



JOB DESCRIPTION

Year Leader

Post Title:	Non-teaching Year Leader
Hours:	39 hours per week, term time only plus 1 TE Day
Line Manager:	Assistant Headteacher (Pastoral)
Salary:	Scale SO2 (26-28)

Main Purpose of the Role

The post holder will promote, lead and nurture the ethos of an inclusive and comprehensive school where all students are equally valued and supported. They will provide strategic and day-to-day leadership of one Year Group within a supportive whole-school pastoral system and will share collective responsibility for the welfare, safeguarding, behaviour and attendance of all students throughout the school day. Working closely with senior leaders, staff, parents and external agencies, the post holder will play a central role in removing barriers to learning and supporting students to flourish academically, socially and emotionally.

Key Responsibilities

Pastoral Care and Safeguarding

Lead and manage the delivery of high-quality pastoral care for one designated Year Group

Promote and safeguard the welfare of all students, with direct responsibility for students in the Year Group

Act as Deputy Designated Safeguarding Lead (DDSL), undertaking required safeguarding training and supporting the DSL

Identify factors that may affect student health, safety or wellbeing and support SLT in developing and implementing strategies to address these

Liaise with external agencies and attend relevant meetings as required

Maintain appropriate First Aid training and provide First Aid support when necessary

Attendance

Monitor and track attendance of students within the Year Group

Lead and contribute to strategies and interventions to improve attendance in line with school targets

Work collaboratively with SLT and pastoral staff to tackle persistent absence and punctuality concerns

Behaviour Management

Provide collective leadership, alongside SLT, Faculty and Subject Leaders, in the management of student behaviour

Lead and support strategies to prevent, address and challenge harmful or inappropriate behaviour

Implement behaviour and attendance programmes across the Year Group in line with school policy

Use data effectively to monitor behaviour trends and target support

Student Support and Inclusion

Work closely with the SENCo and relevant staff to support students' academic progress and wellbeing

Support interventions that remove barriers to learning and promote inclusion and engagement

Use pastoral and academic data to inform timely and effective support for students

Liaison with Parents and Carers

Act as the primary point of contact for parents and carers of students in the Year Group

Ensure parents receive clear, timely and appropriate information regarding their child

Attend Parent Consultation Evenings and meet with parents as required

Administration and Organisation

Maintain accurate and up-to-date student records and pastoral information for the Year Group

Contribute to the planning, organisation and staffing of pastoral and calendared events, including Parent Consultation Evenings

Assist with the administration of school rewards systems

Provide references for students as required

Professional Responsibilities

Undertake additional duties, training or working hours appropriate to the role as required

Maintain ongoing professional development to meet the evolving demands of the post

General

The post holder may be required to undertake additional duties appropriate to the role as directed by the Headteacher.

This job description will be reviewed regularly and may be amended in consultation with the post holder.