

CHEAM HIGH SCHOOL	
Job Title	YEAR LEADER (Y7-11)
Salary	TLR 2.2 (enhanced role available for experienced candidate TLR 2.3)
Line Manager	Attached Leadership member
General	(see separate document)
Specific	The Year Leader is responsible for supporting students in achieving their full potential and ensuring the effective management of the year group
Monitoring and advice	Monitoring, advising and supporting the work of the Year Manager including:
	<ul style="list-style-type: none"> Checking that weekly routine tasks are completed each week, referring to the attached leadership team member for guidance as needed
	<ul style="list-style-type: none"> Advising on investigative priorities or key actions to be given priority on occasions where there are a number of conflicting demands
	<ul style="list-style-type: none"> Checking that actions on delegated areas eg attendance or contact with specific parents/carers have successfully been concluded
	<ul style="list-style-type: none"> Jointly developing year activities or competitions to support and develop a year ethos, including tutors in this whole team approach (see later for tutor/ leadership points)
	<ul style="list-style-type: none"> Ensuring that general matters eg uniform, attendance, behaviour have consistent expectations and responses
Achievement and progress	Co-ordinating the academic achievement, progress, general welfare and discipline of students in the year by:
	<ul style="list-style-type: none"> Assisting the YM to identify, implement, monitor and evaluate support strategies for students following the scrutiny of academic tutoring to deal with underperformance and poor effort/progress
	<ul style="list-style-type: none"> Identifying students through IRIS and monitoring them by use of reports, categories, agreed actions as appropriate, updating students of concern sheets
	<ul style="list-style-type: none"> Monitoring the performance and social development of groups of students in the year group e.g. MAGT, PP, etc and referring for interventions as appropriate
	<ul style="list-style-type: none"> Taking responsibility for the good order and management of the Year Group by ensuring matters of discipline are dealt with expediently through high quality investigation, completion of any attendant sanctions and communication with home
	<ul style="list-style-type: none"> Taking responsibility, with the YM, for students in the Year Group ; i.e. attendance, punctuality, dress, attitude and response to the School, general morale and good behaviour
	<ul style="list-style-type: none"> Leading Year Assemblies, taking every opportunity to involve students and celebrate success including the holding of a celebration assembly at the end of each term
	<ul style="list-style-type: none"> Supporting the report process by assisting in the checking of reports as needed to ensure that the process is effective and that entries receive appropriate responses
	<ul style="list-style-type: none"> Monitoring Show My Homework through the tutor team
	<ul style="list-style-type: none"> Assisting with examinations and ensuring good behaviour during the examination period by: <ul style="list-style-type: none"> Supervising student at the start of the morning and afternoon sessions Dealing with behavioural issues as necessary Assisting the Deputy Head to facilitate re-sits or extra exam sessions as required
	Taking responsibility for students with emotional and behavioural difficulties by:

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Behaviour	<ul style="list-style-type: none"> Ensuring the identification, registering, assessing and monitoring of students with ongoing needs.
	<ul style="list-style-type: none"> With YM, ensuring any BIEPS or other strategy documents are written and reviewed with the parents/carers and student and records kept on the student file using behaviour categories as advised by the attached leadership member
	<ul style="list-style-type: none"> Liaising with parents/carers as appropriate
	<ul style="list-style-type: none"> Keeping staff informed of support strategies and progress
	<ul style="list-style-type: none"> Keeping the SENCO fully informed for students at School Support, or who have an EHCP and, through her, liaising with the Assistant Psychologist, Educational Psychologist or other sources to advice and support
	<ul style="list-style-type: none"> Identifying students who will benefit from input from BEST, PLUS provision and/or social intervention programmes
	<ul style="list-style-type: none"> Organising and leading Students of Concern meetings and pupil meetings for teachers
Child Protection	Supporting the implementation of the School's Child Protection (CP) policy and student welfare by:
	<ul style="list-style-type: none"> Being familiar with the School's CP policy and practices
	<ul style="list-style-type: none"> Ensuring familiarity with students' previous history with respect to CP or welfare concerns, using CPOMS access
	<ul style="list-style-type: none"> Advising the DSO/Deputy DSL of any welfare issues within the Year Group, recording these on CPOMS
	<ul style="list-style-type: none"> Conducting interviews with students/parents/carers along with the DSL/Deputy where welfare concerns have been raised
	<ul style="list-style-type: none"> Ensuring all welfare concerns and associated actions are recorded on CPOMS
	<ul style="list-style-type: none"> Liaising with MASH and/or Children's Services, as advised by the DSL/Deputy
Leading Tutors	Leading the team of tutors by monitoring, advising and supporting the work of tutors by:
	<ul style="list-style-type: none"> Promoting the ethos of the school within the Year Team, encouraging team work and fostering the school philosophy as detailed in its policies and procedures
	<ul style="list-style-type: none"> Promoting best practice in tutoring
	<ul style="list-style-type: none"> Carrying out tutor observations and pastoral walks to support professional development and improvement in standards
	<ul style="list-style-type: none"> Developing tutor group motivation and encouraging tutors to take an active leadership and development role as part of their work
	<ul style="list-style-type: none"> Communicating clear expectations for tutor group management such as Show My Homework, IRIS, use of tutor time and providing a timetable/source of activities for the week
	<ul style="list-style-type: none"> Providing advice and reference to IRIS and Show My Homework to inform parent/carer meetings and tutor reports
	<ul style="list-style-type: none"> Addressing issues of under-performance of a tutor
	<ul style="list-style-type: none"> Inducting new tutors
	<ul style="list-style-type: none"> Keeping an overview of the attendance registers through the work of the YM and EWO, looking at CPOMS, ensuring that they are completed in line with school procedures and DfE regulations.
	<ul style="list-style-type: none"> Arranging for the induction and monitoring of new students in liaison with the YM
	<ul style="list-style-type: none"> Chairing year meetings and briefings
Communication	Ensuring effective communication and liaison with parents/carers on academic and pastoral matters by:

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Communication and liaison with parents	<ul style="list-style-type: none"> Proactively contacting parents/carers where issues of concern arise
	<ul style="list-style-type: none"> Monitoring the year group email inbox each day
	<ul style="list-style-type: none"> Meeting students and parents/carers at school as necessary
	<ul style="list-style-type: none"> Replying as soon as is reasonably possible to parental enquiries
Liaison with staff and external agencies	Liaising with other staff and external agencies as follows:
	<ul style="list-style-type: none"> Overseeing the use of mentors for individuals such as students new to the school, underachievers, students needing emotional support
	<ul style="list-style-type: none"> BEST regarding students of concern
	<ul style="list-style-type: none"> The DSL/Deputy regarding any welfare concerns
	<ul style="list-style-type: none"> Other external agencies with respect to the year group, including individual referrals, reports, meetings and actions as necessary
	<ul style="list-style-type: none"> SENCo with regard to any concerns or to implement agreed actions
	<ul style="list-style-type: none"> TGAs or LSAs allocated to the year group for specific interventions or actions
	<ul style="list-style-type: none"> Key Stage Administrator as needed to allow effective use of year team resources
Other duties	
	<p>Keeping the Headteacher informed of relevant matters for the Year group and arranging for</p> <ul style="list-style-type: none"> students to be brought to members of leadership for relevant matters (after taking advice as needed from the attached leadership member)
	<p>Taking brief notes of all interviews and ensuring that all relevant information, including</p> <ul style="list-style-type: none"> information on incidents, welfare or court cases, is passed for filing in the student's file and is recorded on IRIS/CPOMS as appropriate
	<ul style="list-style-type: none"> Attending all relevant meetings, including the PLM, Students of Concern and student review meetings
	<p>Assisting with whole school discipline including proactively monitoring the year group</p> <ul style="list-style-type: none"> before school, during lesson time and social times as well as the promotion of activities to support those for whom unstructured social time can be problematic
	<ul style="list-style-type: none"> Assisting with the organisation of any parental/student evening or special event for the year group, informing tutors of procedures as necessary and attending the event.
	<ul style="list-style-type: none"> Taking part in school self-evaluation procedures as requested, including:
	<ul style="list-style-type: none"> Completion of the relevant aspects of the pastoral review (PaSTR)
	<ul style="list-style-type: none"> Through observation, contribute to the evaluation of standards of tutoring
	<p>Moving up with the year group OR transferring to another year group as required, taking a role in the induction process in the case of Year 6, or preparing for an unknown year group by ensuring familiarity with individual students' records</p>
	<ul style="list-style-type: none"> Assisting the Leadership Group and the Pastoral Support as reasonably requested

Date: Sept 2022