

Postholder:

TLR 2:D £7,030 p.a.

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation. The teacher shall carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Head Teacher. The following does not attempt to specify all the details of the additional responsibilities and key tasks of the postholder. It is designed to indicate the main duties beyond those expected of main scale teachers.

This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.

The purpose of the post	To have an impact on the educational progress of students in the year group. To lead, develop and enhance the practice of tutors in the year group.
The postholder reports to	Direct responsibility to the Link member of the Leadership Team.
Staff line-managed	Staff responsibility for all Tutors within the year group. To contribute to the Performance Management of tutors within the year group as relevant.
General responsibilities	◆ As a senior member of staff, to contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognises and celebrates success while maintaining good order throughout the school. ◆ Leadership of the academic and personal progress of pupils in the year group. ◆ Provide leadership, motivation and support for tutors. ◆ Develop pro-active links with parents. ◆ Work with link Prefects to establish year group activities. ◆ Lead the supervision of year group assemblies. ◆ Take part in the arrangements for performance management. ◆ Attend meetings and parents' evenings relevant to the post. ◆ Such other duties as the Head may reasonably require.
Post specific responsibilities	1. To have an impact on the educational progress of students within the year group 1.1 Encourage students to contribute positively to the life of the school. 1.2 Work closely with tutors in matters of discipline and liaison, giving support where appropriate. 1.3 Monitor and maximise the academic progress of students through analysis of current achievement data against targets. 1.4 Oversee academic monitoring and mentoring process. 2. To lead, develop and enhance the practice of year tutors 2.1 Develop the central role of the tutor by encouraging them to widen their involvement and range of experiences. 2.2 Monitor the quality of teaching and learning; provide support to staff and pupils. 2.3 Plan for and encourage the development of tutors. 2.4 Provide appropriate Pastoral induction for new tutors and pupils in conjunction with other whole school and academic arrangements. 3. To be accountable for the leadership, management and development of year X within the school 3.1 Support the implementation of the PSHE curriculum with the Co-ordinator. 3.2 Take responsibility for the organisation and delivery of year group assemblies. 3.3 Work with staff and prefects to develop a programme of year group activities to establish and maintain a distinctive year group identity. 3.4 Develop processes that identify, recognise and celebrate student successes. 3.5 Work with staff and students to enhance the school ethos.

	4. To have line management responsibility for staff delivering the pastoral programme 4.1 Ensure that tutors are providing effective pastoral support and delivering the appropriate pastoral programme. 4.2 Ensure that there is regular contact with tutors and tutor groups, including taking the chair at tutor meetings. 4.3 Induct new tutors in the pastoral programme and target setting process. 4.4 Oversee target and full reports for the year group in conjunction with LT link. 4.5 Ensure that registers are up-to-date, monitor lateness and non-attendance through tutors, and liaise with the EWO on a regular basis. 4.6 Chair tutor meetings and ensure a record is kept of proceedings. 4.7 Contribute to the writing of staff references regarding pastoral responsibilities and pupil references as required. 5. To be accountable for the involvement of external agencies with individual students within the year group 5.1 Take overall responsibility for child protection issues in association with leadership link and DSL. 5.2 Work with member of LT responsible for External Agencies regarding informal and formal case conferences. Attend conferences and meetings as required by the DSL and keep Safeguarding records for year group up to date. 5.3 Establish and maintain contact with outside agencies as appropriate.
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Signed:_____ Postholder

Date:_____

Signed:_____ Headteacher
Miss J. Capon

Date:_____