

JOB DESCRIPTION

Job Title: Year Leader

Grade : Grade I

Responsible to:

1. JOB PURPOSE

- 1.1. To support the Leadership team in delivering, improving, monitoring and evaluating pastoral strategies taking responsibility for a year group of students.

2. DUTIES AND RESPONSIBILITIES

- 2.1.1. Safeguarding and Well Being - Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- 2.1.2. Provide general support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- 2.1.3. Liaise with external agencies on behalf of the Year Group.
- 2.1.4. Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- 2.1.5. Undertake sufficient training to enable the management of Child Protection incidents in line with school policy.
- 2.1.6. Attend case conferences as directed.
- 2.1.7. Behaviour – to be the first point of reference for staff referrals regarding behaviour issues.
- 2.1.8. Collect and collate statement relating to incidents, following up directly when appropriate.
- 2.1.9. Respond to and take steps to resolve relationship issues between students.
- 2.1.10. Issue, collect and follow up report/conduct cards for identified students.
- 2.1.11. Monitor levels of bullying and implement policies and strategies to combat it.
- 2.1.12. Produce reports on levels of incidents dealt with and other issues relevant to the post.
- 2.1.13. Manage behavioural issues on a day to day basis through liaison with Form Tutors, Heads of Faculty, Leadership Link and home.

- 2.1.14. Liaise with the SENDCo for support of students in your year group with special needs.
 - 2.1.15. Working in conjunction with the Attendance Manager to follow up attendance matters by contacting and/or meeting with parents. Implement strategies to improve attendance of students including implementation and monitoring of agreed attendance sanctions.
 - 2.1.16. Working in conjunction with the Attendance Manager to follow up punctuality matters by contacting and/or meeting with parents. Implement strategies to improve punctuality of students including implementation and monitoring of agreed punctuality sanctions.
 - 2.1.17. Use behaviour and attendance data to devise, implement and monitor individual or group action plans for students when required.
- 2.2. **Communication**
- 2.2.1. Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action.
 - 2.2.2. Ensure contact is made to parents whenever incidents dealt with – e.g. bullying, racial incident files.
 - 2.2.3. Produce appropriate records of incidents dealt with e.g. bullying, racial incident files.
 - 2.2.4. Arrange for work to be set and collected for exclusion and other student absence.
 - 2.2.5. Arrange parental appointments including those with Leadership Team as appropriate.
 - 2.2.6. Ensure that the systems for letters, emails and other forms of communication are complied with.
- 2.3. **General**
- 2.3.1. To assist in break/lunch supervision if required.
 - 2.3.2. Represent the school in a manner consistent with its ethos and values.
 - 2.3.3. Contribute to school development through identified communication and consultation channels.
 - 2.3.4. To respect the confidential nature of information relating to the ATLP and students.
 - 2.3.5. Organise the admission of pupils into the year group.
 - 2.3.6. Organise Year Assemblies and assist in the management of all other school assemblies and presentations.

- 2.3.7. Work with other leaders within pastoral management to ensure that a cohesive approach is adopted in respect of managing “whole” development of students across all key stages.
- 2.3.8. Contribute to the effective transfer of pupil information from KS2 to KS3, and KS4 to KS5 and, where appropriate, implement support strategies for pupils at risk of disaffection and exclusion.
- 2.3.9. Ensure that pupil rewards and incentives are promoted, developed and issued in line with the School Policy.
- 2.3.10. Attend regular Year Team meetings in order to share and develop best practice. Attend full Pastoral Team meetings.
- 2.3.11. Assist the Assistant Headteacher – Pastoral in the administration of all aspects of the School Behaviour.

- 2.4. Use comparative data to ensure continued measurable improvement in pastoral objectives.
- 2.5. Have knowledge of a range of external support agencies which can add value to the work of school in support of pupils’ needs.
- 2.6. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.7. To ensure all tasks are carried out with due regard to Health and Safety.
- 2.8. To undertake appropriate professional development including adhering to the principle of performance management.
- 2.9. To adhere to the ethos of the school.
 - 2.9.1. To promote the agreed vision and aims of the school.
 - 2.9.2. To set an example of personal integrity and professionalism.
 - 2.9.3. Attendance at appropriate staff meetings and parents evenings.
- 2.10. Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

3. SUPERVISION RECEIVED:

- 3.1. Supervising Officers Job Title: Assistant Headteacher – Head of Phase

4. LEVEL OF SUPERVISION:

- 4.1. Left to work within established guidelines subject to scrutiny by supervisor.



5. **SUPERVISION GIVEN:**

None

PERSON SPECIFICATION: Year Leader

Method of Assessment (M.O.A.)

AF = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

	ESSENTIAL	DESIRABLE	M.O.A
SKILLS & EXPERIENCE	Experience of working with young people of relevant age.	Experience of multi-agency working	AF/I
	Relevant experience and interest in Pastoral Care.		AF/I
	Excellent interpersonal communication skills and the ability to influence, engage and motivate young people.	Experience of counselling or mentoring young people	AF/I
	Analytical skills to assess the challenges faced by students.		AF/I
	Ability to relate well to young people.		AF/I
	Flexible		
	Good organisational skills		AF/I
	Ability to prioritise and manage own workload.		AF/I
	ICT skills		AF/I
	Creativity and problem solving skills		
Sensitivity and caring skills.			
The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post.			
KNOWLEDGE & UNDERSTANDING	An understanding of the potential barriers to learning and attending Sixth Form faced	Knowledge of Health & Safety regulations	AF/I

	<p>by young people and how they can be overcome.</p> <p>Knowledge of Safeguarding legislation and procedures.</p> <p>Knowledge of the different transition periods of a student and how to offer support</p> <p>Knowledge of the different opportunities available to students post Sixth Form education.</p> <p>Knowledge of behavioural management techniques</p> <p>Knowledge of the schools policies and procedures</p> <p>An understanding of child development.</p> <p>Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance.</p>		<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p>OTHER REQUIREMENTS</p>	<p>To be committed to the school's policies and ethos.</p> <p>To be committed to Continuing Professional Development.</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours and attitudes.</p> <p>Ability to use authority and maintaining discipline</p>		<p>AF/I</p>