



Year Leader Job Description

JOB DESCRIPTION FOR:	Year Leader	Name:	
Main responsibilities/Purpose:			
<ul style="list-style-type: none"> To take overall responsibility for raising standards of student progress including their attainment and achievement. To guide the work of the Pastoral Assistant who shares responsibility for pupil behaviour in the Year Group. To organise full reports to parents on this progress at specified intervals. To develop and lead intervention strategies where appropriate. Coordinate Parents' Evenings To be accountable for personal development of all pupils across the Year Group To advise and support the work of Form Teachers in their monitoring of pupil progress and advise them appropriately. To lead and be accountable for the management and development of pastoral welfare within the Year Group. 			
Line Manager: S. Cadman			
Line Managing: Form Teachers and the Pastoral Assistant attached to the Year Group.			
Liaising with: Head/Deputies, Assistant Heads, Curriculum Leaders, other Progress Leaders and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents.			
Working Time: 190 Pupil days per year; full-time; 5 In-service days; Directed time as detailed by Headteacher			
Target Teaching Load: To be decided			
Salary/Grade: Under review			
Position on Pay Scale (highlight): NQT Main Pay Range Upper Pay Range Leadership Administrative			
Post duties (+ TLR if applicable):			
Relating to School Mission Statement:			
<ul style="list-style-type: none"> In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St Mary's, Leyland places the highest value on the very positive and supportive relationships, which exist between teachers and between teachers and pupils. Achievement Leaders are expected to set a positive example to others in this respect. 			
Operational/ Strategic Planning			
<ul style="list-style-type: none"> The day-to-day management, control and operation of Pastoral Welfare for pupils in the Year Group. To receive reports, monitor and provide strategic guidance for problems involving pupils. The Pastoral Assistant has initial responsibility for assessing and acting on pupil matters. To be involved in decision making and policy development across the school and to implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety etc. To work with colleagues to formulate aims, objectives and strategic plans for the Year Group which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school. To link with the Deputy / Assistant Head to ensure that the work of pupils in the Year Group fully reflects the School's distinctive ethos and mission. 			
Staffing / Staff Development / Recruitment/ Deployment of Staff			
<ul style="list-style-type: none"> To work with the Deputy / Assistant Head Pastoral to ensure that Form Teacher development needs are identified and that appropriate programmes are designed to meet such needs. To support the monitoring and development of the roles of the form tutors To update form tutors of changes to school policy To ensure that form tutors run their tutor group sessions effectively To participate in the interview process for teaching posts <i>when required</i> and to ensure effective induction of new staff (Form Teachers) in line with school procedures. To promote teamwork and to motivate staff to ensure effective working relations. To be responsible for the day-to-day management of staff within the Year Group and act as a positive role model. 			
Quality Assurance:			
<ul style="list-style-type: none"> To report back to the Deputy/Assistant Headteacher responsible for Assessment on the progress of pupils in the Year Group. To contribute when appropriate to the school procedures for Form Period observation. To implement school quality procedures and to ensure adherence to those within the Year Group. To monitor and evaluate the provision for pupils in the Year Group in line with agreed school procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. To contribute to ensuring that the Pastoral Teams' quality procedures meet the requirements of self-evaluation and any school strategic plan. 			
Management Information:			
<ul style="list-style-type: none"> To work with administrative assistants to ensure the maintenance of accurate and up-to-date information 			



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- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To provide the Governing Body with relevant information relating to the performance and development of pupils in the Year Group.

Student Progress:

- To manage student review processes and procedures in the Year Group. Responsibility for Progress Evenings will be with the Assistant Headteacher responsible for Pastoral Welfare.
- To have strategic oversight of and to support the Pastoral Assistant in the monitoring of the progress of individual students who will use strategies such as Pastoral Support Plans to help children.
- To oversee the coordination of yearly reports for pupils in the Year Group.
- To prepare and hold year assemblies & to organise year presentations during assembly time as part of an annual plan
- To provide the Headteacher's secretary with relevant information when there are arrangements for student transfers and placements
- To arrange and promote activities for pupils in the Year Group.

Student Behaviour / Attendance:

- To oversee the work of the Pastoral Assistant who will monitor attendance and punctuality for pupils in the Year Group. A weekly meeting with Attendance Officer is expected.
- To keep reports of student behaviour by completing file information. This work should be delegated to the Pastoral Assistant.
- To make first contact with parents to discuss student behaviour
- To liaise with outside agencies (Educational Welfare Service, Police, Social Services, Youth Offending Team, LEMS, CAMHS, CCATS etc)
- To ensure that follow-up procedures are adhered to and that appropriate action is taken where necessary where there are issues with pupils' attendance or poor academic progress. Liaison will often be with the Learning Support Department.
- To ensure the behaviour management system is implemented in the Year Group so that effective learning can take place.
- To transmit expectations for behaviour & attendance to prospective pupils and their families.

Student Guidance and Support:

- To get to know all students in the year groups as well as possible
- To maintain contact with parents of students in the year group
- To take steps to prevent bullying and support victims of bullying.

Communications:

- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with external agencies as and when appropriate.

Marketing and Liaison:

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases where relevant to pupils in the Year Group.

UPS1, UPS 2 or UPS 3 duties (highlight if applicable):

Duties related to Teaching & Learning:

The Teachers' Standards document gives a full description of teacher competencies at different levels. This will be referred to when making judgements on the quality of teaching and performance generally under Appraisal/Performance Management regulations. <http://www.education.gov.uk/schools/teachingandlearning/reviewofstandards>

- To undertake a pro rata appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.



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- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To make appropriate provision for pupils with Special Educational Needs based on the I.E.P.'s produced in conjunction with the Learning Support Department.

Duties relating to Pastoral /Other/Specifics:

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Specific To Year Groups:

Whole School Task

- Support for Inclusion when necessary
- Preparation and delivery of pupil information for "Academic Board" Meetings
- Liaison with the member of staff responsible for the effective delivery of PSHCEE. To offer advice to the PSHCEE Team on what is working and what isn't. To incorporate learning materials into assemblies if appropriate.
- Find ways of helping Form Teachers take an interest in the academic progress of pupils by analysing data.

Other expected contributions

Lunchtime Yard Duty on at least one occasion per week.

Coordinate Charitable Collections within the Year Groups

Management of pupil social event at least once per year (Year trip, visit etc)

Other Specific Duties:

- To support the school in meeting its legal requirements for worship.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- 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.

Signature Post Holder:

Signature Line Manager:

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