



HORSFORTH SCHOOL

Job Title: Year Co-ordinator (Year Group TBC)

Responsible to: Deputy Headteacher: Pastoral

Pay Band: TLR 2A
No form group + 5 hours non- contact time per fortnight

The year co-ordinator role is a vital one in Horsforth School. You will provide support and professional leadership and management to a year group to secure high quality learning and achievement for all students.

Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the current Statement and Conditions of Employment for Teachers.
- 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.
- This job description is not a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.

Responsibilities

- Lead and manage a year group tutor team
- Plan and chair Tutor meetings (2 a year)
- Lead, plan and implement Tutor time structure
- QA of tutor time at key points in year
- Lead on progress review lessons in form time
- Key Lead for assembly starts and ends (introduce key speakers)
- Oversight and lead on managing the data for progress and/or ATL (attitude to learning scores)
- Act as Parental and student liaison over progress concerns and new starters
- QA of annual report
- Attend pastoral meetings as and when appropriate to support the pastoral and behaviour officer for the same year group
- Lead on small group interventions for ATL scores
- Attend wider pastoral team and link meetings
- Be part of and support the safeguarding team

Duties

- Work in partnership with the Pastoral and Behaviour Officer for the year group
- Meet once per half term with Director of Pastoral and Behaviour Support and Deputy Head teacher with your Pastoral Behaviour Officer for link meeting

Effective leadership and management

The post-holder will, with the support:

- Act as a positive professional role model.
- Demonstrate a commitment to high achievement for all.
- Lead the year group, developing performance and collegiality.
- Promote a culture where colleagues are supported yet accountable for their performance.
- Motivate your colleagues and promote enthusiasm.
- Celebrate the success of students and colleagues in your area.
- Create regular opportunities for discussion and debate within your year team.
- Devolve responsibilities appropriately, recognising the strengths of your colleagues.
- Frequently conduct focus walk throughs and other QA processes to review the effects of your provision on student learning, progress and enjoyment. .
- Frequently discuss student progress, QA evidence, current issues and future planning with your designated Link.
- Be involved in Improvement Plans and other analytical documents in line with current school requirements.
- Prepare for, Ofsted Inspections, Link Meetings and other accountability processes using current school systems, guided by your line manager.