

Chingford Academies Trust

Chingford Foundation School

JOB DESCRIPTION

Title of Post: Year Leader for Key Stage 4

Grade/Pay Range: TLR 2A

Department: Key Stage 4 Pastoral Team

Reporting to: Director of Key Stage 4

JOB PURPOSE

To support the day-to-day management of students in a year group, ensuring that our Key Key Stage 4 students receive an excellent educational experience. To implement and support the strategic objectives of the Lower/Upper School to continue our journey to being an outstanding provider.

MAIN DUTIES / RESPONSIBILITIES

1. To embody the school's ethos to pupils, parents and staff.
2. To assist the Key Stage 4 team with providing effective pastoral care for Lower School students.
3. To support the Key Stage 4 team with monitoring attendance and punctuality and carrying out strategies to maintain high standards, as directed by the Director of Key Stage 4 or their Deputy, where appropriate.
4. To assist with implementing behaviour policy with Lower School students, issuing consequences and rewards in line with school policy.
5. To take assemblies and support the implementation of the tutor programme.
6. To support Key Stage 4 tutors to carry out their role effectively.
7. To respond swiftly to safeguarding concerns and take appropriate action, including supporting students with their mental health.
8. To support annual parents' events for students.

9. To support monitoring of Key Stage 4 tutor time.
10. To support careers events / projects / work at Key Stage 4.
11. To support primary school transition work, as appropriate.
12. Take a lead on specific projects related to Upper School, as directed by the Director of Key Stage 4 or their Deputy, where appropriate.
13. Other reasonable duties as directed by Director of Key Stage 4.

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in appraisals annually in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education.' The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education, 2014, staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances).

Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

CHINGFORD ACADEMIES TRUST

CHINGFORD FOUNDATION SCHOOL

PERSON SPECIFICATION & ASSESSMENT

Year Leader for Key Stage 4

JOB REQUIREMENTS	Essential (E) / Desirable (D)	Method of Assessment I/L/A*
Qualifications		
Qualified teacher status or overseas equivalent (or current PGCE Student)	E	A
Degree or equivalent	E	A
Evidence of recent and relevant professional development	E	A/I
Experience		
Successful work as a form tutor or pastoral manager	E	A/I/R
Successful teacher in a secondary school	E	A/R
Skills, knowledge and Understanding		
Ability to communicate effectively at all levels.	E	I/L/R
Efficient administrator	E	A/I/R
Good interpersonal skills	E	I/L/R
Good presentation skills	E	I
Keen interest in pastoral work	E	A/I/R
Ability to use initiative and prioritise work	E	A/I/R
Ability to work to deadlines	E	A/I/R
Confident user of ICT	E	R
Understanding of the importance of Quality Assurance measures, and of Quality Assurance indicators	E	A/I

Willingness to take assemblies	E	I
Other Requirements		
Aptitude/potential for managing other staff	E	A/I
Flexible approach to work	E	I/R
Ability to work well as part of a team	E	R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	E	L/R
Committed to school ethos and direction	E	I
Self-motivating	E	I/R
Understanding of Safeguarding Procedures	E	I/R
High standard of punctuality	E	I/R
A commitment to on-going personal development and willingness to undertake appropriate training	E	I
Appointment to the post is subject to a satisfactory enhanced DBS check		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).

*I – Interview/Lesson Observation R – Reference