

JOB DESCRIPTION

Year Leader - The Minster School

Salary and Hours

Salary: NJC Salary Scale – Grade 5 – Scale Points 15 to 22.
Salary will be pro-rated based on the number of hours and weeks worked per year

Hours: 37 hours per week – Term Time Only

Daily Direction from: Head of Key Stage

Note: **All Support Staff are managed overall by the School Business Manager**

Purpose

Within this role the post holder will be expected to:

- establish high standards of achievement, behaviour and attendance and to create a positive year identity;
- support the welfare of individual students within particular year group;
- actively promote the school ethos and expectations across the year group;
- embed the virtues of The Minster School in students, supporting them to engage with learning.

Specific duties and responsibilities

General

- To support with behavior, attendance and welfare issues relating to assigned year group.
- To help remove welfare barriers to learning, enabling students to make at least expected progress.
- Support vulnerable learners to make good progress, including:
 - Pupil premium students;
 - Looked after children;
 - Young carers;
 - Persistent non-attenders
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- To enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour.
- To be proactive in supporting the school behaviour system by being a strong presence in corridors at lesson changeovers, break times, end of lunchtimes, end of the school day.
- To liaise with tutors on issues of a pastoral nature, including supporting tutor meetings, pastoral briefings and updating key information to tutors as appropriate.
- Implement individual action plans to ensure students access lessons and learning, helping them to meet expectations of teachers.
- To review behaviour incidents daily and ensure further investigation and action is taken as appropriate.
- To ensure rewards are issued and collated for assigned year group.
- To take up duties related to on call and staffing of isolation.

- To work as part of the team of Year Leaders sharing duties and information as appropriate.
- To actively use SIMs, CPOMS and other school systems to ensure incidents and actions are logged and recorded.
- To liaise with outside agencies and attend meetings as appropriate.
- To attend meetings and reviews as necessary, contacting parents as required.
- To build relationships with parents and resolve issues, liaising with external agencies as directed.
- To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing difficulties.
- To complete the safeguarding officer training and be a proactive member of the school safeguarding team
- To attend meetings with external agencies in relation to children from your assigned year group.
- To support transition events and evenings from KS2 to 3, KS3 to 4 and KS4 to 5 as directed by the Head of Key Stage.

Quality Assurance and standards

- To set a good example in terms of dress, punctuality and attendance.
- To be professional when dealing with visitors, staff, students, outside agencies.
- To attend team and staff meetings as required.
- To be proactive in matters relating to health and safety.
- To implement and promote the school's policies and procedures relating to all areas of employment and service delivery.

Additional duties

- To play a full part in the life of the Minster Learning Alliance, to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in induction training, staff review processes and professional development opportunities.
- To train as a first aider and administer emergency first aid to students as necessary.
- To train and act as a designated safeguarding officer in school.
- To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Head Teacher.

Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
 - This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.
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Signed: _____ Member of Staff

Date: _____

Signed: _____ Head Teacher

Date: _____