

Job Description

POST TITLE: YEAR LEADER

JOB PURPOSE

To develop a culture of support and pastoral care where every child can thrive and make rapid learning progress. Working within the Pastoral Team to manage the behaviour, welfare and academic achievement of students within a designated year group, whilst building positive relationships with parents and carers to remove any barriers to learning. The post holder will lead a team of tutors to implement high standards in all aspects of pupil behaviour, attitude and learning culture. To work closely with other professionals within school, regularly analysing data to inform and implement proactive, as well as reactive, intervention, mentoring or counselling to ensure our learning ethos, underpinned by the Trust's Christian Values, develops a culture of support and pastoral care.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy;
 - Code of Conduct;
 - Extremism & Radicalisation Policy;
 - Health, Safety and Security Policy & Guidance;
 - Keeping Children Safe in Education (Part 1) Guidance;
 - Safeguarding Policy and Training Slides;
 - Whistleblowing Policy;
 - IT Pack including Acceptable Use Statement;
 - Health, Wellbeing and Benefits Policy;
 - Finance Policy.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans.
5. To develop and implement own professional development and skills.
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness.
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team.
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

1. Be proactive in establishing behaviour for learning across the school.
2. Meet with parents/carers to establish a strong sense of culture and the learning purpose within the Academy.
3. Co-ordinate home/school links over a range of issues e.g. attitudes to learning and individual progress.
4. Work closely with Senior Leaders and the Senior Leadership team to monitor the individual progress of all students in the designated group and take or support appropriate intervention to facilitate progress in line with target grades.
5. Monitor, record and evaluate the impact of various interventions for students within the designated group, ensuring use of, and feedback for, the most effective interventions by the Pastoral and Faculty Teams.
6. Identify students in need of specialised mentoring, and provide mentoring sessions where appropriate or facilitate alternative mentoring opportunities.
7. Access student voice via year group or, focus groups, interviews and questionnaires analysing student feedback to promote the learning experience and inform best practice for Pastoral and Faculty teams.
8. Proactively use the Go 4 Schools system to regularly monitor behaviour and learning of all pupils, analysing any sub-group patterns and feeding back to Tutors, Mentors and the wider pastoral team, as appropriate.

9. Support and review parents' evenings.
10. Establish and co-ordinate proactive intervention strategies for both pastoral and learning progress by liaison with Pastoral Teams and Heads of Departments.
11. Lead tutor meetings and briefings and where necessary, pastoral meetings.
12. Quality assure the effectiveness and delivery of the pastoral curriculum.
13. Improve and monitor attendance of the year group in liaison with the attendance officer.
14. Be involved in the creation and establishment of Pastoral Support Plans and support the SENCo in collating information for EHC plans and JCQ access assessments.
15. Champion an ethos and culture of high standards, resilience and self-belief within the student group through positive communication, assemblies and tutor time activities.
16. Conduct walkabout, lunchtime and afterschool duty, late duty and bus duty as appropriate.
17. Liaise with external agencies.
18. Safeguard vulnerable students whilst acting as Designated Safeguarding Lead.
19. Accept reasonable changes in responsibility or teaching commitment according to experience, expertise and the needs of the Academy.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust. You will work to Wollaton's values of 'Faith', 'hope' and 'love'.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

PERSON SPECIFICATION – YEAR LEADER	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Further or Higher Education	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Knowledge and understanding of how children and young people learn and develop		*
EXPERIENCE		
Previous experience of working within an educational setting		*
Knowledge and ability to work effectively and network with a wide range of supporting services in both the public and private sectors		*
Experience of teaching, counselling, youth work, careers, social service or other relevant work	*	
Knowledge and understanding of SEN, EAL, PP		*
Experience of the Designated Safeguarding Lead role in schools		*
PROFESSIONAL SKILLS		
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines	*	
Excellent organisational and communication skills with a willingness to respond positively to changing circumstances	*	

Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses	*	
The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds	*	
The ability to work effectively with, and command the confidence of, teaching staff and senior leadership within the school	*	
The ability to understand a child's educational and pastoral needs	*	
Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers	*	
Ability to develop a coaching role as a long-term activity designed to achieve the goals in the learning action plan	*	
Ability to engage in joint goal setting with the individual child	*	
Excellent organisation skills and an ability to prioritise effectively	*	
PERSONAL QUALITIES		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Trust and Academy roles and responsibilities and your own position within these	*	
Good time management skills	*	
Willingness to keep self-up to date with pertinent information and local initiatives, respond to feedback and pass on knowledge and good practice on to others.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Tact, sensitivity, integrity, good judgement, and a sense of humour.	*	
Suitability to work with children. Enhanced DBS check to be undertaken on appointment	*	