

Job Title: Year Leader

The Core Purpose of the Year Leader:

- To be responsible for the progress, wellbeing, and behaviour of a Year group and in the case of KS5 Years 12 and 13.
- To support the work of the SLT for KS3, KS4 and KS5 transition.
- To lead, manage, motivate, and develop the wider pastoral team members.
- To be a visible presence within the school, monitoring pupils' behaviour at changeover times, break, and lunch, within lessons and their entry to and from school.
- To maintain effective routines.
- To promote the ethos and values of the school.
- To liaise with curriculum leaders, Director of the Enhanced Provision, SLT Behaviour Lead, EBACC Leader, SENDCo and relevant outside agencies to secure excellent behaviour management.
- To work effectively with staff, students, families, and outside agencies to improve student attendance and punctuality.
- To oversee Year group/s rewards and sanctions.
- To produce the weekly student briefing.
- To lead on uniform, ensuring the students are always in the correct uniform.
- To prepare and lead the assemblies relevant to their year group/s throughout the academic year.
- To prepare and host termly rewards and recognition assemblies.
- To liaise with other leaders to ensure consistency of practice and the dissemination of best practice.
- To ensure The BA Way is implemented consistently and that the Behaviour Curriculum is embedded.
- To oversee the options process with SLT.
- To ensure destinations are sought and NEETs reduced for cohorts ready to transition to the next key stage.
- To line manage academic and pastoral colleagues and leaders.
- To role model professional standards, team ethos and higher-level communications, leadership, and management skills, including maintaining a quality of teaching, learning and assessment which is typically 'good.'
- To effectively use data to monitor, track and evaluate subject and intervention performance, implement appropriate interventions and timely curriculum and or personnel changes.
- Any other appropriate and reasonable responsibilities in keeping with the level of the post and the requirements of the organisation

Responsibilities in addition to classroom teaching:

Attainment and Progress	To oversee the progress of all students in the year group/s. To provide support for RSHE. To prepare students for progression.
Reporting	To analyse and interpret a range of data pertinent to the cohort, to monitor attainment, progress, behaviour, rewards, uniform, attendance, and punctuality. To monitor the use of rewards and sanctions for the cohort, liaising with curriculum leaders where issues arise. To monitor the use of revision activities and school planners where applicable.
Referrals	To use a variety of data for the cohort to identify underperformance and to make referrals (to HODs, SEN, AHT, DHT, RSL etc as required).

Interventions	To have a knowledge and understanding of all the TAG groups of students within the cohort to be able to monitor progress and plan appropriate interventions. To support SLT in coordinating intervention and enhancement strategies for targeted groups of students.
Home School communications and liaison with outside agencies	To be a positive interface with the school for parents/carers. Responding appropriately to all parent/carer queries and concerns within a timely and appropriate manner. Liaise with outside agencies to further develop and improve the outcomes for students.
Modelling effective teaching and learning practice as well as leadership	Year Leaders will work under the leadership of the SLT Behaviour Lead. Conduct regular learning walks to ensure consistent of application of The BA Way and WALKTHRU's relevant to the Behaviour Curriculum.
Transition	To prepare students for transition.
Staffing and cover	Hold return to work meetings. Provide cover where directed.
Line Management	Act as a line manager that role models and exercises leadership appropriate to achieving academy targets. To support the Academy as a whole with regards to recruitment, appointments, and induction of Academy staff as appropriate.

Generic details:

The Year Leader is responsible for supporting the Senior Leadership team on a day-to-day basis in relation to supporting assessment, out of hours learning and intervention strategies which support student progress.

This includes formulating and putting into effect the key policies and practices which ensure that the Academy's strategic aims are achieved, alongside effectively supporting government strategies.

Specific details:

This post is line managed by a member of the Senior Leadership Team responsible for Behaviour Management.

All specific responsibilities of the post will be negotiated on appointment in line with the candidate's strengths and the priorities of the Academies.

Delegated responsibilities, as per the Job Description staff who are line/performance managed.