

# Job Description

## Year Leader

1<sup>st</sup> September 2026

## **Post: Year Leader**

## **Responsible to: Senior Leader**

N.B. This Job Description should be read in conjunction with the Job Description for Teacher

## **Job Purpose**

The Year Leader is responsible for the academic progress, pastoral care, and overall well-being of students within a specific year group. This role involves leading and managing a team of tutors, coordinating interventions, and working closely with parents and carers, staff, and external agencies in order to develop students who are respectful, resilient and proud to take responsibility in our community.

## **Main Responsibilities**

### **Leadership and Management**

- Lead and manage a team of tutors, providing guidance and support.
- Organise and chair regular year group meetings in line with the school calendar in order to improve policy and practice. Agendas for such meetings must be issued beforehand, and minutes issued following the meeting. Copies of both agendas and minutes must be copied to the SLT line-manager.
- Contribute to the professional learning and development of tutors.
- Co-ordinate the work of any student leaders within the year group

### **Student Learning and Achievement**

- Monitor and track the academic performance of students in the year group.
- Identify students who are underachieving across the curriculum and implement effective intervention strategies.
- Liaise with Curriculum Leaders and the SENDCO to support student progress.
- Organise Progress Evenings, Information Evenings, revision sessions, and study skills workshops.
- Promote a positive culture of academic ambition within the year group through rewards and celebrations

### **Student Wellbeing**

- Establish and promote a positive relationship with every single student in the year group.

- Ensure the well-being and safety of students.
- Work with the school's safeguarding team to support vulnerable students.
- Promote a positive culture within the year group, with particular emphasis on the school values of caring and being inclusive.
- Be responsible for the successful induction of new members of the year group.
- Lead the tutor team in ensuring that all students are in correct uniform and are equipped for the school day.

### **Student Behaviour and Attendance**

- Address and manage any pastoral issues, including bullying and behavioural concerns in line with the school's Anti-Bullying Policy and Behaviour for Learning Policy.
- Monitor and analyse student behaviour data, identifying areas of concern and taking appropriate action to support students
- Monitor the system of rewards and sanctions
- Monitor and analyse student attendance data, identifying areas of concern and working with the school's attendance team to improve attendance within the year group.
- Implementing individual support systems including Personal Support Plans (PSPs), Individual Behaviour Plans (IBPs) and Risk Assessments (RAs) for students in the year group.
- Implementing the school's policy and procedures with regard to suspension and internal exclusion, including the reintegration of students into school following suspension

### **Communication and Liaison**

- Maintain effective communication with parents and carers, addressing concerns and celebrating successes.
- Work with external agencies to support student welfare and development.
- Collaborate with other Year Leaders and SLT to ensure consistency and continuity across the school.
- Organise and lead regular assemblies with the year group
- Attend weekly pastoral briefings with SLT.

### **Additional Responsibilities**

- Encourage participation in the School Council
- Supporting the implementation of the School Improvement Plans within the year group
- Ensuring that school policies are fully implemented across the year group
- Inspire others to a wider contribution to the development of the school
- Contribute to decisions on appropriate student groupings to ensure excellent progress
- Support staff in maintaining high standards of behaviour for learning across the year group

- Support and challenge staff adherence to professional standards, and have due regard for their welfare.
- Undertake any other duties as may be reasonably required by the Headteacher

## Notes

The above duties are subject to the general roles and responsibilities contained in the Statement of Conditions of Employment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post and will be reviewed annually. It may be subject to modification or amendment at any time after consultation with the post holder and the duties may be varied to meet the changing demands of the school at the reasonable discretion of a Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties.