



Job Title:	Non Teaching- Year Team Leader -Year 7/Inclusion mentor
Grade	SCP 15–20 (£33,987–£36,585) based on 36 hours per week, 52 weeks per year.
Reports to:	Deputy Headteacher

Purpose of the Post

The role of the Year 7 Team Leader includes having responsibility for the culture, ethos, leadership and management of the new year 7 Clarion cohort each year. They will lead this year group with a full commitment to embody our ethos that will carry them throughout their time with us. The Leader will instil outstanding discipline, attendance and development of character for the students within this year group. The aim being to instil high expectations and a deep buy in to our school ethos. They will liaise closely and regularly with parents and the local primary schools to identify barriers to students' engagement and progress. The YTL will work with the wider pastoral team and external agencies to intervene effectively so that every child has the skills and support required for a great education.

This non teaching post will also have a responsibility for inclusion mentoring in our new Impact unit. This role will be responsible for ensuring the excluded students access targeted and impactful interventions that support their behaviour and emotional needs.

General Responsibilities and Duties

Promoting Student Progress

- Regularly and routinely share data pertaining to students progress and behaviour to appropriate people such as the rest of the year 7 team.
- Analyse this data and share with SLT in their meetings and with Governors.
- Lead the use of performance data to understand student progress and to inform student curriculum target setting.
- Manage the development of support implementation for transition and the collation of progress file procedures.
- Have in place systems to identify students who require specific intervention from your year group such as high attainers or underachievers and respond to their needs establishing cross-curricular provision using support agencies when required.
- Monitor and evaluate the effectiveness of interventions and ensure this information is communicated to parents/carers and subject areas.
- Secure partnerships with parents in raising attainment.

- Lead parent meetings, and evening presentations to support and prepare them for the expectations at Clarion school.
- Ensure that student progress evenings make effective use of student data to raise student attainment
- Lead on supporting standards of well-being and managing of behaviour issues across the year group with impact
- To make decisions regarding behavioural incidents, contact parents and prepare the case (student history) for any permanent exclusion, referring to SLT as appropriate.
- Lead on the attendance and punctuality of the year group.
- Monitor and manage the year cohort's involvement on enrichment activities ensuring a balanced programme and equality of opportunity for all students.
- Support the Safeguarding ethos within the school, by acting on reported incidents and supporting the DSL as and when required.

Impact Unit

- Deliver emotional and behaviour interventions that best support students who are in the impact unit.
- Record, track and monitor the intervention to show impact.
- Keep a record of work that has been produced and liaise with the rest of the Impact Unit team, external agencies and families.

Management of Resources

- Have a spreadsheet of local primary schools contacts
- Be responsible for the oversight of the year team resources.
- Be responsible for the budget allocated to the year team.
- Effectively communicate pertinent information to students.
- Allocate pastoral duties within the team in a manner that is fair
- Ensure that health and safety rules and principles are in place and adhered to.
- Ensure student files are maintained effectively.

Monitoring

- Ensure that all contact time with tutors is used effectively to promote students' self-organisation (eg. use of diary planner, having equipment and wearing uniform) and to raise issues relevant to the group, the school or to the wider community.
- Routinely monitor the assessment of students' work across the range of subjects.
- Use observation, bromcom data and other evidence to address weakness and to set targets for improvement for the students in the year group.

Accountability to Line Manager, Headteacher and Governing Body

- Prepare for and meet regularly with the DHT
- Analyse and evaluate student data for the purpose of informing development planning.
- Determine an annual year group development plan which takes into account both school and year group priorities, and which is reviewed regularly.

- Participate in the performance management process and act upon its outcomes as appropriate.
- Provide information for whole school documents (improvement plan, pastoral reviews, Celebration of Achievement Evenings).

Maintain a supportive working environment.

- Have oversight of the year tutor rooms to create a year group identity.
- Hold regular year team meetings.
- Identify and provide professional development for the year team.
- Serve as a role model for other members of the year team.
- Lead on the implementation of sanctions and rewards policies and procedures in relation to pastoral issues.

Promoting the ethos of the school.

- Have a vision of the contribution of the year group to the ethos of the school which is referred to regularly and used to guide future developments and year identity.
- Prepare and deliver year assemblies promoting a year group ethos.
- Share the work of the year team with parents, colleagues and other stakeholders.
- Promote consultation about the work of the school with students, parents and other stakeholders and ensure that issues raised are acknowledged and acted on.
- Understand that the Year Team Leader is frequently the first point of contact, and consequently the public face of the school, to parents and carers.
- Establish links with the community, other schools and other year teams within the school.
- Work with your team to ensure that professional standards are upheld.
- Promote attendance to and involvement in whole school events
- Work collaboratively with the other Year Team Leaders to enhance the idea of continuum and to support positively the whole school pastoral ethos across the school.
- Embedding a safeguarding culture in all aspects of life at Whitefield.

Wider responsibilities specific to the YTL leader of year 7.

- Planning and implementation of the Year 6 taster day.
- Planning and implementation of the Year 5 taster day
- Planning and implementation of the Year 7 transition summer school (dates in the summer TBC)
- Visiting every link primary school to collect information, such as:
 1. Safeguarding information
 2. Behaviour information
 3. Learning concerns
- Planning and leading the year 7 Residential bonding trip in September and July.