



Job Description

Post: Year Leader
Pay range: Grade 9
Responsible to: Deputy Headteacher

Prime Objectives of the Post

The Year Leader will lead an agreed year group with responsibility for the oversight of pupils including tracking their academic progress, behaviour, attendance and punctuality. Their holistic knowledge of each pupil will enable them in supporting pupils in their learning, including implementing personalised programmes of pastoral intervention to support them in achieving their aims and objectives.

The postholder will be expected to contribute to the review of the agreed SIP priorities and the success in meeting annual targets, and leading strategies in relation to attendance, punctuality and behaviour.

Main duties and responsibilities

1. To be a role model for pupil including respect, courtesy, good manners and demonstrating how such behaviours contribute to school life, relationships, adult life and work.
2. To build effective working relationships with pupils, teams of staff and parents to ensure every pupil is given the opportunity to be successful.
3. To work closely with pupils, parents and staff to remove barriers to learning progress to support the development of high standards in all aspects of pupil behaviour and attitude.
4. To monitor and review behaviour within the year group, using the electronic data systems, and where necessary take appropriate action in line with the school's behaviour policy.
5. To liaise with colleagues on all practical, pastoral and curriculum matters, eg absentees, illnesses etc.
6. To be responsible for the maintenance of good order and discipline at all times and to determine measures for the promotion among pupils of good behaviour and self-discipline within the year group.
7. To promote, encourage and maintain high standards of attendance and punctuality within the year group.
8. To monitor the welfare and progress of different groups of pupils within the year group and create intervention strategies to support identified cohorts.
9. To lead intervention strategies for matters relating to behaviour and attendance.
10. To assist with the organisation of and take a leading role at parent's evenings being a visible presence, building relationships and representing the school
11. To promote pupil respect for the school's learning environment, facilities and equipment
12. To support form tutors in consistently applying the Behaviour for learning policy creating consistency across the year group
13. To co-ordinate the collection of relevant pupil data for the year group to provide tutors, line manager and SLT with information to assist academic and personal monitoring.
14. To use behaviour and attendance data to inform planning, prevent escalation of negative behaviour and contribute to the smooth running of the school.
15. To liaise with Progress Leaders, line manager, SENCo, and classroom teachers to ensure that pupil learning is adequately supported in the year group.

16. To contribute to extracurricular activities and celebration events for the year group both in and out of school hours and support as required providing further opportunities to develop pupils' cultural capital.
17. To provide support to pupils who have additional needs ensuring that all pupils have equal access to learning and development opportunities.
18. To provide a safe and secure environment that places value on the pupil and their activities.

General

1. To present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
2. To further support the climate for learning, improve the school's ethos and develop further the culture of achievement and high expectation.
3. To contribute to the development, implementation and evaluation of the school's policies, practices and procedures to support the school's values, including the safeguarding and wellbeing of our pupils.
4. To work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
5. To attend and participate in team and external meetings and fully participate in CPD activities.
6. To develop effective/constructive relationships with schools, partners, and other agencies.
7. To undertake such other duties and responsibilities as may be reasonably requested by the line manager