

# Job Description



## Year Learning Leader

<b>School:</b>	Hadleigh High School
<b>Reports to:</b>	Headteacher through Leadership Team
<b>Salary/Grade:</b>	MPR – UPR & TLR 2b
<b>Hours/Weeks</b>	Full or Part Time
<b>Job Purpose:</b>	The professional duties of all teachers, 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 Learning Leader at Hadleigh High School, along with the particular duties expected of the post holder have been set out below.

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

- To raise standards of student attainment and achievement within the specified Year Group
- To monitor and support student progress within the specified year group;
- To be accountable for student progress and development within the specified Year Group;
- To lead and manage the effective implementation of the school behaviour management policy within the Year Group to ensure all students are able to learn;
- To develop and enhance the teaching practice of others;
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for tutor time for students studying within the Year Group in accordance with the aims of the school and the policies determined by the Governing Body of the school;
- To effectively manage and deploy form teachers within the specified Year Group. Acting as leading teacher and learner in the eyes of the year group and tutor team, modelling good teaching, positive relationships with students and a passion for learning;
- To challenge, monitor, target and support students' attitudes towards learning in all areas of school life;
- To specifically challenge, monitor, target and support student Attendance & Punctuality.

### Pastoral System

- To seek to know all students in the year group and be accepted with the Form Tutor as a reference point for them;
- To enhance, support and monitor the overall development of students within the Year Group;
- To monitor and support the progress, attainment and behaviour for learning of all students within the Year Group in relation to prior attainment and targets set for each individual, ensuring that progression is made and that appropriate action/intervention is taken where necessary;
- To promote excellent attendance ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary;
- To lead and support a team of Form Teachers to effectively carry out the duties associated with that role as outlined in the generic job description;
- To monitor the quality of the pastoral work delivered by the Form tutors;
- To chair and lead weekly pastoral briefing for the specified year group and other year team meetings;
- To be responsible for behaviour management policy & practice being implemented across the Year Group so that effective learning can take place;
- To establish a team ethos of support, challenge and development for all students;
- To build strong home – school links and ensuring excellent communication;
- To attend and organise weekly assemblies for the specified year group in accordance with the published rota (subject to the provisions of the Education Act 1944 in not being compelled to participate in any forms of worship);

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- To work with the career's coordinator, Connexions and other agencies to provide the best possible guidance on progression for the year group;
- To attend re-admission meetings;
- To lead on parents' evenings and reports;
- To manage rewards, merits and sanctions within a Year Group;
- To assist with transfer of students from/to other schools.

## **Standards and Quality Assurance**

- Support the aims and ethos of Hadleigh High School
- Attend Open and Information Evenings as required by the Headteacher within the agreed school's time budget allocation
- To take part in the school's Performance Management scheme
- Attend appropriate meetings and professional development training with the agreed school's time budget allocation
- To inform Headteacher of concerns that may affect Health & Safety of school population
- To implement all agreed school policies
- Contribute to the school's programme of self-evaluation
- Set a good example in terms of dress, punctuality and attendance
- Uphold the school's behaviour code and uniform regulations
- Attend team and staff meetings

## **Professional Behaviour**

- 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 parents/carers and others visiting or making contact with the Trust.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the Trust.
- To maintain an appropriate and professional distance with students in more informal situations.
- To celebrate and praise the achievements of staff and students.
- To deal with everyone in the Trust community in a manner which conveys mutual respect.
- Not to behave towards anyone in the Trust community in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

## **Miscellaneous**

- 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 Trust's Health & Safety policy and undertake risk assessments as appropriate.

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- 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.

***South Suffolk Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.