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| **JOB FAMILY**  | **ETA**  |
| **ROLE**  | **Year Leader (Grade 9)**  |
| **What will your role be in addition to the duties in the Job Description?**  |
| The post holder will be directly responsible to the Deputy Headteacher. This post is to offer support to the year group on a daily basis and to assist pupils in improving their attitudes to learning, behaviour and achieving their full potential at school.The post holder will ensure that all school policies and routines are fully embedded and carried out with compliance by the year group.* To develop and embed an ethos of high expectations, exceptional attitudes to learning and exemplary conduct.
* To embed the school’s values in the day-to-day experience and conduct of the pupils, both inside and outside the classroom.
* To have a visible presence around the school modelling out positive behaviours to both staff and pupils
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| **Specific Duties**  |
| * To take a leading role in the provision of support for a designated year group acting as the first point of contact for pupils and their families
* To lead on and promote the Behaviour for Learning policy for the assigned year group including leading form tutors in consistently applying the policy and following systems.
* To monitor and analyse lateness to lessons providing interventions to improve punctuality for the cohort.
* To challenge and motivate pupils, promote and reinforce self-esteem.
* Participate in a comprehensive assessment of pupils to determine those in need of particular help.
* Develop one to one mentoring arrangements with pupils and provide support for the year group.
* Provide information and advice to enable pupils to make choices about their own learning /behaviours / attendance and punctuality.
* Provide feedback to pupils in relation to progress, achievement, behaviour and attendance and punctuality.
* Use of the school’s data systems including Sleuth, SIMS, SISRA and CPOMS to keep up to date, timely and accurate records.
* Establish constructive relationships with parents and carers including exchanging of information and facilitating support for their child’s attendance, punctuality and behaviour
* Provide appropriate clerical / administration support e.g. phones calls; dealing with correspondence and the compilation of data / information on attendance, punctuality and behaviour.
* To work with parents, governors and the wider community to improve pupils’ attitudes to learning and promote the school.
* Be patient, persistent, supportive and caring towards all pupils and parents when delivering support
* Build constructive relationships with staff and outside agencies
* Be highly sensitive to and skilled in dealing with pupils’ emotional and social needs
* Have high regard for confidentiality but also be aware of when to pass on information.
* Demonstrate tenacity, positivity, persistence and patience in the face of difficulties.
* Communicate effectively.
* To undertake home visits at short notice supporting both the behaviour and the attendance policies.
* To manage pupil detentions and behaviour rooms as required
* To work with parents of targeted pupils to improve attendance and punctuality including collecting pupils, visiting parents and leading the review meetings as necessary.
* Implement supervision of pupils out of school hours as required for reward trips and extracurricular activities
* Attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school
* Be aware and support differences and ensure all pupils have equal access to opportunities to learn and develop.
* To ensure that behaviour management is consistent and in line with school policy.
* To contribute to extra-curricular activities in order to provide further opportunities for pupils’ social and cultural development.
* To work closely with the SLT to promote consistency amongst staff and pupils with a particular focus on low level disruption.
* Produce displays to promote the school ethos, learning and high expectations.
* Undertake first aid as required.
* As part of the duty team, supervise pupils both indoors and outdoors during lunchtime, maintaining Health & Safety practices
* To keep accurate records of all meetings with pupils and families. Including inputting on the school’s data system i.e. SIMS and Sleuth.
* Make a positive contribution to the wider life of the school.
* Ensure record keeping and administrative duties are carried out in a timely, accurate and effective way.
* Promote pupils respect for the school’s learning environment, facilities and equipment and adherence to the school’s uniform policy.
* Be a role model for pupils including respect, courtesy, good manners and how such behaviours contribute to school life, relationships, adult life and work.
* To deal with complaints from parents and neighbours as required.
* To act in a key worker role to address the needs of pupils who require help to overcome their barriers to achievement, both inside and outside of school, through activities and strategies enabling them to reach their full potential.
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| **RESPONSIBLE TO: Deputy Headteacher**  |
| **RESPONSIBLE FOR: Pupil support** |

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| **Context Reference No**  |  |
| **Context Prepared / Amended**  |  |