

Job Description

Job title:	Year Team Leader	Contract Type:	Full time, Permanent
Responsible To:	Director of Learning	Grade & Spine Point:	MPS £38,766 - £50,288 USP £55,415 - £60,092 + TLR 1A £9,782
Location:	St Paul's Way Secondary		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach - educating from nursery to university and beyond - to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

1. To provide support for learners who may have social, physical and emotional needs. This will include students currently on role and those arriving: Mid Phase Admissions and Managed Moves (FAP)
2. To respond quickly and professionally to possibly unexpected events and have a flexible approach to the delivery of work.

MAIN RESPONSIBILITIES

1. To oversee the progress of all students in the year group.
2. To analyse and interpret a range of data pertinent to the cohort, in order to monitor attainment, progress, behaviour, rewards, attendance and punctuality.
3. To use a variety of data for the cohort in order to identify underperformance and to make referrals (to Faculties, AEN etc. as required).
4. To coordinate intervention and enhancement strategies for targeted groups of students.
5. To have a knowledge and understanding of all of the different groups of students within the cohort (G&T, SEN, LAC, underachievers, poor attenders etc.) in order to be able to monitor progress and plan appropriate interventions.
6. To monitor the use of rewards and sanctions for the cohort, liaising with Heads of Faculty where issues arise.
7. To monitor homework and use of school planners.
8. To promote the development of literacy across the year group.
9. To plan and run information sessions for parents according to the need of the cohort.
10. To be a positive interface with the school for parents.
11. Oversight of new admissions to the year group and the associated induction programme for each new student.
12. To lead on a wide range of ways to celebrate the achievements of the year group throughout the year.
13. To lead on the planning and running of year group assemblies each week.
14. To have oversight of the strategic deployment of year allocated support staff.
15. To participate in Year Inclusion meetings.
16. To have an involvement in the additional monitoring of students with EHAs and PSPs.
17. To participate in effective liaison with both internal and external agencies.
18. To have oversight of the role of the form tutors for the cohort, including identifying training needs.
19. To lead and chair Year Team meetings, setting the agenda and recording the minutes.
20. Year Team Leaders will work under the leadership of the Key Stage Coordinator.

ADDITIONAL REQUIREMENTS

1. The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
2. Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
3. The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
4. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
5. Complete any training required to improve performance and take part in the school performance management systems (where relevant).
6. Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

EQUALITY AND DIVERSITY

1. The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

HEALTH AND SAFETY

1. The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

SAFEGUARDING

1. Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school
2. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

QUALIFICATION CRITERIA

1. A fully qualified teacher with evidence of QTS for secondary teaching
2. Qualified to at least degree level in subject area and/or good A Levels or equivalent
3. Qualified to teach and work in the UK

JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by: Trust Leader

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

Signed by (Post holder)

Signed by (Trust Leader)

Person Specification

Year Team Leader

Knowledge and Experience	Essential	Desirable
• Ability to plan for and achieve rapid improvement	✓	
• Current statutory and educational developments in relation to the post, including the Every Child Matters Agenda and the SEN code of practice	✓	
• Understanding of PSP and EHAS processes	✓	
• Critical understanding of the most effective teaching, learning and behaviour management strategies	✓	
• Confident understanding of the role of assessment and AfL in securing pupil progress	✓	
• Pupil progress data and how to use it to secure school improvement	✓	
• Understanding of sound financial planning and best value practice	✓	
• Working widely across the age and ability range at Key Stages 3, 4 & 5	✓	
• Recent and relevant experience of teaching at Key Stage 5, or willingness to develop this	✓	
• Knowledge of intervention strategies that can be used effectively at Key Stages 3, 4 and 5 to address under-performance	✓	
• Track record of raising standards in a leadership role, either at subject or at year level	✓	

Skills and abilities	Essential	Desirable
• Ability to plan for and achieve rapid improvement	✓	
• Ability to plan for medium and long-term sustainability	✓	
• Ability to adapt priorities to whole school improvement agenda	✓	
• High level communication, organisation and record keeping skills, including ability to use data to track students' progress	✓	
• Ability to lead and manage a team of colleagues, including other middle leaders	✓	
• Excellent interpersonal skills	✓	
• Monitoring, evaluation review	✓	
• Ability to contribute effectively to the Achievement and Standards team at SPWTS	✓	

<ul style="list-style-type: none"> Up to date knowledge of recent school improvement initiatives, such as those driven by the National Strategy 	✓	
<ul style="list-style-type: none"> Extensive knowledge on matters concerning equality, inclusion and diversity in teaching 	✓	

Other	Essential	Desirable
<ul style="list-style-type: none"> Qualified to teach and work in the UK (QTS) 	✓	
<ul style="list-style-type: none"> Record of excellent classroom practice 	✓	
<ul style="list-style-type: none"> Evidence of continuing programme of appropriate professional development 	✓	
<ul style="list-style-type: none"> Commitment to equality of opportunity and the safeguarding and welfare of all students 	✓	
<ul style="list-style-type: none"> This post is subject to an enhanced Disclosure & Barring Service check 	✓	