



Year Leader Job Description

Post: Year Leader
Pay Range: TLR 2c

You will be required to have full commitment to safeguarding and protecting the welfare of children and young people

You are required to carry out the duties of a schoolteacher as set out in the Schoolteachers' Pay and Conditions Document.

CORE PURPOSE:

To lead a team of tutors in supporting students in reaching their potential both academically and socially, through high expectations and positive relationships.

STAFF MANAGEMENT:

- Lead a team of form tutors
- Monitor, assess and develop the roles of the form tutors
- Support and assist form tutors to ensure they understand and are actively implementing the key aspects of the school's behaviour for learning and inclusion policies
- Ensure that form tutors run their tutor group sessions effectively through regular monitoring, including High Profile Visits
- Liaise regularly with curriculum leaders to develop learning and student outcomes
- Lead target setting process in your year group
- Be involved in decision making and policy development across the school
- Support the professional development of form tutors and Year Assistants

STUDENT PROGRESS:

- Manage student review processes and procedures
- Monitor the academic progress of individual students in partnership with the Raising Standards Leader
- Make appropriate interventions that enable all students in the year group to achieve their full potential
- Coordinate, organise and oversee report sessions, parents' evenings and reports afternoons
- Liaise with other schools to arrange student transfers and placements
- Prepare and deliver year assemblies in line with the schools for Learning for Life focus

PASTORAL DUTIES:

- Implement the school behaviour for learning policy and actively promote and support the operation of rewards and sanctions for students within the year group
- Arrange meetings with parents to explain school policy or discuss the welfare and general problems arising with any individual student
- Ensure individual successes and team achievements are celebrated with parents and within school
- Promote activities within the year group which are likely to develop a sense of year identity and community, and promote the wider aspirations and values of the school

MONITORING, ASSESSMENT, RECORDING AND REPORTING:

- Implement and maintain systems for monitoring, evaluating and improving the progress of individual students in the year group in partnership with the RSL
- Facilitate and monitor the progress of the year group development plan to ensure it makes a significant contribution to the school improvement plan
- Provide regular progress updates to the Deputy Head for Student provision to ensure they are fully aware of all successes, issues, concerns in the year group
- Implement systems for monitoring and evaluating the operation of the School Behaviour Policy within the Year Group and provide reports to the Assistant Head as requested

GENERAL:

- Contribute to the development of the school behaviour for learning policy
- Attend pastoral intervention meetings and liaise with outside agencies such as social services, police liaison officer and medical staff as appropriate

- Engage with appropriate training opportunities to promote professional effectiveness in this role
- Ensure the health and safety of all students

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. 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.



Person Specification for Year Leader

You will be required to have full commitment to safeguarding and protecting the welfare of children and young people

**ESSENTIAL (E)
DESIRABLE (D)**

Education and Training

Qualified teacher status (E)

Willingness to develop own expertise (E)

Knowledge of all recent developments in your specialist subject and SMSC (E)

Recent relevant in-service training (D)

Leadership and Management

Strong Leadership qualities (E)

Effective decision making skills (E)

Ability to encourage and motivate a team (E)

Initiative (E)

Commitment to monitor progress of staff and students and raise standards (E)

Experience

Very successful teaching record (E)

Successful participation in curriculum and pastoral development (E)

Leadership experience (D)

Abilities/Aptitudes

Clear communication skills (spoken and written) (E)

Very good organisational skills (E)

Very good inter-personal skills (E)

Ability to work well as part of a team (E)

Willingness to be involved in all aspects of the work of the pastoral and faculty teams and contribute to the wider life of the school (E)

Commitment to the highest levels of student achievement (E)

Commitment to the ethos of the school (E)

Other Requirements

Commitment to School and LA Equal Opportunities Policy

and Practice (E)
Excellent attendance and punctuality record (E)

OTHER REQUIREMENTS (ESSENTIAL)

A commitment to on-going personal development and willingness to undertake appropriate training.

Appointment to the post is subject to a satisfactory enhanced DBS check.

The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

January 2021