



Job Description Year Leader

Reporting to	Assistant Head - Wellbeing
Direct reports	Form Tutors
Other key relationships	Faculty Leaders; Heads of Department; Subject Teachers; Students; Parents and Carers

Purpose

To provide professional leadership and management of a year group, ensuring it is run in a smooth, effective and efficient manner, resulting in a high quality of teaching, learning and pastoral experience for students. To work with others to promote an ethos that enables colleagues to work collaboratively, share knowledge and develop understanding.

They will provide professional leadership and management for the year group to ensure that:

- year group members work effectively as a team;
- provision in the year group is of excellent quality and resources are used effectively;
- standards of pastoral care are high and the year group is continually seeking to improve these standards;
- students are supported and challenged to achieve their academic potential;
- students are all able to develop their social, emotional and intercultural competencies;
- students learn about digital citizenship, social responsibility and a belief in the values of the school;
- students feel safe and confident enough to express their views and participate in the academic, super curricular and leadership opportunities at school;
- creativity and innovation figure prominently in the year group's approach to pastoral care.

The Year Leader is expected to exemplify the [Teaching and Leadership Standards](#) including those relating to personal and professional conduct.

Expectations

As a lead professional, the Year Leader should be able to demonstrate that they will be an effective leader and manager who challenges and supports all staff and students to do their best through:

- Inspiring trust and confidence
- Building team commitment with colleagues and students
- Engaging and motivating students
- Analytical thinking
- Positive action to improve the quality of students' learning

As well as being an effective teacher, Year Leaders are expected to have, or demonstrate the capacity to develop, skills and attributes in the following key areas:

- Leadership
- Team building
- Decision-making
- Delegation and empowerment



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- Communication
- Self-management
- Budget management
- Developing Professional Capacity - including lesson observations and feedback
- Safeguarding and Child Protection

Line management responsibilities

The Year Leader is responsible to the Assistant Head - Wellbeing and:

- ensures excellent pastoral support for students in the year group;
- leads, develops and enhances the skills of those teaching in their year group, fulfilling Developing Professional Capacity requirements;
- is a decision-maker at year group level in line with the vision, aims and values of the school under the direction of the Assistant Head - Wellbeing;
- implements and monitors whole school and year group systems and policies and communicates these within their year group;
- takes overall responsibility for coordinating year group events e.g. performances, trips, parent consultations, transition events, induction events, assemblies etc.;
- advises the Assistant Head - Wellbeing of any priorities for development within the year group;
- monitors, and reports on the quality of pastoral care within the year group;
- leads and attends regular pastoral meetings;
- directly manages the Form Tutors within the year group (in their capacity as a Form Tutor);
- ensures that Safeguarding and Child Protection Procedures are followed effectively.

Main tasks

Whole School

The Year Leader:

- ensures that the practice in and across the year group is representative and in line with the practice in other year groups, to ensure a coherence of provision across the school, through year leader meetings;
- communicates the whole school message, as communicated to them, through liaison with the Head of Secondary and Deputy Head of Secondary in all matters relating to whole school issues.

Pastoral

The Year Leader:

- in consultation with the form tutor, monitors the well-being of all students within the year group under the guidance of the Assistant Head - Wellbeing;
- meets with parents over academic and pastoral issues that arise within the year group, referring to Assistant Head - Wellbeing where necessary;
- liaises with the Assistant Head - Wellbeing and PSHE Education Leader on a regular basis regarding PSHE Education provision.
- leads the development of effective education, thought and discourse that is age appropriate and supports the development of students skills including, social, emotional, leadership, intercultural competencies and digital citizenship;
- creates and embeds a culture of respect that values individuals, diversity and equality and challenges prejudice in any form



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- communicates information to teachers and support staff about new students joining the year group and participates in supporting their transition throughout school

Teaching And Learning

The Year Leader:

- maintains high standards of teaching, learning and achievement through the excellence of their own teaching (see Teacher Job Description);
- plays a key part in raising standards of teaching and learning through the excellence of their own teaching and by supporting the professional development of their colleagues;

Management Of Students' Attainment And Progress

The Year Leader:

- carries out monitoring of the pastoral care and guidance in the year group and provides reports for the Assistant Head - Wellbeing;
- coordinates, monitors and discusses assessment, attainment and target setting within the year group;
- liaises with the Assistant Head - Wellbeing on referrals for pastoral support/guidance for students in the year group;
- leads academic intervention within their year group.

Management Of Staff (Including Learning Mentors, Teaching Assistants and Support Staff)

The Year Leader:

- ensures that standards of pastoral care and guidance are excellent;
- leads, motivates and manages the year team, providing insight and advice, where necessary, to enable staff to become more effective in their work with the children and young people in their care;
- creates a climate of high-quality professional dialogue, with constant striving for improvement and sharing of best practice between teachers, to enrich and enhance the learning process;
- has an overview, and manages the use of Teaching Assistants (including the assessment of their development needs) and parent support within the year group;
- holds regular year group meetings that are well structured, including an agenda with minutes that are accessible;
- delegates responsibilities within the year group;
- advises and supports members of the year team and plays a major role in the induction and orientation of new staff.

Management Of Curriculum

The Year Leader:

- researches and prepare reports for the Assistant Head - Wellbeing;
- drives improvement interventions according to the analysis of the attainment and achievement of the students in the year group;
- reports on the above interventions.

Representation Of The School Within The Community

The Year Leader:

- establishes, encourages and maintains strong curriculum links with local, regional and international organisations;



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- liaises with parents on year group developments;
- ensures that parents are made to feel welcome in the school and are included and significant in their child's education.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Head of Secondary in the light of those changing requirements and in consultation with the post holder. The performance of the Year Leader in these key responsibility areas is formatively reviewed over the year. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The Head of Secondary will be expected to comply with any reasonable request from the Head of School to undertake work of a similar level that is not specified in this job description.

The Year Leader will normally be required to teach a 70% timetable.

This job description is subject to annual review.

The post holder has an individual responsibility to safeguard and promote the well-being of children and young people.

Name of post holder:	
Signature of post holder:	
Date:	