

## Job Description

<b>Post Title:</b>	Year Leader
<b>Grade:</b>	9
<b>Reports To:</b>	Senior Pastoral Leader
<b>Responsible For:</b>	n/a

<b>Overall purpose of job:</b>	
Provide pastoral and academic support to a designated year group, ensuring good behaviour, attendance and attitudes to learning within the year, and supporting colleagues and SLT in measuring the achievement of pupils in the year group.	
<b>Main duties and responsibilities:</b>	
1.	Work with the Senior Leadership Team and other staff to support pupils in fulfilling their academic potential
2.	Work with colleagues in school and with external agencies, including Children's Social Care, Youth Offending Team, North Yorkshire Police, York Teaching Hospitals Trust and others, to support the attendance, pastoral care, health, welfare and personal development of pupils
3.	Work with colleagues to promote good discipline and attendance
4.	Be responsible for the effective use of daily tutor time in conjunction with the Senior Pastoral Leader
5.	Develop effective working relationships with families and carers
6.	Contribute to the annual reports and parental consultation evenings for the year group
7.	Deliver assemblies on relevant topics across all year groups
8.	Keep accurate and timely records relating to the year group, including utilising school systems such as SIMS and CPOMS in an appropriate and effective manner
9.	Organise events, which may include domestic and international educational visits, Transition for KS2/3 and KS4/5, careers events including work experience, and reward based events
10.	Undertake daily lunchtime duty
11.	Support colleagues in the coordination of PSHCE 'collapsed timetable' days

12.	Support the learning of specific pupils in the year group by delivering short-term, targeted interventions
13.	Lead on and work with other colleagues in the preparation and delivery of a wide range of intervention activities focussed on the learning and behaviour of key target groups of pupils
14.	Support with and deliver extracurricular activities
15.	Support the Inclusion Department in implementing strategies to support the special educational needs of pupils
16.	Plan, coordinate and deliver a tutor time programme appropriate for all pupils in the year
17.	Analyse and monitor data, referrals and behaviours of pupils and feedback from a wide range of professionals as well as parents and carers
18.	Work with outside agencies to develop personalised programmes of learning for specific pupils as and when required, including extra curricular activities and wider opportunities
19.	Respond to urgent and serious concerns relating to child protection, safeguarding and criminal activity
20.	Support families in their domestic and social situations, including signposting to other agencies
21.	Undertake daily call out as part of the whole school rota and manage the school's Reflection Room during assigned periods of the school day
<b>General:</b>	
1.	Uphold professional standards for the role, and follow all school and Trust policies and procedures.
2.	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3.	Participate in performance management and take part in appropriate training and development activities.
4.	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5.	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

All points are essential unless otherwise specified

<b>Qualifications</b>	
1.	Good honours degree, or equivalent
2.	Excellent literacy and numeracy skills with Level 2 numeracy and literacy qualifications or equivalent
3.	<i>Further qualifications relevant to the role, e.g. social work qualification, advanced safeguarding qualification, etc. (desirable)</i>
<b>Experience</b>	
1.	Substantial experience of working with pupils/young people in a school or educational environment
2.	Experience of working with multi-disciplinary teams
3.	Experience of participating fully in creatively planned intervention programmes for children with emotional and behaviour difficulties
<b>Skills/Knowledge/Abilities</b>	
1.	Excellent presentation skills, with the ability to use a range of effective techniques to present to large groups of pupils on a regular basis
2.	Knowledge of relevant training strategies (e.g. literacy, numeracy, KS3)
3.	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software
4.	Knowledge of the National Curriculum at Key Stage 3 and 4 and of appropriate pathways throughout school and post 16
5.	Knowledge of normal child development and children's personal development needs
6.	Knowledge of the implications of common disabilities in children for school and families of pupils
7.	Knowledge of developmental progression in the emotional curriculum
8.	Knowledge and experience of implementing strategies which promote good behaviour and discipline
9.	Relevant knowledge of first aid

10.	Excellent interpersonal and communication skills, including the ability to communicate to a wide variety of audiences, including pupils, parents/carers, colleagues, the police and other external agencies
<b>Personal Attributes</b>	
1.	Ability to organise, lead and motivate people, with demonstrable professional credibility with a range of stakeholders
2.	Ability to self evaluate learning needs and actively seek learning opportunities
3.	Excellent personal organisation and a track record of timely delivery of tasks and projects, with a solution-focused approach to problems and competing priorities
4.	Ability to work both independently and collaboratively
<b>Safeguarding</b>	
1.	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2.	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3.	Satisfactory Enhanced DBS check