

Year Leader (TLR 1a)

Context

To contribute to the development of a strong, effective Academy with an emphasis on high aspirations and attainment. Demonstrate belief in the role of the Academy in developing citizens for the future. Have a commitment to education and the needs and rights of all pupils. To develop supportive relationships with staff, parents, partner Academy's and the broader community.

The overriding aspect to this role is about ensuring equity for pupils.

To meet the professional standards for teachers at the relevant skill level descriptor. To carry out duties of a teacher in accordance with the provisions of the School Teachers' Pay and Conditions Document.

Reports to: Assistant Headteacher

Job Purpose

To ensure and deliver effective pastoral support so that individuals and groups of students are supported to actively participate in learning and reach their full potential, and to promote, share and support the school's responsibility for safeguarding, well-being, education and the development of positive character of all students.

Support the agreed whole school approach to improvement, developing a year team identity, and promoting positive relationships across the community.

Supporting Learning and Teaching:

- Support and promote effective teaching and learning in the year group.
- Support the school's drive for excellence by ensuring any gaps in learning are identified, liaising with curriculum leaders, subject leaders
- Identify student groups and ensure appropriate intervention is provided
- Identify, create and implement support packages which have a clear focus on the development of key skills and competencies for all learners
- Contribute to coaching, mentoring and sharing good practice
- Maintain individual student records with details of intervention and strategies to support learning
- Present data on a regular basis to Assistant Headteacher and SLT/Governing Body as required.
- Work with relevant PSHE/PiXL staff to ensure that school programmes are effectively delivered and that their impact is evaluated. These should contribute to students' well-being, promote their spiritual, moral, cultural, and physical

development and help prepare them for the opportunities, responsibilities and challenges of adult life.

- assist with the development of CIAG as appropriate
- oversee the smooth transition of mid-year admissions and students on managed moves to and from other schools
- Promote and support extra-curricular activities which enrich and support the learning and experience of all students, and increases their participation in school life.

Leading and managing staff:

- Responsibility for the day-to-day management of staff within your team, leading by example as a positive role model
- Lead and develop form tutors within the team, providing support as necessary
- Build a team in which good practice is shared, and meeting time is used effectively to raise achievement and support students' personal development and well-being.
- Communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented.
- Ensure that staff understand and effectively implement school policies.
- Ensure that pastoral development needs are identified and that appropriate training and CPD programmes are implemented
- Contribute to whole school improvement by playing a role in the delivery of whole/team CPL
- Participate in interview processes when required and ensure effective induction of new staff in line with school procedures.

Accountability

- Pastoral and Academic Performance of students within the Year group
- Analysis of data and the identification of underachievement by student group
- Contribute to planning appropriate interventions, and effectively monitor their impact
- Ensure effective and up to date communication with parents/carers to ensure a three-way partnership in supporting their child's needs
- Contribute to and support the implementation of whole school behaviour policies

Student progress and standards of achievement:

- Implement the school's policy and practice for the tracking of student progress.
- Monitor the targets set for students, and to manage intervention to maximise progress.
- Promote, manage, and be responsible for high standards of student behaviour, attendance, punctuality and dress.

- Implement creatively the school's systems for rewarding good student performance and to ensure all staff use them effectively.
- Establish a positive partnership with parents/carers; to involve them in their child's learning and progress
- Work with other staff and external agencies to ensure that students' needs are identified, suitable Individual Education Plans and Pastoral Support Programmes are drawn up, and that these are implemented, and reviewed.
- Ensure that information from previous years/schools is available to staff, advise on its effective use and to ensure that such information is passed on to any receiving institution.

Student Attendance and Punctuality

- Liaise with the Attendance Officer to analyse and interpret weekly and half-termly class and year group reports
- Work with your team to promote and celebrate excellent attendance and punctuality
- Monitor and regularly review action plans to reduce the need for formal sanctions (e.g. fixed penalty notices)
- Support the timely movement of learners from lesson to lesson and be a presence on the corridors between lessons and at social times.

Positive Behaviour

- Promote positive behaviour consistently and fairly, using the student rewards structure
- Monitor the behaviour of students within your year group, keeping detailed electronic records using agreed school systems
- Visible implement and support colleagues to implement the school's trauma informed approach: practices that promote a culture of safety, empowerment, and healing - recognising that students may have a number of ACEs or specific needs that could potentially be an obstacle to their learning. This approach aims to remove those barriers; providing a safe place to learn and thrive.
- Meet weekly with the Assistant Headteacher to discuss students within the year team, agreeing effective support strategies where appropriate and feedback on actions taken

Student Leadership

- Identify, develop and implement student leadership opportunities encourage and promote student voice within the college
- Ensure students effectively contribute to the life of the school and ethos of the school community

Other Professional Requirements

- Attend and participate in Academy meetings
- Take an active part in the Academy life

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holders professional responsibilities and duties.

January 2021