

VYNERS SCHOOL



YEAR LEADER

Job Description

Core Purpose:

- The main purpose of this important role will be to lead a year group and play a significant role in the pastoral care and academic achievement of students, oversee and closely monitor the work of the tutors, track student progress (Identifying student under-performance and deciding on appropriate course of action for improvement) and monitor and tracking the behaviour for learning for the year group. The Year Leader will be accountable for leadership and work of the relevant tutor team and the progress and welfare of the pupils in the assigned year group.
- In common with all posts that attract a TLR payment, it is a requirement that responsibility is taken for teaching and learning beyond the pupils that are taught by the post-holders. This must include addressing barriers to learning, whenever they arise. A major barrier to learning is misconduct and it must follow that the post-holder will play a full part in ensuring an orderly school. This includes making a fair contribution to the systems that are in place to promote good order, such as conducting whole or part school detentions.

Core Leadership Qualities:

Reporting to a member of the Senior Leadership team, the Year Leader will form part of a core leadership team, drawing together expertise to change practice and raise standards by:

- Articulate a clear and consistent vision for the year group
- Motivate and empower others
- Positive attitude to continuous improvement
- Lead by example
- Hold others to account

Specific Responsibilities:

The main scope of the responsibilities is maximising the progress and achievements of all pupils, through the following:

Monitoring progress

- To frequently monitor, the quality of learning experience for students across the year group.
- To monitor the progress of all pupils in the assigned year group.
- To intervene at an early stage when the progress of any pupil is found to be unsatisfactory.
- To initiate and oversee such methods as may be appropriate to monitor the progress of individuals.
- To monitor attendance and take action when attendance is unsatisfactory.
- To oversee registration processes, ensuring compliance with legal requirements and school policy.
- To liaise with the Inclusion Manager, subject leaders, subject teachers and Work Related Learning Coordinator as necessary regarding the progress of individuals and groups of pupils.
- To liaise with outside agencies, such as the Participation Team and Behaviour Support Team, as appropriate.
- Implement mentoring and intervention where appropriate.

Communicating with parents

- To ensure that parental correspondence and enquiries relevant to the assigned year group are dealt with quickly and efficiently, and that records are properly kept.
- To keep parents informed of the progress of their children, particularly where that is causing some concern.
- To oversee the organisation of relevant parent consultation events.

- To ensure the smooth running and completion of the reporting arrangements.

Leadership

- To plan and monitor the use of tutorial time within the year group.
- To ensure that school policies on punctuality, appearance, behaviour and registration procedures are uniformly applied throughout the year group by the tutor team, intervening directly in situations where this does not seem to be the case.
- To hold year team meetings in accordance with the school calendar. Clear agendas need to be established which focus on teaching and learning. Outcomes of meetings should be recorded.
- To attend Year Leaders' meetings.
- Work with Senior Leadership Team to ensure objectives of school Improvement plan are addressed.

PSHE / Citizenship programme

- To contribute to the smooth delivery of PSHE / Citizenship.
- To liaise with the Work Related Learning Coordinator to ensure that the work related learning programme is effectively delivered. This includes major events such as Work Experience and Careers Day.
- To work with the pastoral team to produce PSHE plans and resources.

Pupil welfare and discipline

- To deal directly with the more serious disciplinary cases in your year group, working collaboratively with the relevant subject leader and taking such steps as seem to be needed to mediate the issues identified.
- To ensure that logs are maintained on pupils who are causing concerns.
- To set up, implement and monitor Pastoral Support Programmes, when needed.
- To monitor and support the work of tutors in dealing with disciplinary matters
- To ensure the smooth running of school and public examinations.
- To lead year assemblies and oversee behaviour of pupils within the year group in full assembly.
- To advise and support classroom teachers and subject leaders in dealing with misconduct in lessons when the intervention of, and the strategies applied by the subject leader have not been effective.
- To deal with any incident or actual or suspected bullying or discrimination within the year group in consultation with the tutor, as laid down in the appropriate school policy.
- To ensure that reference is made to the relevant line manager when any pupil is behaving in a way that is causing serious concern. If the point appears to be being reached where internal exclusion is a possibility, then the earliest possible notice should be given of this.
- To oversee the appropriate merit system.
- To encourage pupil involvement in extra-curricular activities.
- To be responsible for milestones in particular transition between phases.
- Consistently support the School's agreed policies.
- To facilitate effective restorative conferencing with students/ parents / community.

Curriculum information

- To ensure that the pupils and their parents are kept as fully informed as is possible. This will include the distribution of curriculum booklets, dissemination of examination arrangements and the notification of coursework deadlines as appropriate. The Year Leader will be responsible for ensuring that the system for distributing public examination results operates effectively.

Year council

- To lead the pupil representative council for the year group.

Transition

- Transition arrangements at the beginning and end of key stages will be led by an Assistant Headteacher. The relevant Year Leader will work collaboratively with the Assistant Head, Work Related Learning Coordinator and Head of 6th form, as appropriate to ensure that options processes are successfully completed and transition arrangements operate smoothly.

Any other duties / tasks as may be required from time to time by the Headteacher.	
Line manager:	Assistant Headteacher