



Hamstead Hall Academy Trust

Job Description: Year Leader



Reports to:	SLT Link
Location:	Hamstead Hall Academy
Contract:	Permanent
Working Pattern:	Full time/ Term time only
Salary:	Support Staff Grade 4

The Role

- To oversee, monitor and implement the academy behaviour policy and procedures within the assigned year group
- Communicate and ensure the highest expectations of attendance and behaviour in the academy consistently
- To develop student character and habits in line with academy values and support them to make the right choices and understand the consequences of their actions
- To create educational opportunities that expand students' life choices and promotes social equity and mobility
- As Year Lead, you will contribute to the development of a strong, effective pastoral systems with an emphasis on promoting a culture of educational excellence, within a caring and secure environment
- You will lead support the raising of standards in the school by leading and delivering pastoral support to a year group of students; and within that year group by providing support to individual students and their families
- Ensure effective pastoral systems and procedures are consistently implemented
- To lead and develop a team of form tutors to a high quality of pastoral care is provided to every student through regular monitoring of the delivery of tutor programmes
- Contribute to the development of positive behaviour for learning across the academy
- Attend regular pastoral meetings

Job Purpose/ Main (core) duties

- Be the pastoral support for a cohort of students and lead regular assemblies
- Be responsible for managing and addressing the needs of students who need help to overcome barriers to learning in order to achieve their full potential whilst adopting a vulnerable first approach
- Be responsible for supporting the improvement of student punctuality, attendance and behaviour and student progress and attainment
- Analyse data and produce reports as required on student progress, attainment, attendance and behaviour and use this to inform planning of interventions and monitor their impact
- Liaise with appropriate personnel regarding support for student progress and wellbeing, e.g. school staff, parents/carers, external agencies, governors etc. as appropriate
- Foster effective relationships with the parents/carers of the students and communicate regularly with them both via phone calls and regular in person meetings
- Along with other Year/Pastoral Leads and senior staff, take responsibility for; student welfare, safeguarding, culture, attendance, and behaviour



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- To communicate effectively and work collaboratively with wider teams and colleagues within the academy including safeguarding leads, behaviour manager, attendance officer, SENCO, academy nurse etc. to ensure a holistic approach to pastoral support
- Contribute to effective transition from other schools ensuring the student well-being on entry
- Involvement in supervision of after school detentions as part of a wider team
- Effective and efficient investigations of incidences following academy processes and ensuring consideration of pupil voice and timely communication with parents/carers
- Support and implementation of rewards and sanctions across the academy including the planning and leading of regular rewards trips for exceptional behaviour and attendance
- Maintain and manage accurate student records including using online platforms such as BromCom and CPOMs
- Provide cover support for lessons when required

Line Manager

Year Leads will be responsible to the SLT link and to the Headteacher/ CEO.

Review

This job description may be subject to review and change to accommodate the changing needs of the Academy. This will follow consultation at the request of the Headteacher/CEO, line manager or postholder.

Personal Specification: Year Leader



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Qualification Criteria

- Qualified to work in the UK
- GCSE Grade c or above in Maths & English (*or equivalent*)
- Relevant first aid qualification (*desirable*)

Experience

- Experience of establishing effective, appropriate relationships with challenging young people, their families, stakeholders, and the wider community
- Experience in a position of or demonstrate the ability to lead others
- Effective behaviour management and experience in implementing and maintaining effective behaviour management strategies
- Excellent communication and interpersonal skills and the ability to maintain effective working relationships with others
- Knowledge or experience of a variety of intervention strategies both for individuals and target groups
- A robust awareness of keeping children safe, experience and knowledge of adhering to statutory guidance in relation to safeguarding practice and welfare concerns and taking appropriate action

Skills and Abilities

- The ability to prioritise, plan, monitor, evaluate, review and lead by example
- The ability to use ICT confidently to communicate, review data and present information to others
- Professional outlook, detail orientated and the ability to work under pressure and meet deadlines
- The ability to lead and manage people and work collaboratively as part of an effective team
- The ability to inspire and enthuse colleagues and students to develop a strong year group identity with aligned targets
- High level of written and oral communication skills
- The ability to maintain accurate and detailed student records to a professional standard
- The ability to address sensitive matters with a caring approach and appropriate confidentiality

Other

- A commitment to involve parents/carers, governors, and the wider community in the work of the academy
- Willingness to undertake relevant training to improve existing skills and develop new ones
- Belief and commitment to equality of opportunity that every student should have access to an excellent education regardless of their background
- Organised, proactive and self-motivated
- Good time management skills
- Commitment to upholding and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Ability to maintain confidentiality at all times
- Committed to safeguarding, equality, diversity, and inclusion
- Ability to work with all key stakeholders
- This post is subject to an enhanced Disclosure and Barring Service check