



Job Outline

Year Leader

Responsible to:	Director for Behaviour
Salary Grade:	TLR2B
Full time/Part time:	Full time
Start date:	June/September 2024

Job Purpose

The professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all main scale posts. In addition, the requirements of the post of Year Leader at St Helena School, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder set out below.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools

Key Accountabilities and Responsibilities

Teaching and Learning

- To raise the standards of student attainment and achievement within the year group establishing high standards.
- To monitor and be accountable for the outcomes of each student's learning within the year group.
- To use available data to identify students in the year group who are underachieving and implement and monitor the impact of measures to address this.
- To liaise with Team Leaders regarding curriculum delivery and the effective grouping of students.
- To lead the year team in planning activities for Form Time, ensuring that all students are occupied in a meaningful manner. To monitor the effectiveness of this.

Student Development

- To create and promote a positive ethos within the year group.
- To monitor and support the behaviour of members of the year group and use available data to intervene as necessary.

Leadership and Management of Staff

- To lead and manage a team of tutors and be responsible for organising and monitoring the work of the tutor team.

Other Duties

- To liaise with the Attendance Officer to monitor the attendance and punctuality of students in the year group.
- To ensure the smooth transition of new entrants into the year group.
- To communicate with parents with regard to the progress of students in the year group.
- To organise Parents' Evenings and other events (e.g Curriculum Information Evenings) for the year group.
- To lead the year team in celebrating successes of members of the year group and monitor the use of the Rewards System.
- To lead year team meetings and professional development sessions.
- To lead year group assemblies as required.

Health and Safety

- To ensure the health and safety of staff and students while in your area.

Safeguarding

Fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals,
- Take responsibility as the designated professional lead for Safeguarding,
- Operating safe recruitment practices,
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and review practice.
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

Additional Duties

To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.

To carry out such other duties which may be required from time to time, within the grading of the post.

Professional Standards

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the school.

- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
- To maintain an appropriate and professional distance with students in more informal situations.
- Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context.
- To celebrate and praise the achievements of staff and students.
- To deal with students in a manner which conveys mutual respect.
- Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.
- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/ or COO and will be reviewed annually.