



## Job Description

<b>Job Title:</b>	Year leader	<b>Department/Group:</b>	Support staff
<b>Level/Salary Range:</b>	Grade 6	<b>Reporting to:</b>	Pastoral Leader
<b>Contract term:</b>	Term time + 5 days	<b>Hours per week:</b>	Full time – 37 hours per week
<b>Safer Recruitment Statement</b>			
The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
<b>Vision Statement</b>			
<p><b><i>“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:</i></b></p> <ul style="list-style-type: none"> <li><i>Offering a high quality, inclusive and distinctive education</i></li> <li><i>A caring and nurturing environment based on our Christian values</i></li> <li><i>Recognising the unique nature of each child.</i></li> </ul>			
<b>All staff employed by the Bishop Fraser Trust are required to:</b>			
<ul style="list-style-type: none"> <li>uphold and promote the Trust’s vision</li> <li>uphold and promote the Christian ethos of all schools in the Trust</li> <li>support and contribute to the achievement of all students academically and pastorally</li> <li>support and contribute to the Trust’s responsibility for safeguarding all students</li> <li>undertake professional training to enhance personal development and job performance;</li> <li>Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection</li> <li>maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect</li> <li>share best practice, expertise and skills with others</li> </ul>			
<b>Main Objectives of Role:</b>			
To co-ordinate and oversee the pastoral welfare of a year group of students; resulting in good attendance and punctuality, positive attitudes to self and others and effective learners			
<b>Job Description:</b>			
<p><b>General Responsibilities</b></p> <p>To contribute to the development of a strong, effective Academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the academy’s community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The Academy’s ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.</p> <p><b>Professional judgement and decision-making, including but not limited to:</b></p> <ul style="list-style-type: none"> <li>Representing the Academy, being a senior colleague and part of the ‘public face’ of the school team</li> <li>Being equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate</li> <li>Continuously reviewing, improving or designing key processes, procedures and systems within your role</li> <li>Applying a strong sense of vision and commitment to customer service provision and quality assurance</li> <li>Undertaking tasks below your paygrade when necessary to role model the desired teamwork ethic, both when urgent or unexpected tasks need to be completed and also when there is a shortfall in staff cover.</li> <li>Contributing to and sharing in the corporate life of the Academy</li> <li>Dealing effectively and calmly with emergencies, should they arise</li> </ul> <p><b>Student progress:</b></p> <ul style="list-style-type: none"> <li>Provide consistent support to all students, responding appropriately to individual student needs</li> <li>Be aware of and respond appropriately to individual student learning and behaviour needs ensuring effective intervention</li> <li>To support students in overcoming barriers to learning through managing behaviour.</li> <li>Monitor the progress of individual students in terms of behaviour and social learning.</li> </ul>			

- Support the role of parents in students' learning and lead meetings with parents to provide constructive feedback on pupil progress/achievement
- Manage specified student reviews.
- Liaise with other schools to arrange student transfers and placements
- Arrange and promote activities within the year group
- Prepare and deliver year assemblies

#### **Student behaviour**

- Monitor, promote and ensure good attendance and punctuality
- Actively promote self-esteem and independence, employing strategies to recognise and reward achievement within established Academy procedures
- Encourage students to interact positively with others and engage in learning activities
- Establish productive working relationships with students, acting as a role model, promoting good relationships between students, setting high expectations
- Establish a clear framework for student discipline, anticipate and manage student behaviour constructively, promoting self-control and independence in line with established Academy policy
- Promoting inclusion and acceptance of all students
- Ensure uniform is to a high standard and that students are 'work ready'.
- Keep up to date records of student behaviour and provide necessary reports.
- Run 'on report' system for specified year group.
- Support colleagues in running 'catch up'.
- To work alongside families/carers of students to promote cohesive strategies for supporting students' behaviour and social progress.
- Ensure timely and effective restorative justice meetings are held between relevant staff and students following serious incidents and exclusions to facilitate fresh starts and a positive re-integration back into lessons

#### **Student safeguarding**

- Get to know all students in the year group as well as possible.
- To identify, know and regularly meet with the Child Well-being Officer regarding the support of those students in your year group who are "Most Vulnerable".
- Complete Early Help Assessments where required.
- Attend / arrange multi agency meetings as required e.g. Child action meetings
- To monitor the outcomes of those vulnerable students not on the Child Well-being Officer's caseload (such as attendance, punctuality and academic progress) and plan and co-ordinate appropriate interventions so students' progress is in line with academy and national expectations.
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement.
- Take steps to prevent bullying and support victims of bullying
- To either compile or co-ordinate the compilation of all feedback and reports as required to external agencies on student achievement, progress and pastoral matters and quality assure their accuracy and objectivity
- Maintain accurate manual and electronic records (including the updating of all child protection and general records) in a confidential manner.
- Interrogate the school database for information as required
- Be responsible for co-ordinating the response to enquiries about vulnerable students from parents and external agencies within agreed timescales, providing requested information and either attending meetings as the Academy's representative or substituting for appropriate staff such as the Child Well-being Officer.
- To either deliver or co-ordinate the delivery of services with colleagues in the Academy and/or external agencies needed by vulnerable students such as counselling, family work etc to support their well-being.

#### **Staff support, co-ordination and management**

- Support, develop and monitor the roles of the form tutors, ensuring that form tutors run their tutor group sessions effectively
- Organise and lead meetings or (where appropriate) training for your tutors on INSET days and at other times
- Update form tutors of changes to relevant academy policy
- Establish a positive year group identity with staff and students.
- To work closely with colleagues in the Academy and in other establishments to ensure effective transition into and out of your year group.
- To contribute to providing a safe and attractive environment that places value on the student and their activities.



- To train staff and students (and to provide debrief sessions) in peer support services, e.g. buddy systems, circle of friends.

### Communications

- Report regularly on the progress with your year group, meeting weekly with the Pastoral Leader and Attendance team
- Play a key role in the communication of year group activities to the staff body
- Ensure that contact with a wide range of people is friendly, supportive and professional, and that complex queries and potential conflict situations are well-handled
- Oversee and deal with student, staff and parent queries, deciding on what action needs to be taken and seeking advice from the Senior Pastoral Leader as required. Ensure that action is prompt and followed-up, keeping records
- Foster effective and developing relationships with the wider community, other schools and external organisations
- Update relevant areas on the staff intranet

### Events Management

- Along with the Administration Manager, co-ordinate the organisation of all year group events such as parents evenings, awards evenings etc, agreeing roles and responsibilities to ensure the event is a success

### General responsibilities

- Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Academy strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.
- Any other duties as reasonably required by the senior leadership team.

### All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

**Last Updated:**

June 2018

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_