**THE GRANGE SCHOOL**



**Year Team Leader**

**Job Description**

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**YEAR TEAM LEADER**

The co-ordination and leadership of learning within half a year group is at the centre of the Year Team Leaderrole.

The Year Team Leader and their teams operate at the centre of the school to support learning and to give students the confidence to be ambitious and to succeed.

The Year Team Leader will have primary role as teacher of a subject within The Grange School with additional responsibilities explained below.

**Responsible to**: Key Stage Leader & Deputy Headteacher (Pastoral).

**JOB PURPOSE**

* To ensure the well-being of students and staff.
* To ensure that the focus of the pastoral system is on raising achievement.
* To proactively track students’ progress and learning.
* To be ambitious for every student and to raise individual aspirations.
* To support, hold accountable, develop and lead a team of tutors.
* To work with other middle leaders and members of staff in school to support students’ academic progress and pastoral matters.
* To work with outside agencies to support students’ pastoral needs.

**KEY RESPONSIBILITIES**

* To nurture a team spirit and year group ethos, setting and maintaining high expectations and standards. Promoting and maintaining a positive climate for learning.
* To forge strong links between home and school to create a dynamic and supportive relationship.
* To support the development of a meaningful and dynamic curriculum which supports learning and empowers students for life beyond school.
* To have a commitment to an extra-curricular programme, which supports both the academic and cultural life of the school.
* To build a strong and supportive team of tutors based on excellent communication and shared good practice.
* To make a major contribution to the main aim and purpose of the school that places learning at the centre.
* To work closely with other members of pastoral staff including; Attendance Officer, Behaviour Mentors, Pastoral Support Assistants, Safeguarding Leads, SENCO and EAL staff.

**DUTIES**

**Student Well Being**

* To establish and promote good relationships with every student within the year.
* To promote and develop a close partnership with parents/carers.
* To encourage participation in the Year and School Council and organise tutor group representatives to contribute to the development and the direction of The Grange School.
* Co-ordinating the work of student learning mentors, school buddies or prefects across the school.
* To liaise with external agencies to support students.
* To work with other Year Team Leaders in developing an effective programme of assemblies and extra-curricular activities.
* Liaising with the Support for Learning Department to co-ordinate and organise the individual learning, counselling, welfare and discipline of identified individual students.
* Organising the induction programme for students new to the school, including placing students into forms and monitoring individual student’s progress during the induction period into the school.
* Contributing to the evaluation and planning of Enrichment activities.
* To jointly produce a termly year team pastoral report.

**Student Progress**

* To establish systems to monitor individual student progress.
* To respond creatively to identified student needs.
* To co-ordinate all communications with parents, including parents’ evenings.
* To maintain a comprehensive and up-to-date student file on each student, containing records of achievements, sanctions, contacts with parents, etc.
* To support tutors in the use of school’s attainment data to evaluate student progress and respond accordingly.
* Identifying and supporting students who are under achieving across the curriculum.
* Identifying and supporting students who are under achieving in particular subject areas.

**Student Behaviour and Attendance**

* To ensure the school’s Behaviour Policy is fully supported and implemented across the year group.
* To monitor and analyse student behaviour data, identifying areas of concern and taking appropriate courses of action to support students.
* To ensure the school’s Anti Bullying policy is fully supported and implemented across the year group.
* To actively monitor the system of rewards and sanctions.
* To actively promote and participate in the introduction and development of “Restorative Justice” across the year group.
* Implementing individual support systems including Personal Support Plans (PSPs) and Individual Behaviour Plans (IBPs) for students in the year group.
* Implementing the school’s policy and procedures with regard to Internal and External exclusions, including the reintegration of students back into school following exclusion.

**Staff Management**

* To develop systems of communication which enhance the effectiveness of staff and students
* To establish, with other Year Team Leaders, a pattern of social events designed to place the school at the heart of the community and enrich the experiences of the students
* To ensure that Form Tutor teams fulfil their administrative duties, e.g. registration, attendance, homework, and uniform checks etc. in line with school policy
* To organise calendared events throughout the year that relate to the year group.
* To joint chair the meeting of the Year Team Tutors. This meeting will include at least one member from the Support for Learning Department.
* To support tutors in their tasks when necessary.

**Additional Responsibilities**

* To attend pastoral meetings and share good practice.
* To plan and deliver assemblies.
* Monitoring of and contributing to the evaluation and evidence for school self-evaluation.
* Contributing to the management of the key stage budget allocation, ensuring it is spent in line with learning priorities and staff training needs.
* Attending professional development training as necessary and sharing knowledge and

good practice within the year team.