

Wootton Academy Trust

Year Leader

Job Description

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose:	To lead a team of Form Tutors liaising with members of the Pastoral Team and Teaching and Learning Team to ensure that the Trust's vision, ethos and expectations are promoted and secured across the year group. Ensure that all pupils in the year group are kept safe and secure, and that all groups of pupils within the year group are making at least good progress.
Job Title	Year Leader
Location:	Wootton Upper School
Reporting Line:	Assistant Head (Behaviour and Attendance) → Deputy Head [Pastoral and Inclusion]
Line management responsibility for:	Team of Form Tutors
Principal Accountabilities/ Responsibilities	Lead a team of tutors to: • Create a climate of 'excellent' attitude and 'excellent' learning • Promote positive behaviour through the use of rewards. • Ensure effective delivery of PSHCE and SMSC • Review the full range of pupil data linked to progress and attitudes, making sure that all key groups of pupils are making at least good progress. • Communicate the vision and values of the Trust to pupils and parents. • Ensure all pupils fully understand their academic targets and make consistent progress towards achieving them. • Champion excellent attendance within the year group and secure improved attendance figures for the year group in line with the school improvement target. • Communicate and support the development of British Values across the cohort. • Create an aspirational culture within the year group. • Promote pupil leadership opportunities within the year group. • Use assessment data to analyse the progress of all pupils in the year group and hold Subject Leaders and Heads of Department to account for the progress of pupils, with specific focus on Pupil Premium children. Be proactive in communicating strategies of academic intervention where they have been successful or unsuccessful. Alert Senior Leadership of any groups which are making less than good progress and support Leaders in identifying strategies to address underperformance.

	Maintain close links with the Safeguarding Team on matters relating to the year group. Maintain an overview of CPOMS entries and act accordingly with the wider team to keep all pupils safe. Use pastoral & behavioural (SIMS, CPOMS, ClassCharts) data to analyse the progress of all pupils (individuals and sub-groups) in the Year group. Understand and respond to key data lines in respect of rewards and consequences ensuring effective usage of it. Take ownership of the learning experience of Looked After Children in the year group through leading Personal Education Plans (PEPs). Provide reports and documents as requested for both internal and external audiences, including monitoring reports, Early Help Assessments (EHA) and Team Around the Family (TAF). Oversee effective mid-year transition into the year group, and work with the transition team to ensure effective transition of the year group into and out of the school. Implement strategies for celebrating pupil achievement. Build positive relationships with parents, carers and others; developing a partnership and strong links between home and school which promotes learning. Ensure the smooth running of Parents' Afternoons/Evenings securing the participation of key groups (e.g. disadvantaged pupils). Identify the training needs of Form Tutors in the Year Team and lead weekly year briefings. Work with Trust staff to support best practice in achieving outstanding behaviour for learning and be proactive in communicating strategies for behaviour intervention where they have been successful or unsuccessful. Contribute to whole school policy-making and strategic planning. Align and develop pastoral development plans with the Trust's vision and objectives. Promote British Values, including tolerance; being vigilant and challenging extremist views expressed by visitors, pupils or anybody else at Wootton Upper School and away from the school, on school trips and visits. Maintain confidentiality at all times in respect of Trust related matters and to prevent disclosure of confidential and sensitive information. To be responsible for following health and safety requirements in line with Trust policy and procedures. Undertake further training as required for your areas of responsibility. Undertake any other duties of a similar level and responsibility as may be required.
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Year Leader Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications	Graduate PGCE/QTS	Pastoral qualifications or extensive relevant pastoral CPD. Postgraduate Qualification.
Experience	Experience of working with relevant external agencies. Experience of liaising and supporting parents and carers. Experience of supporting pupils with behaviour related issues. Experience as a leader of young people in a pastoral setting.	Experience of writing EHAs. Experience of making contributions to EHCP's. Experience of writing references and reports on pupils for external agencies.
Knowledge & Skills	Ability to form sound relationships with colleagues and the wider school community. Knowledge of difficult issues that can impact on pupils' behaviour for learning. Understanding and empathy for the inclusion agenda. Knowledge of a range of support strategies. Ability to interpret data and plan appropriate actions based on it. Well organised, efficient and highly motivated with an ability to prioritise your own workload. The ability to work collaboratively with others as part of a team. Organised with effective planning and time-management skills. Confident public speaker.	Knowledge of strategies which secure excellent attendance for pupils whose attendance is a cause for concern.
Personal competencies and qualities	An authoritative figure-head who can provide a role model for pupils, staff and parents/careers. To be supportive, understanding and flexible. To have a passion for "making a difference" and ensuring pupil life opportunities are enhanced. Possess personal warmth and be able to gain the confidence of pupils and parents, demonstrating the ability to create a positive rapport with pupils and a safe environment within which pupils flourish. Willingness to be flexible and to meet the needs of the Wootton Academy Trust.	