



MAIN DUTIES & RESPONSIBILITIES:

In addition to the duties set out in the “School Teachers’ Pay and Conditions of Service” document and the job description for classroom teachers, this post carries the following responsibilities in the first instance:

- Provide high-quality pastoral leadership and management of year group tutors.
- Assist the Assistant Headteacher and Senior Leadership Team in the overall management and development of pastoral leadership.
- Use data (from Arbor and other sources) effectively to track and monitor the academic progress of students within the year group, and work with SLT and tutors to address underachievement and drive outstanding learning through clear action plans.
- Support the SENCO to ensure that support for SEND and EAL students is effective and appropriate.
- Ensure that accurate records of attendance and punctuality are maintained by all tutors in the team, and that clear strategies are implemented to support students in improving attendance and punctuality where concerns exist.
- Maintain high educational standards, enforcing the agreed school expectations concerning uniform, equipment, attendance, punctuality, and discipline within the year group.
- Patrol corridors and visit registration, PSHE, and other lessons regularly to ensure high standards of behaviour and learning throughout the school.
- Help drive the strategic vision of the school forward.
- Be highly visible during break and lunchtimes.
- Plan and lead assemblies and work closely with students in the year group to create a culture of aspiration, creativity, and character, in which students are active participants.
- Organise and lead year group events, such as parents’ evenings, ensuring excellent parental engagement and attendance.
- Build partnerships with external agencies such as social services, police liaison officers, volunteers, and companies to ensure exemplary support for students with specific needs and to provide high-quality enrichment opportunities for all.
- Work closely with the AHT to ensure their involvement in meetings with parents and students where appropriate.
- Set high expectations for student participation in enrichment activities and track involvement.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with the School policies.

OTHER DUTIES

- To be familiar with and adhere to all School Policies.
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety.
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents.
- To set a good example in terms of dress, punctuality and attendance.
- To participate in the School's arrangements for appraisal, professional development, meetings cycle, quality assurance and internal verification.
- Under the reasonable direction of the Head Teacher carry out the professional duties of a School teacher as set out in the current School Teachers' pay and Conditions Document (STPCD).

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to degree level in a relevant subject • Qualified to work and teach in the England. • Qualified Teacher Status 	<ul style="list-style-type: none"> • Further training and advancement of teaching skills. • Professional NCTL Courses • Post Graduate Study (Certificate, Diploma, Masters, etc) • Mini bus driving license • First Aider Certificate
Professional Qualities	<ul style="list-style-type: none"> • Work cooperatively as part of a team and deploy support staff effectively • High expectations and commitment to pupils achieving their full educational potential • Ability to inspire and motivate those around them • Substantial problem-solving ability • Ability to prioritise effectively and balance values with pragmatism • Intellectual curiosity • Strong commitment to inclusion • Create and maintain positive and supportive relationships with staff, pupils and parents 	<ul style="list-style-type: none"> • Extensive experience of working with children with significant barriers to learning • Know a range of approaches to assessment • Know when to draw on the expertise of colleagues • Know how to deliver effective personalised provision • Contribute to the wider life of the school

	<ul style="list-style-type: none"> • Reflect on and improve own practice • Commitment to professional development • Competent ICT Skills • Open and deep passion for education with a growth mindset and belief that every child can learn and achieve • Commitment to a set of values that places emotional health at the centre of the school's ethos and actions • A flexible and forward thinking attitude to challenge and adversity 	
Safeguarding	<ul style="list-style-type: none"> • A commitment to securing the safety and wellbeing of all pupils. • The successful applicant will have to undergo a DBS check and references will be required in line with our Child Protection and Safeguarding Policy 	<ul style="list-style-type: none"> • Experience of delivering a curriculum that incorporates safeguarding practice and themes