

Job Description

Job title	Year Leader
Salary Scale	TLR 1
Responsible to	Senior Leader
Purpose of Role	<ul style="list-style-type: none">• To promote the best interests of all students in one year group.• To develop a clear vision for the year group and be responsible for the development, delivery and evaluation of a year based action plan.• To be responsible for tracking and monitoring students' academic and personal development progress.• To be accountable for researching, leading and co-ordinating year based intervention strategies; monitoring and evaluating the impact of year based interventions.• To lead on year based guidance and events (including assessment events) and be responsible for communication with parents, students, staff and other stakeholders.• To lead and line manage a team of tutors• To develop and lead the year group's SMSC programme and deliver assemblies.• To be jointly accountable for standards of attendance, punctuality, behaviour and uniform standards across the year group with the PSW.

In addition to carrying out the duties of a School Teacher as set out in the School Teacher's Pay Conditions Document, the Year Leader at Elthorne Park High School will have these responsibilities:

Duties and Responsibilities

1. To use data effectively to identify students who are underachieving and create and implement plans of action to address under achievement.
2. To report regularly (academic progress and personal development indicators) on year group standards and actions being taken to address student under performance.
3. To lead on all Year specific programmes and initiatives that relate to the curriculum, PLTS and teaching and learning.
4. Work closely with the SENCO and other inclusion staff to ensure that individual learning needs are met for all students.
5. To research, develop and lead on relevant intervention strategies to ensure all students achieve their full potential; evaluate the impact of interventions delivered.
6. To organise and lead on guidance & assessment events for parents, students and staff.
7. To lead on monitoring the tutor team and PSW and ensure that guidance and pastoral care is delivered to the highest standard.

8. To develop an effective SMSC programme and liaise closely with the PSHCE co-ordinator to ensure the programme meets student's development needs.
9. To ensure the consistent implementation of all school policies and procedures, that relate to students in the year group.
10. To be responsible for the development, implementation and evaluation of the year group's annual improvement plan.
11. To take a lead role in the professional development of your tutors and PSW and support with staff recruitment.
12. To lead on the organisation of workshops, residential, Year related trips and other Year related activities.
13. To be a key participant in whole school policy development.

Monitoring and Evaluation of Student Progress

14. To be responsible for tracking and monitoring student progress using pastoral and data.
15. To lead on and liaise on interventions for under achieving students and monitor and evaluate their impact
16. To liaise with subject leaders to implement strategies to address under performance and monitor & evaluate their impact

Joint accountability with Pastoral Leader:

17. To be accountable for attendance, punctuality, behaviour and uniform standards across the year group.
18. To be responsible for the development and organisation of a year based extra-curricular activities and community engagement programme.
19. To be responsible for the safeguarding and welfare of students in the year group. To lead on liaison and communication with staff, parent /carers and external agencies regarding the welfare and progress of individual students.

Other

1. To act as a role model to students in respect of dress, attendance and punctuality and general conduct.
2. To undertake any duties as may reasonably be required by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Selection Criteria / Person Specification

	Standard
Education and Training	<ol style="list-style-type: none"> 1. Graduate with a minimum of 3 years' recent experience in a secondary school 2. Qualified Teacher Learning Status
Experience	<ol style="list-style-type: none"> 3. Successful leadership experience would be an advantage. 4. Successful experience of organising, developing and motivating staff. 5. Evidence of motivating young people that has proved successful. 6. Experience of raising standards in a pastoral or academic role would be an advantage.
Leadership and Management	<ol style="list-style-type: none"> 7. Able to inspire, challenge, motivate and empower staff to carry the school's vision forward 8. Able to use data to evaluate the performance of students
Personal Qualities	<ol style="list-style-type: none"> 9. Clarity of vision and be a strategic thinker 10. A strong moral purpose and drive for improvement 11. Good time management skills 12. An excellent record of attendance 13. Ability to communicate effectively with a variety of stakeholders both verbally and in writing. 14. Knowledge of latest research in relation to pastoral matters, pastoral intervention and closing the GAP for under achieving students. 15. Effective organisational skills and an ability to work under pressure. 16. Ability to lead monitor, manage and develop a team of tutors and lead on CPD to develop them professionally. 17. Ability to form good working relationships with students, staff, parents, governors and outside agencies. 18. Ability to develop the Social, Moral, Spiritual and Cultural development of students and lead on an engaging tutor time programme, assembly and pastoral programme. 19. Ability to lead on, co-ordinate student Interventions and evaluate their impact. 20. Ability to effectively lead on strategies that support students and their families with identified behaviour or attendance concerns. 21. Ability to develop and lead on extra-curricular activities and community links programmes that are accessible to all students. 22. Knowledge of appropriate systems of monitoring student progress of learning, and their personal and social development. 23. Sound knowledge and understanding of safeguarding and child protection procedures. 24. Knowledge of recent initiatives and research developments that relate to student progress, behaviour and safety, pastoral leadership and the role of Year Leader.