



## The Holy Trinity Church of England Secondary School

### Job Description

<b>Role:</b>	Year Leader
<b>Salary:</b>	TLR2b
<b>Contract Type:</b>	Permanent

<b>Reporting to:</b>	Specified member of SLT
<b>Purpose:</b>	<p>Extend the Leadership of the Headteacher.</p> <p>Create the <b>opportunity</b> and <b>capacity</b> for all members of the year group to learn.</p> <p>Evaluate patterns of safeguarding, behaviour and academic progress within the Year Group.</p> <p>Plan, monitor and quality assure the pastoral support of all students within their Year Group.</p> <p>Embody the Christian ethos and underpinning elements of the school.</p>
<b>General:</b>	<p>This job description encompasses the key areas of work for which the post holder is responsible for over and above their role as a classroom teacher. It should be read in conjunction with the job description for the relevant scale/spine classroom Teacher (i.e. TMR/UPR) <u>and</u> the appraisal descriptors for emerging, established and expert teachers (TMR1 to UPR3).</p> <p>Specified priorities will be agreed for individual leaders with their Line Manager on an annual basis. Details of the initial focus will be given in the job details for the post. Additional responsibilities will reflect the level of TLR which goes with the post.</p> <p>It will be reviewed annually but can be modified in the interim following negotiation.</p>

Key Accountabilities	Key Actions
<i>Ensure that every student has the capacity to achieve their full potential</i>	<ul style="list-style-type: none"> <li>• Ensure there is a relational approach with all students and families</li> <li>• Ensure attendance is at least in line with target</li> <li>• Ensure there is appropriate pastoral support delivered through Tutor time</li> <li>• Ensure there are appropriate interventions in place to overcome barriers to achieving their potential</li> <li>• Ensure effective communication with all stakeholders</li> </ul>
<i>Maintain and improve Pastoral provision within the Year Group</i>	<ul style="list-style-type: none"> <li>• Management of Tutors</li> <li>• Management of Year Team LSAs</li> <li>• Liaison with wider pastoral leadership team including SENDCO, Welfare Manager, Behaviour Manager, Safeguarding Manager and Attendance Manager</li> <li>• Liaison with Leaders of Learning and individual teachers</li> <li>• Liaison with external professionals</li> </ul>
<i>Maintain and improve the academic outcomes of all students</i>	<ul style="list-style-type: none"> <li>• Implement systems that maintain and improve the pastoral wellbeing of all students in the Year group</li> </ul>

	<ul style="list-style-type: none"> <li>• Implement a reflective approach to enable all students to take ownership of their learning</li> <li>• Implement data systems that support the holistic understanding of all the students within the Year Group</li> <li>• Implement the culture for learning at all times within the Year Group</li> </ul>
<i>Maintain and improve the quality of Co-Curricular opportunities within the Year Group and wider school</i>	<ul style="list-style-type: none"> <li>• Establish and maintain regular co-curricular opportunities for students within the Year Group</li> <li>• Establish and maintain links to relevant outside agencies to help provide appropriate co-curricular opportunities</li> <li>• Establish systems to monitor engagement with co-curricular activities</li> </ul>

Signed: ..... (Post Holder) Date: .....

Signed: ..... (Line Manager) Date: .....

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

Year Leader - Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Honours Graduate in relevant subject area</li> <li>QTS</li> </ul>	<p>Further accredited professional development (e.g. Masters degree/NPQ)</p> <p>Able to offer second subject</p>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>Secure subject knowledge</li> <li>Understanding of how learning develops in your subject area</li> <li>Awareness of new qualifications and requirements in your subject</li> <li>A good understanding of how to use data for planning and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the main issues in education today</li> <li>Experienced using Bromcom</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience in supporting students' pastoral needs</li> <li>Demonstrable pastoral leadership experience</li> <li>Teaching across all Key Stages</li> <li>Recent CPD/CPL which has impacted on your own practice and on students' progress</li> <li>Evidence of teamwork in aspects of department development</li> </ul>	
Teaching and Learning; ability to	<ul style="list-style-type: none"> <li>Teach effective and engaging lessons which enable students of all abilities to succeed</li> <li>Demonstrate positive impact on learning and achievement in present post</li> <li>Use a range of teaching and learning strategies</li> <li>Use data perceptively to inform teaching and to plan appropriate interventions in your own lessons</li> <li>Organise assessment data and track progress towards targets</li> <li>Develop and share resources in support of new curriculum developments.</li> <li>Use ICT effectively to support learning</li> <li>Integrate literacy, numeracy and SMSC elements effectively into your teaching</li> <li>Set and model high expectations for learning and behaviour</li> <li>Promote a culture of inclusion</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to teach a second subject</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Enthusiasm for your subject and teaching</li> <li>A good communicator</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to develop subject knowledge beyond current science specialism</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to forge positive relationships with students and colleagues</li> <li>• Supportive of the Christian ethos and values of the school</li> <li>• Well organised and with good time management.</li> <li>• Commitment to own CPD/CDL and willingness to develop professionally</li> <li>• Adaptable and flexible</li> <li>• Resilient and able to cope with periods of stress and challenge</li> <li>• Reflective practitioner, ensuring a culture of continuous improvement</li> </ul>	
Statutory	<ul style="list-style-type: none"> <li>• Full understanding of safeguarding requirements and how teachers promote the welfare of children.</li> <li>• Suitable to work with children</li> <li>• Enhanced DBS and validated references.</li> <li>• Eligibility to work in the UK.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent certified safeguarding training with an established provider.</li> </ul>