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**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

**YEAR LEADER - JOB DESCRIPTION**

**Salary Scale** MPS/UPS + TLR 1a (£7853)

**Reporting to** The Headteacher & Leadership Team

**Core Purpose**

* To raise standards of student attainment and achievement within the specified Year Group.
* To monitor and support student progress within the specified Year Group.
* To be accountable for student progress and development within the specified Year Group.
* To lead and manage the effective implementation of school inclusion and behavioural management policy and practice within the Year Group to ensure all students are able to learn.
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for Personal, Health, Citizenship and Social Education for students studying within the Year Group in accordance with the aims of the school and the policies determined by the Governing Body of the school
* To effectively manage and deploy form teachers and relevant support staff which includes a designated member of the student support team and a student advocate.
* To challenge, monitor, target and support students’ attitudes towards learning in all areas of school life.
* To specifically challenge, monitor, target and support student Attendance & Punctuality.

**Pastoral System**

* To monitor and support the progress, attainment and behaviour for learning of all students within the Year Group in relation to prior attainment and targets set for each individual, ensuring that progression is made and that appropriate action/intervention is taken where necessary.
* To enhance, support and monitor the overall development of students within the Year Group.
* To promote excellent attendance ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To lead and support a team of Form Teachers to effectively carry out the duties associated with that role as outlined in the generic job description.
* To be responsible for behaviour management policy & practice being implemented across the Year Group so that effective learning can take place.
* To establish a team ethos of support, challenge and development for all students

**Operational/Strategic Planning**

* To closely monitor student progress; to plan and implement effective strategies to raise student attainment and attitudes to learning, including mentoring, liaison with relevant staff, liaison with parents and referral to external support.
* 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.
* To lead the development of appropriate schemes of work and activities to deliver Registration and PHCSE for the Year Group, in conjunction with the PHCSE Coordinator [Support Staff].
* The day-to-day management, control and operation of course provision with the Year Group including effective deployment of staff and physical resources.
* To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, etc.

**Curriculum Provision**

* To liaise with the Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme for Registration and PHCSE which complements the School Improvement Plan & School Evaluation.
* To be accountable for the development and delivery of the PHCSE curriculum, in liaison and with the support of the non-teaching PHCSE coordinator
* To respond to national agendas impacting upon student achievement.

**Staff Development**

* To work with the designated Leadership line manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To be responsible for the efficient and effective deployment of support staff where relevant
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate Registration and PHCSE material and support are available for covering staff.
* To ensure effective induction of new staff in line with School procedures.
* To promote teamwork and to motivate staff to ensure effective working relationships.
* To participate in the school’s ITT programme.
* To be responsible for the day-to-day management of relevant staff within the designated Year Group and act as a positive role model.

**Quality Assurance**

* To ensure the effective operation of quality assurance systems.
* To establish the process of the setting and monitoring of targets within the Year Group and to work towards their achievement.
* To establish common standards of practice within the Year Group and develop the effectiveness of teaching and learning styles in the delivery of Registration and PHCSE and monitor and evaluate their delivery.
* To contribute to the School procedures for lesson observation and work scrutiny.

**Management Information**

* To ensure the maintenance of accurate and up-to-date information concerning the Year Group.
* To make use of analysis and evaluate performance data provided.
* 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 within the quality assurance cycle for the Year Group.
* To produce reports on examination performance, including the use of value-added data.
* To assist in the management of the collection of data
* To provide the Governing Body with relevant information relating to the performance and development of the Year Group.

**Communication**

* To ensure effective communication/consultation as appropriate with the parents of students and other relevant external agencies.
* To represent the views and interests of the Year Group.
* To produce regular updates of activities, achievements and opportunities for the Year Group and communicate these to all stakeholders.
* To enhance the usage of student voice to inform pastoral and curricular provision for learners.
* Through a structured assembly rota ensure the communication of information and standards to all parties.

**Marketing & Liaison**

* To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
* To lead the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of the school at Open Days/Evenings and other events.
* To actively promote the development of effective links with external agencies.

**Management of Resources**

* To assist the Leadership Team to identify resource needs and to contribute to the efficient /effective use of physical resources.
* To co-operate with departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.

**Teaching**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

**Other Specific Duties**

* To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage staff and students to follow this example.
* To fully support the school in maintaining a strong Catholic character and fostering the faith development of students & staff.
* To actively promote the school’s policies.
* To continue personal development as agreed.
* To comply with the school’s Health and safety policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by STPCB not mentioned in the above.
* To engage actively in the performance review process.

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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

