

**Kingsford Community School – An International School and a Confucius Classroom
Year Progress Leader Job Description: TLR 1a**

Post Title:		YEAR LEADER OF LEARNING
Purpose:		<ul style="list-style-type: none"> To develop an ethos of high achievement and success in the Year Group ensuring student progress is monitored, tracked and supported and necessary interventions are implemented. To be accountable for ensuring high standards of student attainment, progress and development within the Year Group. To develop and enhance student learning arrangements and the teaching practice of others and support staff in the Year Team to implement the School's vision, policies and Professional Code of Conduct by providing appropriate guidance and consistently demonstrating an example of this. To ensure the provision of an appropriately broad, balanced, relevant and differentiated pastoral curriculum for students in the Year Group, in accordance with the aims of the school, DfE guidance, statutory curriculum requirements and curricular policies determined by the Governing Body and Head Teacher of the school. To be accountable for leading, managing and developing the Year Team ensuring that provision is made for the annual Year Group attainment targets to be met and the requirements of the CPSHE curriculum, Year Group SEF, School and Year Team Development Plans are fulfilled. To be a member of the School Development Team and support, promote and implement the decisions of the Head Teacher, Leadership and Governing Body. To effectively manage and deploy teaching and support staff, financial and physical resources allocated to the Year Group, to support the designated curriculum portfolio. To undertake any other duty as specified by STPCB not mentioned in this job description.
Reporting to:		Assistant Head Teacher / Head Teacher
Responsible for:		Pastoral Support Officers, Tutors, support staff, peripatetic, agency and other relevant external personnel within the Year Group.
Liaising with:		Leadership Team members, School Development Team members, Inclusion Teams, staff with cross-school responsibilities, relevant non-teaching and support staff, LA staff, Governing Body, Higher Education, PSA, School Council, parents, business and the community.
Working Time: 195 days per year. Full time		
Salary/Grade: TLR: 1a		
Disclosure level: Enhanced		
MAIN CORE DUTIES: <i>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</i>		
Operational/ Strategic Planning		Accountability and core responsibilities
General and strategic:		Leadership and Management of Staff <ul style="list-style-type: none"> To lead and support the professional development of tutors and co-tutors within the year team, including the induction of new staff into their pastoral responsibilities. To lead and support colleagues to ensure that school policies are followed, for example in relation to homework, assessment, attendance, punctuality, uniform, behaviour management the CPSHE curriculum etc. To lead year team meetings and work with Learning Area Managers to advise and support subject teachers in matters relating to students' learning. To ensure effective liaison with key staff within school and with outside agencies to support student learning and meet pastoral needs, including referral to the Inclusion and Access Team to co-ordinate interventions where appropriate.
MAIN CORE DUTIES		
Operational/ Strategic Planning		Accountability and core responsibilities
General and		Teaching and Learning

September 2022

- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Kingsford Community School – An International School and a Confucius Classroom
Year Progress Leader Job Description: TLR 1a**

<p>strategic:</p>	<ul style="list-style-type: none"> • To lead arrangements which ensure that pupils uphold the Kingsford FIRST values and develop good character. • To teach a range of classes in accordance with the contact ratio for the post and model good practice in teaching and learning. • To monitor the academic progress of all students in the year group and liaise with relevant staff to plan appropriate interventions where necessary • In conjunction with Learning Area Leaders, to oversee the completion of student profiles and reports to ensure that consistently high quality is maintained. • To be responsible for the organisation of Student Academic Review Days and parents' meetings to support students' academic progress. • To maintain an overview of the curriculum for the year group and contribute to planning and development to ensure that it continues to meet students' needs. <p>Student welfare and guidance</p> <ul style="list-style-type: none"> • In conjunction with the Assistant Head's to be responsible for the admission and induction of students into the year group. • To monitor and evaluate the academic, social and personal development of students in close liaison with the year team. • To manage the smooth transition for students into each Key Stage. • To maintain an overview of issues of concern in relation to individual students, initiate referrals to the Access and Inclusion Team as appropriate and ensure that all relevant information is available to assist subject teachers and other staff. • To establish and maintain effective communications with parents in relation both to individual students and year-group events and issues. • To ensure the day-to-day management, control and operation of curriculum and course provision within the Year Group, including effective deployment of staff and physical resources. • To actively track, monitor and support student progress providing intervention for target groups as appropriate. <p>Other</p> <ul style="list-style-type: none"> • To implement School Policies and Procedures, e.g. Attendance, Curriculum, Equal Opportunities, Health and Safety, COSHH, etc. • To work with colleagues to formulate aims, objectives and strategic plans for the Year Group which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School, actions as identified in the Year Group and School SEF and Development Plans. • To lead and manage the meeting and business planning function of the Year Group and to ensure that the strategic planning activities of the Year Group reflect the needs of students, the aims and objectives of the School and the Year Group and School SEF and Development Plans. • To link with post holders within the Year Group and across the school's Key Stages to ensure that the work in the curriculum area fully reflects the School's distinctive ethos, vision and mission. • In conjunction with the Director of Learning / Leadership Team line manager, take responsibility for ICT, fostering and ensuring that year group information, achievements and activities are written up and uploaded on the school website on a regular and at least monthly basis. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Year Group/Subject/Year are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
<p>MAIN CORE DUTIES</p>	
<p>Operational/ Strategic Planning</p>	<p>Accountability and core responsibilities</p>
<p>Curriculum Provision</p>	<p>Curriculum Provision</p> <ul style="list-style-type: none"> • To be responsible for the review, evaluation and development of all aspects

September 2022

- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Kingsford Community School – An International School and a Confucius Classroom
Year Progress Leader Job Description: TLR 1a**

		<p>of the CPSHE curriculum provision in the Year Group working in close collaboration with the PSHE Co-ordinator and the Leadership Team.</p> <ul style="list-style-type: none"> • To implement systems in and around the Year Group which ensure the highest standards of student behaviour and achievement in lessons, the school and community. This will include the following: <ul style="list-style-type: none"> a) that provision is made to meet the learning needs of all students including those who are, Most Able and those with Special Education, and English as an Additional Language needs; b) schemes of work and lesson plans for the CPSHE curriculum are implemented by all Year Group staff in line with the schools teaching and learning policy; c) that the principles underlying the school curriculum are reflected in all Year Group planning, development, preparation and delivery; d) that all teaching staff in the designated Year Group maintain an up to date teaching and learning file as specified in the School teaching and learning and assessment policy; e) that effective assessment strategies are implemented and monitored across the Year Group in order to support student progress, and contribute to student's sense of achievement and success; f) assessment strategies are fully understood by parents and other external partners; g) that staff make appropriate use of ICT in all aspects of curriculum delivery within the Year Group and ensure that distance learning is included in the provision for those working outside of the mainstream curriculum; h) the development of cross-curricular skills within the Year Groups; i) that the Year Groups develops as an environment which is safe, stimulating and conducive to promoting learning; j) ensuring the provision of extended day and holiday revision and special interest classes for students and identified target groups of students.
Curriculum Development		<p>Curriculum Development</p> <ul style="list-style-type: none"> • To lead curriculum development for the Year Group, keeping abreast with local and national developments in the Key Stages and 14-19 education, working closely with students, parents, other Year Progress Leaders, Learning Area Leaders and members of the Inclusion Team, in order to gain a knowledge and understanding of the curriculum that is planned for students. • Oversee the implementation and monitoring of whole-school policies, within the Year Group including those on: Monitoring, Assessing, Recording, Reporting and Evaluation of Student Achievement, Attendance, Homework, Behaviour, Equal Opportunities. • To keep up to date with national developments in the subject/Year Group and teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To be responsible for the development of Core Skills and SMSC in the Subject/Year Group. • To ensure the development of the Year Group is in line with national developments and provide reports on this for the Leadership Team, Governing Body, LA, OFSTED and other relevant bodies.
MAIN CORE DUTIES		
Operational/ Strategic Planning		Accountability and core responsibilities
Personnel, staff development, recruitment and deployment		<p>Personnel, staff development, recruitment and deployment</p> <ul style="list-style-type: none"> • To work with the Leadership Team to ensure that staff development needs are identified and appropriate programmes are designed to meet the needs. • To be responsible for the efficient, effective deployment of the Year Group's technicians, support, temporary, agency and peripatetic staff. • To undertake Performance Management Review(s) in line with the school policy and to act as reviewer for staff within the designated Year Group. • To make appropriate arrangements for classes when staff are absent, to secure appropriate cover within the Year Group liaising with the Cover Supervisor/relevant staff.

September 2022

- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Kingsford Community School – An International School and a Confucius Classroom
Year Progress Leader Job Description: TLR 1a**

		<ul style="list-style-type: none"> • To participate in the selection and interview process for teaching and support staff posts when required and to ensure effective induction of new teaching and support staff in line with School procedures. • To promote and develop teamwork and staff accountability and to motivate staff to ensure effective and positive working relations. • To participate in the school's ITT programme. • To be responsible for the day-to-day management of staff within the Year Group including monitoring their attendance, punctuality and team contribution and act as a positive role model. • To be responsible for initiating and implementing trigger level absence procedures in line with school policy.
Quality Assurance		<p>Quality Assurance</p> <ul style="list-style-type: none"> • To ensure the effective operation of quality control systems and implement School quality procedures ensuring adherence to those within the Year Group a meet the requirements of Self Evaluation and the School and Year Group Development Plan. • To establish the process of the setting of targets and standards within the Year Group and to lead the work towards their achievement contributing to the School procedures for lesson observations, peer observations and monitoring weeks. • To establish common standards of learning and teaching practice for CPSHE within the Year Group including the implementation of marking, assessment and display policies and develop the effectiveness of teaching and learning styles in the Year Group. • To monitor and evaluate the curriculum and Year Group in line with the requirements of the SEF, the School Development Plan and other agreed School procedures including evaluation against quality standards and performance criteria. • To seek and implement modification, intervention and improvement where required.
Management of Information		<p>Management of Information:</p> <ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the Year Group on the School's management information systems and produce reports within the quality assurance cycle for Year Group. • To make use of Raise Online and other analysis and evaluate performance data on the Year Group providing reports on this for the Leadership Team, Governing Body, OFSTED and LA as required. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports on examination performance, including the use of value-added data. • In conjunction with the relevant Leadership Team Member, to manage the Year Group's collection of data. • To provide documentation and reports as required by the Head Teacher, Governors, LA and relevant information relating to the Year Group's performance and development.
MAIN CORE DUTIES		
Operational/ Strategic Planning		Accountability and core responsibilities
Communications, documentation and reports		<p>Communications, documentation and reports</p> <ul style="list-style-type: none"> • To ensure that all members of the Year Group are familiar with the School's and Year Group's aims and objectives. • To support a positive Year Group ethos and partnership with parents and the community by ensuring effective communication and consultation as appropriate with these partners, that relevant information is communicated to a range of audiences via the school website and the School's newsletter and all staff in the Year Group are courteous to colleagues and provide a welcoming environment to visitors and telephone callers. • To liaise with partner schools, further and higher education, Industry,

September 2022

- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Kingsford Community School – An International School and a Confucius Classroom
Year Progress Leader Job Description: TLR 1a**

		<p>Examination Boards, Awarding Bodies and other relevant bodies.</p> <ul style="list-style-type: none"> To represent the Year Group's views and interests to the Head Teacher.
Marketing and Liaison:		<ul style="list-style-type: none"> To contribute to School liaison and marketing activities, e.g. the production and collection of material for the website, press releases, the Prospectus, conferences and the effective promotion of Year Group at Open Days/Evenings and other events. To actively promote and lead the development of effective subject links with external agencies including, LA schools, partner schools and organisations in the local, national and international community, attending where necessary liaison events with the organisations
Pastoral System:		<ul style="list-style-type: none"> To monitor and support the overall personal, academic and social progress and development of students within Year Group. To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. To lead a team of Form Tutors and to carry out the duties associated with that role as outlined in this generic job description. To contribute to Citizenship, Personal, Health, Social, Education (CPSHE) according to school policy. To ensure that the Year Team implements the School's Behaviour and Rewards policies so that effective learning can take place.
Teaching:		<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:		<ul style="list-style-type: none"> To play a full part in the life of the school community, to support and promote its distinctive mission and ethos and encourage staff and students to follow this example.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date

Year Progress Leader