



## **Year Leader (non-teaching) Job Description and Person Specification**

**Grade:** APT&C Grade 8 term time only + 5 days

**Salary:** £25,674 - £29,310 FTE \*pay award pending

**Working Hours:** 37 hours per week

**Responsible to:** Pastoral Leader

### **Job Description:**

#### **Main Duties of the Post**

- To have overall responsibility and management of behaviour and achievement of children for a year group, implementing effective strategies so that the focus of students is on learning.
- Day to day leadership and management of a specific year group and the first point of contact on attendance, behaviour, and above all achievement
- To work as part of the Pastoral and Learning Support Team.
- To work in conjunction with teachers and other colleagues in school to students are supported and challenged
- As a member of the Wider Leadership Team, take a strategic role in relation to our ethos.
- Communicate effectively with students, staff parents and external agencies

#### **Support for Teachers**

- To manage a team of Form Tutors on a day to day basis and arrange and lead monthly year group meetings
- Support and give advice to maintain purposeful, orderly and productive working environment
- Analyse data from previous Key Stage to establish a baseline for the Key Stage and set challenging targets with the Senior Leadership Team and Raising Achievement Leaders
- Monitor the achievement data for each student, and ensure effective target-setting to include students on report and monitoring of progress and mentoring takes place for each student
- Manage and update appropriate student records, information and data, producing analysis and reports
- Liaise and work with SENCO to best support students with SEND
- Work with the Senior Leadership Team link and Pastoral Achievement Leader to coordinate the pastoral schemes of work across the year group and ensure its delivery through the Form Tutor teams
- Produce the Tutorial Programme for the year group

### **Support for Students**

- Provide feedback to students in relation to progress and achievement
- Responsible for the development of the 'whole' student, offering opportunities for involvement in activities which will support all aspects of the personal development curriculum
- Promote and ensure the health and safety and good behaviour of students at all times
- Ensure high standards of cooperation from students with regard to behaviour, uniform, completion of homework, attendance and punctuality
- Liaise and work with the Learning Support Assistants and the Learning Support Centre and other internal School support systems to ensure appropriate support is made available to each student
- Work with the Senior Leadership Team to ensure the School's Child Protection Procedures and Practices are implemented
- Identify those children requiring support from colleagues to ensure the appropriate services/agencies are engaged to work with the student and where appropriate their family.
- Develop a 1:1 mentoring relationship with children needing particular support
- Liaise and build positive relationships with parents and carers of the students in the appropriate year group
- Liaise with external agencies such as Social Services to provide support for students

### **Support for School**

- To have full knowledge and appreciation of the range of activities, courses, opportunities, organizations and individuals who could be drawn upon to provide extra support for students
- Implement the rewards and sanctions system within a year group
- Build and maintain good communication links with parents and students in the year group
- Communicate School values in a wide variety of ways - assemblies, setting a good example, visiting speakers, trips, links, PSHCE programme, links with careers/work experience/vocational placements
- Work with the Attendance Officer in relation to monitoring and raising attendance levels
- Make effective use of, and liaise with, the Connexions Service, if appropriate
- Be responsible for completion and submission of forms, returns etc including those to outside agencies e.g. Child Protection Agency, Social Services, the Police, School Medical Services
- Take part in the development and implementation of the School's Behaviour Management Strategies
- Provide organisational and advisory support to the Governing Body
- Structure their working patterns so as to be highly visible to students when not in lessons e.g. student break and lunchtime duties.
- It is anticipated that the successful candidate will be flexible in terms of working patterns (parents evening/results days/parental events etc.), this is reflected by the 52/52 contract.

**Whole School Responsibility**

- Undertake responsibility for a particular project or area of practice with a whole School theme to be determined by the Headteacher.

**Management Responsibilities**

- Liaise between managers/teaching staff and support staff
- Hold regular meetings with year group tutors
- Hold regular meetings with relevant teaching and support staff

**Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the School
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development, as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To safeguard and promote the welfare of young people

**General**

- To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.

## Year Leader – Person Specification:

ESSENTIAL	DESIRABLE
<b>Qualifications</b> <ul style="list-style-type: none"> <li>➤ GCSE or equivalent at Grade C or above in Mathematics and English</li> <li>➤ GCE Advanced level or equivalent qualification</li> <li>➤ Excellent numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>➤ Educated to at least Level 5 or above (Degree, NVQ Level 4 or Higher National Diploma, for example) in teaching, youth work, careers or a related professional qualification; or demonstrable equivalent professional experience and up-to-date, relevant and completed training at management level.</li> </ul>
<b>Experience of</b> <ul style="list-style-type: none"> <li>➤ Presenting information to different audiences</li> <li>➤ Managing others</li> <li>➤ Successful problem solving</li> <li>➤ Working with young people</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working in a relevant discipline in a learning environment</li> </ul>
<b>Skills/Qualities</b> <ul style="list-style-type: none"> <li>➤ Commitment to Inclusive Education</li> <li>➤ Very good communication skills</li> <li>➤ Excellent relationships with people of all ages and abilities</li> <li>➤ Adaptability, flexibility and creativity</li> <li>➤ Capacity to motivate a team of colleagues</li> <li>➤ Positive and optimistic</li> <li>➤ Ability to complement and work successfully with other guidance team members as well as on own initiative</li> <li>➤ Resilience, tolerance, perseverance and a sense of humour</li> <li>➤ Ability to remain calm in difficult situations</li> <li>➤ Ability or potential to use and interpret a wide range of data</li> <li>➤ Ability to relate to and promote the ethos of the school</li> <li>➤ Willingness to undertake training as required</li> </ul>	<ul style="list-style-type: none"> <li>➤ Good ICT Skills</li> <li>➤ Full working knowledge of relevant policies/codes of practice/legislation</li> </ul>