

Batley Multi Academy Trust - Job Description

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| Trust/School Post: | Batley Grammar School |
| Department: | Pastoral |
| Post: | Year Leader |
| Grade: | 9 |
| Accountable to: | Associate Assistant Headteacher for Personal Development and Culture |
| Responsible for: | N/A |
| Purpose of Job | |
| To manage a Year Group to support the welfare of the students, monitor their academic progress, attendance and behaviour. | |
| Responsibilities | |
| <ul style="list-style-type: none"> • Identify any issues regarding the students and identify and implement strategies to improve these issues and raise standards (academic, behaviour, attendance). • Liaise with parents/carers to ensure relationships are developed and maintained. • Promote, encourage and maintain high standards of attendance, behaviour, health, safety, equality and dress/appearance. • Ensure that School policies are followed consistently such as Safeguarding, Behaviour for Learning, Attendance etc. • Work with a range of colleagues in school (teachers, pastoral, APSO, Safeguarding, SEND) and external agencies to ensure that the right support is in place for students in the Year Group. • Ensure that databases and trackers are maintained. • Respond to 'on calls' when required. • Undertake duties across school and after school detentions each day. • Attend parents/carers evenings and events to discuss individual progress. • Arrange reward events throughout the academic year. • Provide cover for lessons and deliver intervention sessions for individual students and small groups. • Provide cover in the inclusion room when required. • Supervise and support students during breaks and lunchtimes. • Attend pastoral meetings and department meetings to ensure that student's learning is adequately supported across the year group. • Coordinate the monitoring of the use of ClassCharts by teachers to promote effective communication in school and within the home. • Coordinate, for the year group, the provision of information regarding late to school and/or lessons by students and provide support and advice to specific students. • Support the election of representative for the School Council and assist in the organisation of the Council. | |

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Create a culture that allows colleagues and students/students to be open and honest about issues affecting them and put in place actions to support them. Ensure related policies are robust to provide the appropriate interventions and support.

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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

| Qualifications, Skills, Experience | Essential/ Desirable | Method of assessment |
|---|-----------------------------|-------------------------------------|
| Educated to A level in relevant subject or level 3 qualification in related area of work. | Essential | Certificates |
| Significant experience of successfully working with young people and families. | Essential | Certificates |
| Significant experience of working within an educational/multi agency setting. | Essential | Application Form/ Selection Process |

| Performance Attributes <i>Please note, all the following criteria are essential</i> | Method of assessment |
|--|-------------------------------------|
| Good literacy and numeracy skills. | Application Form |
| Good IT skills. | Application Form |
| Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, learners, parents/carers and members of the public. | Application Form/ Selection Process |
| Makes an active contribution to working flexibly with colleagues across the school and supports others to achieve shared goals. | Application Form/ Selection Process |
| Takes a flexible approach to changing priorities or unexpected situations. | Application Form/ Selection Process |
| Consistently performs to the best of their ability in accordance with the school's and Trust's policies and procedures. | Application Form/ Selection Process |
| Responds appropriately to difficult or unexpected situations in the workplace and interprets information to resolve difficult problems. | Application Form/ Selection Process |
| Recognises the importance of continued professional development. | Application Form |
| Works with integrity and professionalism. | Application Form/ Selection Process |
| Resilient and able to work under pressure. | Application Form/ Selection Process |