritise, plan and organise themselves as well as others |  |
| Track record of setting and achieving ambitious, challenging goals and targets |  |
| Ability to lead and work within a large team |  |
| Ability to inspire, challenge, motivate and empower others to carry the vision of the school and faculty forward |  |
| To be pupil focused in all regards |  |
| To develop positive and mutually supportive working relationships with all colleagues |  |
| To promote learning through the full range of extra-curricular opportunities and community events |  |
| To build positive relationships with parents |  |

**PERSONAL ATTRIBUTES**

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| A genuine reflective practitioner | Aspire to a senior leadership role in a school /potential for future promotion |
| Belief in the responsibility of a school to include pupils with a diverse range of educational needs | Good networker with outside partners |
| Ability to demonstrate sound judgement and make considered decisions |  |
| Able to respond positively to pressure |  |
| Well-developed sense of proportion and humour |  |
| To be solution, not problem focused |  |
| To be a ‘team player’ |  |
| Is highly credible and can model excellent leadership behaviours |  |
|  | |
| **ADDITIONAL FACTOR** |  |
| Display an awareness, understanding and commitment to the protection and safeguarding of children and young people. |  |