



## JOB SPECIFICATION

### Year Leader

**Line Manager: Assistant Principal, Pastoral**

**Responsible to: Vice Principal (Inclusion)**

**Salary enhancement:** TLR 1 (c) Fringe

We are looking for an experienced leader who can inspire, stimulate and interest our students so that they can achieve their personal best in all aspects of school life with the support of a team of tutors. The ideal candidate will be confident at public speaking, promoting the positive ethos of the school, extending the warm welcome arrangements and encouraging parent participation in all aspects of school life.

Each Year Leader is responsible for a team of tutors and approximately 270 students. Year Leaders are also expected to know their year group well. They must be proactive and intervene constructively to ensure the well-being of their students and their on-going progression through the College. Year Leaders are in regular communication with parents and external agencies. They are often the focal point for dealing with difficult issues. It is vital that Year Leaders have a clear understanding of both College policies and legal frameworks so that all students can be dealt with fairly, appropriately and consistently. **It is expected that Year Leaders will have a visible presence around The College, and will be someone who students see as a role model.**

#### **Aim and main purpose of the job**

To support, hold accountable and develop a team of tutors focusing on high standards of social, personal and academic development of students so that:

- The large majority (90%+) of students in KS3 make at least 4 sub-levels of progress per year, i.e. 3 sub-levels of progress
- 40% of students, from most starting points, make 4 sub-levels of progress. For students starting on level 5, 50% make 4 sub-levels of progress
- 90% of all students meet attainment targets

#### **General responsibilities:**

- To lead both the team of tutors and cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
- To manage both the people and resources associated with each year group.
- To monitor the quality of learning experienced by the year group, liaising with heads of departments and offering support and guidance where necessary.
- To promote the ethos of the school through leading high quality assemblies.
- To identify focus groups within your year team, monitor their progress and implement intervention strategies to maintain expected levels of achievement
- To be involved in observation of lessons and in tutor periods in your year group in order to recommend strategies to maintain student progress
- To have a strong visual presence around the school

- To share in supervisory duties according to the school's published rotas
- To keep up to date with school information, eg. the daily bulletin, staff handbook
- To adhere to school policy regarding parent response time
- To contribute to whole school developments and produce a year group Improvement Plan that reflects whole school priorities
- To promote extra-curricular provision to support and enhance student learning
- To carry out the professional duties of a teacher
- To fully support all aspects of safeguarding and equality of opportunity
- To be responsible for health and safety / risk assessment concerns within the year group
- To undertake any other duty as specified by SLT not mentioned in the above

#### **Academic Progress**

- To monitor the academic progress of the year group in order to secure and sustain effective learning, with particular reference to the proportion of students and groups of students making 3 and 4 sub-levels of progress
- To use assessment data such as CATs, SATs, MIDYS, KS2+KS3, to inform an analysis of individual student progress and collective progress across each tutor group and the year group as a whole.
- To have an overview of the range of barriers to learning that impacting on student progress, with reference to behaviour for learning, in and out of the classroom
- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department, with particular reference to the proportion of students and groups of students making 3 and 4 levels of progress
- To monitor the effectiveness of these interventions and report to SLT termly on the progress being made by students in the year group
- To liaise with key staff, including the SENCO, regarding all groups of students' achievement in the year group, with particular reference to the proportion of students and groups of students making 3 and 4 sub-levels of progress
- To report to the line manager on the progress of the year group and individuals, with particular reference to the proportion of students making 3 and 4 levels of progress
- To monitor the regular setting and quality of homework by managing the regular checking of planners and to monitor checks of stationery and uniform.

#### **Leadership and Management**

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.
- To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels. To liaise with the Attendance Officer in this respect.
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors.
- To support and develop the positive ethos of the school
- To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding.
- To set the agenda for tutor meetings which should include a development item.
- To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff INSET.
- To have an overview of all the different care and guidance for students' e.g. learning mentor, SENCO, teaching assistants, external agencies etc.
- To provide a link for parents, tutors, SENCO, teachers, Heads of Department, SLT and external agencies.
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
- To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events.
- To monitor student achievement, attendance and behaviour using Sims and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.

- To oversee students on report and make contact with parents when necessary.
- To play the leading role in the disciplining of students referring situations to the appropriate member of SLT when appropriate.
- To contribute to the management of key school events; for example induction, transfer arrangements, outings, extra-curricular and social events.
- To oversee rewards in the year group
- To lead half termly meetings with the Year Team
- To lead on key strategic areas affecting the relevant year group
- To maintain student case studies as directed by SLT and update on a half termly basis

#### **Administration**

- To organise and, through a team of tutors, implement a framework for daily tutorial activities. This includes both day to day administrative tasks (signing of planners, checking absences etc), delivery of PSHCE and year specific tasks (preparation for exams, options, learning conversations etc)
- To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities.
- To maintain individual student records as necessary and ensure that they are kept up to date.
- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting.
- To monitor the settling in of new students.
- To oversee the completion of progress checks as appropriate.
- To oversee the completion of school reports for the year group
- To work with form tutors to ensure appropriate follow-up to reporting procedures and to play an important part in the evaluation of reporting procedures.
- To have an involvement in policy development and decision making across the school.
- To write student references as required

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate. The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*