

GLF Schools – Job Profile

Position	Year Leader	Location	The Beacon School
Accountable to			
<ul style="list-style-type: none"> Deputy Headteacher/ Assistant Headteacher 			
Responsible for			
<ul style="list-style-type: none"> Deputy Year Leader Team of Tutors 			
Core purpose			
<ul style="list-style-type: none"> To lead on the pastoral care and support of a year group to ensure outstanding attainment and progress To lead, manage and develop a team of tutors in the effective care and monitoring of the students in their year group and enable them to support student progress, attainment and well-being 			
Key accountabilities and specific tasks			
<ul style="list-style-type: none"> To develop a Year ethos in line with the school ethos To have a full and working knowledge of school policies and protocol relevant to post To develop a strategic vision for the year group and produce, implement and review a year-specific pastoral development plan each year To contribute to the Whole School Objectives Plan via the Development Plan To evaluate and measure the impact of initiatives, which were set out in the year group's action plan To plan for and manage key transition points i.e. Year 6 into 7, option choices, Key Stage 3 into 4, Key Stage 4 into 5, Key Stage 5 and beyond To assist with, and help deliver, whole school initiatives To promote and implement child protection procedures within the school To liaise and collaborate with Subject Leaders, Faculty Leads and the Senior Leadership Team to ensure that work of the pastoral team enables improved outcomes for individuals and the year group Closely monitor the progress of subgroups including FSM, Pupil Premium, casual entrants and CLA and put in intervention as appropriate to ensure the students make expected or beyond expected progress To assure the high quality of tutorial time through development and monitoring programmes, including learning walks and tutorial observations To liaise with tutors and all stakeholders to ensure consistency across the year group and between year groups, in the monitoring of student wellbeing, including appearance, attendance, academic progress and behaviour To communicate regularly and effectively with colleagues and stakeholders within and beyond the school to improve outcomes for students To promote and support extra-curricular activities including trips, competitions and fundraising To assist in the delivery and organisation of assemblies, developing best practice in the Pastoral Team Monitor pupil behaviour, attendance and achievement, using school systems and in consultation with key staff decide on appropriate, sanction, intervention and reward where appropriate. To manage the organisation of Parents' Evening, meetings and other events for the year group as required To attend regular meetings relating to role 			

Every effort has been made to explain the main duties and responsibilities of this post. However, each individual task undertaken may not be explicitly identified.

You will be expected to comply with any reasonable request from your line manager to undertake work of a similar level not specified in this job description.

GLF Schools – Person Specification (those items in yellow for teacher applicant)

Job Title	Subject Leader	Essential	Desirable
Qualifications			
Qualified Teacher Status		✓	
Degree in relevant subject area		✓	
An excellent classroom practitioner		✓	
Evidence of relevant post-graduate training			✓
Experience			
Evidence of successful teaching experience at Key Stage 3, 4 and/or 5		✓	
Experience of effectively using ICT in the classroom to support learning and teaching		✓	
Evidence of successfully using a range of effective learning and teaching styles		✓	
Excellent classroom management skills		✓	
Be an excellent practitioner		✓	
Evidence of active involvement in school-wide provision or initiatives			✓
Evidence of raising student achievement		✓	
Evidence of successful involvement in behaviour improvement initiatives		✓	
Experience of involvement in developing and supporting colleagues through coaching, mentoring, etc.			✓

Professional knowledge and understanding		
Knowledge of recent developments on subject	✓	
Ability to use target setting	✓	
Have overall understanding of National Curriculum and recent developments affecting secondary education		✓
Active involvement in curriculum development initiatives		✓
Students		
Ability to develop and sustain successful relationships with students	✓	
Ability to recognise individual learning needs and ensure adequate curriculum provision	✓	
Commitment to raising the achievement of all students of all ages and abilities	✓	
Evidence of effectively using assessment data to inform teaching and learning	✓	
Evidence of consistent and constructive marking procedures	✓	
Willingness to offer after-school club/activity		✓
Evidence of involvement in pastoral care	✓	
Interpersonal and communication skills		
Ability to develop and sustain successful relationships with colleagues at all levels	✓	
Ability to work effectively as part of a team	✓	
Excellent organisational skills, ability to work under pressure and meet deadlines	✓	
Ability to plan, monitor, evaluate and review	✓	
Enthusiasm, energy, resourcefulness, creativity	✓	
Ability to communicate (verbally and in writing) with all members of the school community clearly	✓	

The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the Staff Code of Conduct	✓	
Continuous Professional Development		
Evidence of participating in relevant CPD provided by the employer	✓	
Safeguarding		
<ul style="list-style-type: none"> · GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. · We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion. 		