



PURPOSE OF THE YEAR LEADER ROLE:

- To support and uphold the visions and aims of the Academy
- To meet and maintain the professional teaching standards commensurate with their role.
- To work to raise expectations and standards within our community.
- To promote a positive image of the Academy.
- To develop a strategic direction for the year group.
- To take responsibility for the pastoral care and academic support for a year group.
- To lead and manage staff allocated to the Tutor Team.

RESPONSIBILITIES FOR THE YEAR LEADER:

- To create an annual development and self-evaluation strategy for the year group based on Academy priorities, which contributes to the realisation of the Academy Improvement Plan, and reflects the Academy's commitment to continuous progression
- To work collaboratively with the Line Manager and Phase Leader to develop personal and year group effectiveness.
- To lead, manage and develop the year team in order to ensure the highest possible standards of pupil achievement, personal development and well-being.
- To build a team in which good practice is shared, and meeting time is used effectively to raise achievement and support pupils' personal development and well-being.
- To communicate effectively with staff so that they are properly informed of developments relating to the specified Year group.
- To lead and chair a Tutor Team meeting once per half term.
- To report to the Senior Leadership Team once per week on High-Profile students, pupil attendance and other pastoral concerns
- To evaluate the quality of registrations, the standards of pupil achievement in Tutor Time.
- To work with tutors to ensure that tutor programs are effectively delivered and that their impact is evaluated.
- To develop and promote the vision and aims of the Academy with pupils in the year group
- To organise weekly Year Assemblies according to the rota.



Job Description – Year Leader

- To promote, manage, and be responsible for high standards of pupil behaviour, attendance, punctuality and dress.
- To organise consultation meetings with parents
- To organise the Annual Progress Evenings for the specified Year group.
- To work with other staff including Progress Leaders, Aspect 3 Team, Phase Leaders, Targeted Services and Attendance Officer, Social Workers, Police and external agencies to ensure that students' needs are identified and support is accessed and evaluated at regular intervals.
- To establish a positive partnership with parents/carers to involve them in their child's learning and progress.
- Playing a leading role in the safeguarding of children in the School, following all the relevant Child Protection procedures including the EH and referral processes.
- To keep up to date with national developments in pastoral care, personal development, progress tracking, and teaching methodology.
- To promote and support extra-curricular activities, which enrich and support the learning and experience of all pupils, and increases their participation in school life.

GENERAL RESPONSIBILITIES :

- To be familiar with the content of and subsequently implement the whole school policies located in the staff handbook thus contributing to the realisation of a safe learning environment for all.
- To contribute to whole school planning, review, monitoring and evaluation.
- To play a full part in the life of the school community supporting its distinctive aims and ethos and actively promoting its policies and practices.
- To comply with School routines e.g. attend staff briefings and give regular updates and regular feedback on student progress and needs in briefings
- To attend meetings identified in the School Calendar.
- To undertake supervision duties according to the published rota.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society as outlined in the school Single Equality Duty.



STANDARDS :

Effective performance of tasks will be evaluated in relation to the Professional Standards for Teachers (DFE September 2012). The monitoring of these standards will form part of the Staff Appraisal procedure.

EDUCATION AND TRAINING :

In accordance with the Continuing Professional Development policies the teacher will;

- Review overall performance in the previous year in relation to training received and the changing needs of the job.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including undertaking work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.