

<p style="text-align: center;">Job description: Assistant Year Leader</p> <p>Our Mission Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live</p> <p style="text-align: center;">To achieve excellence in all aspects of school life. <i>Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</i></p>	
Purpose of the role:	<p>To provide professional leadership and management for a Year Team supporting the Year Leader in:</p> <ol style="list-style-type: none"> 1) High quality pastoral care, guidance and support for students 2) High quality academic tutoring 3) High quality monitoring of student performance and effective intervention 4) High standards of behaviour, learning and progress from our students 5) Be an inspirational leader, committed to excellence for all 6) Creation of an inclusive culture where all members of the community are valued and a culture of safeguarding is promoted
Line management	To be responsible to the Year Leader
Main duties and responsibilities:	<p>General</p> <ul style="list-style-type: none"> ● To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. ● Actively support the vision, ethos, culture and policies of the College. ● Organise and prepare for all lessons, and share good practice with colleagues wherever possible ● Take an active role in ensuring the development and realisation of the College Development Plan. ● Treat each student as an individual with courtesy and respect. ● Teach lessons which meet students' specific learning needs, assess, monitor and record progress and be up-to-date with curriculum developments ● Contribute to the marketing and promotion of the College ● Undertake any other duty deemed reasonable by the Principal of the College. <p>Assistant Year Leader:</p> <ul style="list-style-type: none"> ● Maintain excellent relationships and communication with key stakeholders
Specific Role	<p>To support the work of the Year Leader by taking an area of responsibility as negotiated and through:</p> <p>Leadership and Management</p> <ul style="list-style-type: none"> ● To be responsible, with the Year Leader, for the overall pastoral welfare and development of students in the year group ● To support the College Leadership in the delivery of our PSHCE programme through assemblies, tutor activities and events <p>Academic Tutoring</p> <ul style="list-style-type: none"> ● To work closely with the Year Leader, Academic Tutors, associate staff, students and parents/carers to create a distinctive year group ethos, in which students are active participants in a range of College activities

	<ul style="list-style-type: none"> ● To monitor the everyday management of the year group area, creating a safe, effective and stimulating learning environment, where aspirations are high for all ● To track the academic performance of students, including disadvantaged groups of students, and to intervene with underperformance via specific action plans and other agencies ● To monitor the use and impact of rewards for students and to lead celebration assemblies in the year group, including those run at the end of each term ● To monitor the maintenance of all appropriate records including students' files and records <p>Behaviour Management and Intervention</p> <ul style="list-style-type: none"> ● To liaise with parents/carers as the main point of contact in all matters relating to pastoral support through meetings, telephone calls and emails ● To support and implement the Behaviour Policy by enforcing sanctions, supervising detentions/internal exclusions and being available 'on call' ● To liaise closely with internal and external support structures to ensure that students' needs are met ● To oversee and implement student reports where concerns arise over their attitude and behaviour, and then share this with staff and appropriate agencies where required ● To ensure that all individual education plans and risk assessments are completed where concerns arise over their progress and/or behaviour and then share with staff and appropriate agencies where required ● To monitor and analyse closely all year-based data in order to improve behaviour <p>Attendance</p> <ul style="list-style-type: none"> ● To support and implement the College Attendance Policy by raising the importance of attendance in the year group, ensuring registers are correct and engaging with parents/carers ● To work closely with the College Attendance Team, the Year Leader and the EWO to monitor and improve student attendance, including tracking student attendance on a half-termly basis and intervening where necessary ● To oversee the work of tutors in following up unexplained absences, including contacting parents/carers ● To work towards meeting attendance targets for the year, in line with whole College attendance targets ● To closely monitor and intervene directly with any students who are at risk of becoming persistent absentees or who have become persistent absentees, involving parents/carers throughout ● To monitor and analyse closely all year-based data in order to improve attendance
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