

### Job Description

<b>Job Title</b>	Year Leader
<b>Grade/Salary</b>	TL2B
<b>Reporting to</b>	Assistant Headteacher

#### **Job Purpose**

- To provide the strategic leadership of a designated year group in accordance with the aims and objectives of the school;
- To raise standards of pupil attainment, progress and attendance within the year group by effective monitoring and putting intervention strategies in place where needed to ensure excellent progress;
- To lead a team of form tutors in a year group to ensure consistent implementation of school procedures, transition strategies for students between phases of learning and support in raising students' aspirations and wider character development.

#### **Key Responsibilities and Accountabilities**

##### Leadership

- To provide the strategic leadership of a designated year group in accordance with the aims and objectives of the school;
- Facilitate leadership of designated year group, managing year group staff and students to ensure students make excellent academic progress.
- To be accountable for student attainment, progress and attendance for a year group;
- To liaise with SLOs, other year leaders, SLT, Curriculum Leaders and teachers to ensure that the year group makes strong academic progress;
- To lead a team of form tutors in a year group to ensure consistent implementation of school procedures, transition strategies for students between phases of learning and support in raising students' aspirations and wider character development;
- Lead the year group of form tutors, delivering high quality form tutor meetings;
- To provide support for students and staff by developing strategies to overcome barriers to learning.

##### School, ethos and culture

- To be a high visible presence around the school ensuring that the schools high standards are met;
- Act as a positive role model to staff and students, communicating the highest expectations of behavior, attendance and punctuality;
- To demonstrate a commitment to equality of opportunity for all members of the school community;

- Maintain the school culture and ethos that is committed to achievement for all;
- Implement and reinforce a consistent behavior for learning policy and system of rewards, characterized by consistent, orderly behavior and caring, and respectful relationships;
- Develop and maintain strong partnerships and ensure regular and productive communication with parents.

### **Curriculum**

- To co-ordinate form time curriculum provision for the year group and support with Deeper Learning days;
- To liaise with the appropriate members of staff to ensure the delivery of an inclusive curriculum for all students in their year group which allows all students to be successful;
- Organise and lead assemblies for their year group.

### **Teaching and Learning**

- To maintain a teaching timetable, role model outstanding teaching and set the standard for teaching in the year group;
- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets;
- To conduct 'learning walks' to assess the progress made by particular groups, individuals and offer effective feedback to drive progress;
- To identify strategies for raising the attainment of all pupils.

### **Assessment, Recording and Reporting**

- To support senior leaders in a robust implementation of the Achievement and Improvement cycle for a year group;
- Use regular assessments to monitor progress, set targets and respond accordingly to the results of such monitoring, including the performance of specific groups within the year group, especially disadvantaged students, or looked after children, and act accordingly;
- Assist in the target-setting process within the year group;
- To ensure the maintenance of accurate and up-to-date information concerning the year group within the schools MIS processes;
- To evaluate the performance data provided and take appropriate actions on issues arising;
- To monitor student achievement within the year group, working with staff and students to maximise potential by implementing quality interventions and measuring impact.

### **Responsibilities for People**

- To ensure that all staff (tutors, teachers and leaders) are familiar with the aims and objectives for the year group;
- To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders;
- To liaise as appropriate with partner schools, Higher Education Institutions, industrial links,

Examination Boards/Awarding Bodies and other relevant external bodies;

- To promote teamwork and to motivate staff to ensure effective working relations;
- To be responsible for the day-to-day management of form tutors in their year group.

### **Performance Management and Review**

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Policies and Procedures.

### **Core Responsibilities and Duties**

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required
- Be proactive in seeking appropriate advice and guidance where required.

### **Other Duties and Responsibilities**

- Promote high standards of personal professional conduct and integrity in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with Trust policies and procedures including child protection, financial regulations, health, safety and security, confidentiality and data protection;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Work effectively as part of a team and attend and participate in relevant meetings as required;
- Be flexible and willing to work between different sites across the Trust as required.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

### Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
Qualifications				
1.	Education to degree level or equivalent;	E	✓	
2.	QTS and GTC registered;	E	✓	
Experience and Knowledge				
3.	Evidence of continuous professional development;	E	✓	✓
4.	Experience of being a strong classroom practitioner and form tutor;	E	✓	✓
5.	Taking accountability for the success of an initiative;	E	✓	✓
6.	Experience of raising standards and performance of a significant cohort of young people;	D	✓	✓
7.	Leadership of a community project or an area of school development;	D	✓	✓
8.	Experience of leading a team;	D	✓	✓
9.	Experience of effectively contributing to a team;	E	✓	✓
10.	Experience of implementing strategies to remove barriers to learning for young people;	E	✓	✓
Abilities and Skills				
11.	Work effectively both as a leader and as a member of a team;	E	✓	✓
12.	Initiate, lead and manage change;	E	✓	✓
13.	Prioritise, plan and organise;	E	✓	✓
14.	Direct and co-ordinate the work of others;	E	✓	✓
15.	Set high standards and provide a role model for pupils and staff;	E	✓	✓
16.	Deal sensitively with people and resolve conflicts;	E	✓	✓
17.	Seek advice and support when necessary;	E	✓	✓
18.	Prioritise and manage own time effectively;	E	✓	✓
19.	A commitment to an open and collaborative style of management;	E	✓	✓
20.	Communicate the vision of the school in relation to the development of the local community;	E	✓	✓

21.	Negotiate and consult fairly and effectively;	E	✓	✓
22.	Build relationships with key stakeholders;	E	✓	✓
23.	Ability to communicate to a range of audiences;	E	✓	✓
24.	Chair meetings effectively;	E	✓	✓
25.	Communicate effectively orally and in writing to a range of audiences;	E	✓	✓
26.	Motivate all those involved in the delivery team;	D	✓	✓
27.	Liaise effectively with other organisations and agencies;	D	✓	✓
28.	Develop, maintain and use an effective network of contacts;	D	✓	✓
29.	Make decisions based on analysis, interpretation and understanding of relevant data and information;	E	✓	✓
30.	Demonstrate good judgement;	E	✓	✓
31.	Think creatively and imaginatively to anticipate, identify and solve problems;	D	✓	✓
32.	A commitment to inclusive education;	E	✓	✓
33.	Evident enjoyment in working with young people and their families;	E	✓	✓
34.	Empathy in relation to the needs of the school and the local community;	E	✓	✓
35.	Ability to inspire confidence in staff, pupils, parents and others;	E	✓	✓
36.	Adaptability to changing circumstances/new ideas;	E	✓	✓
37.	Reliability, integrity and stamina;	E	✓	✓
38.	Personal impact and presence;	E	✓	✓
39.	Work under pressure and to deadlines;	E	✓	✓
40.	Vision, imagination and creativity;	D	✓	✓
41.	A commitment to professional development.	D	✓	✓