



Job Description

JOB TITLE	Year Lead
PHASE	Primary
REPORTING TO	Head of School

Duties and Responsibilities

Year Leader Responsibility

Daily

- Check in with year team.
- Be a positive role model around the school and challenge unnecessary negativity.
- Support team with relational practice and ensure team are following relationships policy.
- Excellent relationships with parents in the year group. If incidents escalated, offer advice and deal with swiftly and effectively.
- Ensure feedback policy is followed.
- Ensure if teachers not in school, the teacher/HLTA covering has relevant planning and everything they need.
- Staff to be well informed about issues and events.
- Support staff in using thinking tools effectively.
- Deploy year group TAs effectively.
- Be aware of deadlines and ensure all team are aware and sticking to deadlines.
- Line manage teaching assistants.
- Strong and effective communication with office.

Weekly

- Lead PPA sessions – ensure all lessons are discussed (including foundation) so that all teachers are confident and familiar with all lessons they will be teaching the following week. Decide who is responsible for resourcing each subject. Regular analysis of year group data, setting/revising targets to ensure interventions are effective. Regular moderation to ensure consistency across the year group.
- Ensure planning is talked through as a year team.
- Send weekly text to the office.
- Ensure planning is saved in the correct place.
- Home learning during planning time.
- Ensure all events within year group are on school calendar.
- Weekly release time for monitoring – if there are unavoidable reasons when this does not happen, monitoring should still happen at another point in the week.
- Work with the year team to ensure interventions are in place and being effective.
- Follow SMT monitoring timeline and give feedback
- Record monitoring on Teams.
- Attend SMT and disseminate any actions or information to team



- Support SLT as out of class member of staff when needed

Termly

- Ensure knowledge banks and topic overviews are reviewed, adapted and completed and sent to Head of School by date requested.
- Set date for topic showcase when completing medium term planning and share with Head of School for newsletter.
- Ensure resources for the following half term are ordered using school ordering system.
- Plan and organise trips following agreed trip protocol.
- Work with year team to write year group battle plan 3 times a year.
- Be aware of data deadline dates and ensure that data is on Insight.
- Once a half term, book scrutiny of foundation subjects to look at parity and consistency.
- Data analysis – identify children who need to be targeted (SMT termly meeting)

Other Areas of Responsibility at Penbridge School

- Maintain confidentiality inside and outside the workplace.
- Understand and apply Academy policies.
- Support Academy ethos and vision in the wider community.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Cedar Children’s Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business.
- This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use.
- Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust



policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the



post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Head of Year within Thinking Schools Academy Trust

Name:.....

Signed:

Date: