

**Year Leader**

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| **School:****CHS/COA/CPS/EBHS/HHS/SSLT CENTRAL TEAM** | Colchester Academy |
| **Reports to:** | Assistant Principal |
| **Salary/Grade:** | TLR2A |
| **Hours/Weeks** |  |
| **Job Purpose:** | The professional duties of all teachers, (other than the Principal) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the requirements of the post of Year Leader at Colchester Academy, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder have been set out below |
| **KEY ACCOUNTABILITIES AND RESPONSIBILITIES:****Quality of Teaching and Learning –*** To raise standards of student attainment and achievement within the year group establishing high standards.
* To monitor and be accountable for the outcomes of each student’s learning within the year group.
* To use available data to identify students in the year group who are underachieving and implement and monitor the impact of measures to address this.
* To liaise with Team Leaders regarding curriculum delivery and the effective grouping of students.
* To lead the year team in planning activities for Form Time, ensuring that all students are occupied in a meaningful manner. To monitor the effectiveness of this.

**Student Development –*** To create and promote a positive ethos within the year group.
* To monitor and support the behaviour of members of the year group and use available data to intervene as necessary.

**Leadership and Management of Staff -*** To lead and manage a team of tutors and be responsible for organising and monitoring the work of the tutor team.

**Staff Development –*** To contribute to the Performance Management Reviews of the members of the tutor team.

**Other Duties –** * To liaise with the Attendance Officer to monitor the attendance and punctuality of students in the year group and where necessary take action to address concerns.
* To liaise with outside agencies working with individual members of the year group.
* To ensure the smooth transition of new entrants into the year group.
* To communicate with parents with regard to the progress of students in the year group.
* To organise Parents’ Evenings and other events (e.g. Curriculum Information Evenings) for the year group.
* To lead the year team in celebrating the successes of members of the year group and monitor the use of the Rewards System.
* To lead year team meetings and professional development sessions.
* To lead year group assemblies as required.

**Health and Safety*** To ensure the health and safety of staff and students when in the (subject) area.

**Additional Duties** As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff. To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations. To carry out such other duties which may be required from time to time, within the grading of the post.  |
| **Professional Behaviour*** To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
* To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
* To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school.
* To provide a good role model for students and staff.
* To support and uphold the aims, values and ethos of the school.
* To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
* To maintain an appropriate and professional distance with students in more informal situations.
* Use the school’s positive behaviour policy to deal with student behaviour in a manner which is

appropriate to the context.* To celebrate and praise the achievements of staff and students.
* To deal with students in a manner which conveys mutual respect.
* Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
* Be smartly and professionally dressed.
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| **Miscellaneous*** To continue personal development as agreed at performance review meetings.
* To engage actively in the performance review process.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To comply with safeguarding policies at all times
* To show a record of excellent attendance and punctuality.
* The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

***South Suffolk Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Principal or other nominated person. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. |