

Roles and Responsibilities: Year Leader 2025-2026

Reports to: School Section Deputy Head

Task hour allocation: 800 hours

Role Purpose	To ensure the pastoral care of a specific Year Group in adherence with the ISH Guiding Statements and relevant school policies.
Overall	<ul style="list-style-type: none"> ● Lead in accordance with the ISH Guiding Statements, policies and protocols and create a culture which expects others to do the same. ● Maintain a high profile around the school, being visible and approachable for staff, parents and students. ● Facilitate effective collaborations within and between Year Group teams. ● Lead a culture of lifelong learning, and commitment to professional development. ● Be an active member of the section pastoral leadership team, under the leadership of the School Section Deputy Head.
Leadership	<ul style="list-style-type: none"> ● Lead the Year Group DYL and Mentors to ensure that students in their Year Group receive a high standard of pastoral care. ● Lead the ongoing process of evaluation, reflection and development of pastoral care in the Year Group. ● Lead in advocating for the students in their Year Group and promoting the student voice. ● Provide professional development opportunities (formal/informal) for Mentors. ● Organise and monitor Year Group activities on Inset Days and Wednesday afternoons in conjunction with the Deputy Year Leaders. ● Advise on the design of the inset/ Wednesday afternoon schedule. ● Advise on the ongoing process of evaluation, reflection and development of the behaviour policy and protocol.
Academic and Pastoral care	<ul style="list-style-type: none"> ● Promote positive psychology and foster a supportive and resilient mindset among students. ● Monitor the Year Group students' wellbeing and academic progress and initiate appropriate interventions whenever necessary. ● Monitor the effectiveness of interventions led by the Year Group Pastoral Team. ● Chair bi-weekly Student Support Team meetings, coordinate action plans for students of concern and refer the most challenging cases to the JES (external support) meeting.
Behaviour and Attendance	<ul style="list-style-type: none"> ● Deal with level 3 issues, in line with the Behaviour Protocol. <ul style="list-style-type: none"> Level 1: Teacher Level 2: Teacher and Mentor Level 3: Year Leader Level 4: Deputy Head ● Ensure that attendance and punctuality issues are followed up in collaboration with the DYLs and relevant support staff. ● Ensure that parents/guardians are kept informed as necessary regarding behaviour and interventions led by the pastoral team.
Mentor Programme	<ul style="list-style-type: none"> ● SecLT is responsible for the overall parameters of the mentor programme and for providing a budget for the mentor programme that enables access to external lesson materials.

	<ul style="list-style-type: none"> ● The Deputy Heads with their Year Leaders per school section are responsible for the selection of topics and order of topics over the course of a two- or a three-year mentor programme. They decide on this as a team, with the DH in the lead as the chair of the team. ● The Year Leaders are responsible for the actual delivery of the agreed programmes in their own Year. ● Year Group Teams (DYL+YL+mentor) will actively collaborate in the development of specific topics within the mentor curriculum, ensuring that the content is tailored to address the unique needs of their respective year group.
Events	<ul style="list-style-type: none"> ● Plan and deliver the welcome assemblies for students and the welcome evenings for parents at the beginning of the school year. ● Organise Year Group Assemblies. ● Coordinate Year Group events. ● Act as the lead for the Year Group overnight trips in collaboration with the Deputy Year Leader.
Communication	<ul style="list-style-type: none"> ● Present information to prospective parents and students. ● Visit Mentor Classes to celebrate student success, collect input from students, clarify expectations, address serious incidents, etc. ● Organise meetings with Class Representatives. ● Organise meetings with Parent Representatives. ● Ensure professional communication with students and parents/guardians, including Year Group communications via newsletter/blog ● Contact parents and guardians in a timely manner ● Keep teachers updated on any specific action plans implemented for specific students. ● Keep Deputy Head informed about any issues or students of concern that cannot be resolved at the Year Group level.
Admissions /transitions	<ul style="list-style-type: none"> ● Ensure the effective transition of new students into and out of the Year Group, engaging student connectors and student support services as appropriate. ● Advise on placement of applicants for next year's Year Group. ● Organise tours of the school on the first day for new students who arrive after the start of the academic year. ● Deliver presentations at information evenings to help students prepare for the following school year. ● Identify potential repeaters and advise the admissions department on the number of spaces in each subject for new applicants, coordinating with the Deputy Head and the timetabling team in the process.
Administration/ logistics	<ul style="list-style-type: none"> ● Maintain accurate records of communications and incidents in relation of all stakeholders in the Year Group, such as academic progress, Year Leader reflection moments/attendance detentions/ early morning starts. ● Stand in for other Year Leaders within the same School Section as appropriate.