



# Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

## JOB PROFILE

<b>POST TITLE:</b>	<b>Year Leader</b>
<b>JOB PURPOSE</b>	Working under the leadership of the Assistant Headteacher for Behaviour, the Year Leader will take a lead role within a specific year group to support all the students in the year group and in particular those who may need help to overcome barriers to learning
<b>GRADE:</b>	TLR 2C
<b>RESPONSIBLE TO:</b>	<b>Assistant Headteacher - Behaviour</b>

## MAIN DUTIES AND RESPONSIBILITIES

In partnership with the Pastoral manager, provide leadership for the year group with oversight and responsibility for student progress and pastoral care. To have a strong presence amongst the year group and make a positive impact on the climate of the school. To lead the team of form tutors in the pastoral support and progress of students within each form and work with leaders to create a responsive and adaptive tutor time programme that strongly supports personal development of every student.

## SUPPORT FOR STUDENTS

- Set the direction, tone and ethos for the year group and the form tutors
- Establish productive working relationships with students, acting as a role model and lead practitioner in positive regard
- Take a lead role in managing and delivering pastoral support to students
- Provide mental health first aid to students in need of extra support
- Provide feedback and intervention for students in relation to progress, achievement, behaviour and attendance
- Identify those in need of support using a wide range of information, including academic progress data, behaviour data, attendance and punctuality data etc and coordinate provision
- Lead spotlight meetings and identify students who need additional support or intervention
- Support staff in raising levels of achievement and progress for all students
- Build positive relationships with parents to ensure they have clarity and an understanding of the school's processes
- Lead after school detentions and monitor punctuality and attendance, liaising with parents as required
- Liaise with the leadership team and admin support around fixed term and permanent exclusions – documenting evidence and liaising with parents and the Learning and Inclusion Coordinator
- Provide advice to assist in their social, physical and mental health, wellbeing and hygiene development
- Undertake assessments of students to determine those in need of particular help
- Work with the wider inclusion team to develop and implement individual support plans where there are concerns with behaviour and engagement

- Arrange and develop interventions with identified students and provide support for vulnerable students, liaising with the rest of the inclusion team in order to meet the diverse needs of young people
- Work with the Pastoral manager to collate academic information for LAC reviews and attend meetings where required
- Take a lead role in managing the smooth and effective transfer of students across phases and in supporting the integration of those who have been absent
- Provide information and advice to enable students to make positive choices about their own learning, progression, behaviour and attendance
- Challenge and motivate students, promote and reinforce positive mental health and wellbeing
- To work closely with the careers team to ensure students make the right applications to further study or apprenticeships
- Take a lead role in the planning, organisation and delivery of events for the year group
- Coordinate the delivery and implementation of mediation where relationships are strained
- Contribute to the creation of form time activities and have a clear overview of form time activities to ensure it makes a meaningful contribution to the learning and development of students

## **SUPPORT FOR TEACHERS**

- Work with the leadership team to ensure students are supported at key transition points in their academic life
- Support student access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate students' responses and progress against action plans through informal observation, discussion and planned recording with teaching staff and other support staff
- Facilitate accurate record keeping systems and processes
- Take a lead role in the development of appropriate behaviour management strategies in discussion the Assistant Headteacher for Behaviour and other relevant members of the leadership team
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Take the lead role in arranging and facilitating parental meetings regarding behaviour, attendance, punctuality and progress
- Lead weekly year team meetings with form tutors
- Ensure the behaviour policy of the school is adhered to and staff feel supported

## **SUPPORT FOR THE CURRICULUM**

- Implement and support agreed learning activities/teaching programmes with students who are on managed/reduced timetables, adjusting activities according to student responses and needs
- Actively seek information about and act as a key worker to access a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning
- Determine the need for specialist plans and resources to support students and work with colleagues to adapt timetables in response to those needs

## **SUPPORT FOR THE SCHOOL**

- Co-Chair weekly spotlight meetings with the Pastoral manager

- Take the lead role in the systems and processes that promote the principles of child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos and aims of the school
- Establish constructive relationships and communicate with other agencies and professionals to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities as required – including advanced safeguarding training
- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Undertake planned supervision of pupils during lunch and other breaks as part of duty teams
- Supervise pupils on visits, trips and out of school activities as required.
- Supervise and deliver year group assemblies
- Oversee the organisation of parents' evenings, student reviews and any other events or activities relevant to the year group
- Oversee the preparation of all relevant paperwork for the start of each new school year
- Attend and prepare paperwork for Behaviour Review meetings



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## General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

## Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual Development Plan.

All staff are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
Qualified teacher status QTS	✓	
Honours degree or equivalent	✓	
<b>Experience</b>		
Data analysis and target setting	✓	
Experience of working with others to develop teaching & learning innovations	✓	
Successful, recent teaching experience in a secondary school	✓	
Proven record of raising standards across all groups of students including those who are disadvantaged and those with SEND	✓	
<b>Knowledge &amp; Skills</b>		
A rich understanding of how to motivate students	✓	
A developed ability to improve behaviour through positive regard	✓	
Good ICT skills consistent	✓	
Experience of using data to effect improvement		✓
Ability to plan strategically, monitor effectively and evaluate analytically	✓	
Current educational issues especially related to the curriculum at KS3, KS4 and KS5	✓	
Ability to employ a range of resources and teaching & learning strategies encouraging student progress	✓	
<b>Professional Characteristics</b>		
Evidence of substantial recent professional development, including curriculum developments and pedagogy	✓	
Experience of working with other schools / organisations / agencies		✓
<b>Special Circumstances</b>		
A desire and determination to make a significant contribution to the school as a whole	✓	
Must be able to manage own work load effectively and respond swiftly to tight deadlines	✓	
Willingness to share expertise, skills, knowledge and ability to inspire others as a positive role model	✓	
Drive, energy, resilience and a sense of humour	✓	
High expectations of self and of others	✓	
Passionate about their subject	✓	
Excellent punctuality and attendance	✓	
Ability to work under pressure and to deadlines	✓	
Demonstrate good judgement	✓	
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.	✓	
Ability to produce required outcomes with independence	✓	
Involvement in networking and sharing of best practice.	✓	
Personal values that are consistent with the ethos of WLA and CLLT	✓	
The ambition to develop each child to his or her maximum potential	✓	

The desire to afford each child the dignity they require to build self-esteem and so to flourish	✓	
Excellent communication skills	✓	
Interpersonal skills which demonstrate an ability to motivate students and to convey enthusiasm for teaching & learning	✓	
Have a positive and 'can do' approach when solving problems	✓	
Must be able to remain calm in stressful situations and instil this calm when necessary	✓	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_