



Faculty/Department	
Job Title:	Year Leader (moves through school with Year Group)
Grade:	6
Post Purpose:	<p>To ensure that students attending Shenley Brook End School have a positive and supportive work ethos so that they can take full advantage of the opportunities available and contribute fully to their own personal development as well as that of the school. Each Year Leader leads a specific year group to work from Year 7 – 11.</p> <p>Year leaders are responsible for behaviour, culture, pastoral care and safeguarding matters for their year group.</p>
Accountable to:	Senior Year Leader
Duties, Responsibilities and Key Tasks:	<ul style="list-style-type: none"> • Developing and communicating the ethos and values of the school to students and parents • Assisting the Attendance Administrator/Officer with attendance concerns once Wave 1-6 intervention and identifying if there has been an impact or not • The welfare of all students within the year group • Contributing to the On-Call rota and visibility rota throughout the school day <p>Behaviour/Culture</p> <ul style="list-style-type: none"> • Establish a positive culture within the group the Year Leader is working with • In consultation with the line manager and Progress Leader, share responsibility for any decision to move students between form groups. • Ensure implementation of the Behaviour Policy “Code of Behaviour” and to have responsibility for student discipline in a specific year group along with Progress Leader, including suggestions of sanctions or rewards for students in the year group. • Investigate incidents of misbehaviour, securing written statements from those involved and witnesses, including communicating with teachers, tutors, and parents on students behaviour. • Attend re-integration meetings where applicable • Implement Behaviour Support Programmes with students which involve leading parental meetings and report tracking • ‘Sweep’ the school during lessons as part of the On-Call team to support a calm environment. <p>Pastoral/Safeguarding</p> <ul style="list-style-type: none"> • Having responsibility to make sure student records are fully up to date on the school systems • Liaison with outside agencies where appropriate and in conjunction with safeguarding team (CFP, Social Workers) • Ensure effective communication in relation to student welfare matters with parents, teaching staff, outside agencies, matron, and other support staff as appropriate

- Relate the work of the school to the students' home experience by informing and involving parents, form tutors and key adults in school matters wherever possible
- To liaise with the tutor and Progress Leader to support the pastoral needs any of student within your year group
- Attend relevant meetings regarding a students' pastoral or safeguarding needs, including Early Help Assessments, MARF's and referrals to the MASH team as needed in conjunction with the safeguarding team.
- Liaise with the Support for Learning team and SENCo, contributing to FACT/FACT+ with Progress Leader
- "Know" the students and be familiar with the curriculum they experience and be aware of the main events affecting the year groups
- Support the school community by encouraging the spiritual and moral development of all students
- Assist and support pastoral form tutor meetings, led by the Progress Leader

General

- Carry out lunch duties across the week
- Responsibility for safeguarding and promoting the welfare of children, including reporting concerns on CPOMS, and discussing concerns with the Designated Safeguarding Lead
- Maintain a high standard of uniform within the year groups
- Be responsible for the standard of uniform within the year group along with Progress Leader and Form Tutors.
- Initiate new ideas and encourage developments relating to students in a specific year group
- Be responsible for ensuring that administrative and organisational tasks relating to the post are carried out effectively.
- To attend Progress Meetings for your year group each year
- Take lead on Year Group Parents' Evenings through setting up and monitoring the booking system, setting up the venue and welcoming parents on the evening.
- Attend Information Evening for year group.
- Any other reasonable task requested by the Line Manager to allow for the efficient running of the school without changing the general character or level of responsibility

Year Group Progression Focus (Academic)

- Year 7 – Focus on induction into the school, liaising with Primary Schools and ensuring a smooth start to school life at SBE.
- Year 8 – Focus on preferences with students and supporting them into the bridging year in Year 9
- Year 9 – Supporting students through the bridging year, supporting the Progress Leader with curriculum choices, and making sure a positive climate in lessons.
- Year 10 – Assist with a programme of careers education and guidance, liaising with Assistant Headteacher for Curriculum and Work-Related Learning. Supporting student visits in the time they are out of school.

	<ul style="list-style-type: none"> • Year 11 – Supporting students with final year of school, supporting with exam arrangements, and organising end of year celebrations including the Leavers Assembly and Prom.
Routine Tasks	General <ul style="list-style-type: none"> • Carry out lunch duties across the week • Responsibility for safeguarding and promoting the welfare of children, including reporting concerns on CPOMS, and discussing concerns with the Designated Safeguarding Lead • Maintain a high standard of uniform within the year groups • Be responsible for the standard of uniform within the year group along with Progress Leader and Form Tutors. • Initiate new ideas and encourage developments relating to students in a specific year group • Be responsible for ensuring that administrative and organisational tasks relating to the post are carried out effectively. • To attend Progress Meetings for your year group each year • Take lead on Year Group Parents’ Evenings through setting up and monitoring the booking system, setting up the venue and welcoming parents on the evening. • Attend Information Evening for year group. • Any other reasonable task requested by the Line Manager to allow for the efficient running of the school without changing the general character or level of responsibility
General	<ul style="list-style-type: none"> • To be aware of the Trust’s duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.



The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.



PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Knowledge and experience		
Experience of working in an administrative function	E	A/I
Experience of working with students within an education setting, preferably in a secondary school environment	E	A/I/R
Experience of dealing with pastoral issues within a education setting	E	A/I
Skills		
Excellent IT skills, including Microsoft Office, Teams, etc	E	A/I/R
Ability to communicate effectively (orally and in writing) with a wide variety of people inside and outside the school, including parents, governors, local community organisations, etc	E	I
Adaptable, flexible and a willing member of the team	E	I
Ability to set up and develop effective teams for the direct benefit of pupils and their learning	E	I
Ability to empathise with pupils across the age range and to be firm, fair and consistent	E	I
Ability to communicate and promote the aims and objectives of the school	E	I
Ability to maintain a positive school ethos with an accent on high achievement for all	E	I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	I
Ability to stay calm under pressure	E	I
Commitment to quality and continuous improvement	E	A/I/R
Resilient, enthusiastic and flexible	E	A/I/R
Confidential with excellent interpersonal skills	E	A/I/R
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

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Date

Signature