

Batley Multi Academy Trust - Job Description

Trust/School Post:	Batley Grammar School
Department:	Pastoral
Post:	Year Leader
Grade:	9
Accountable to:	Associate Assistant Headteacher for Personal Development and Culture
Responsible for:	N/A
Purpose of Job	
To manage a year group and to support the welfare of the learners, monitor their academic progress, attendance and behaviour.	
Responsibilities	
<ul style="list-style-type: none"> ● Identify any issues regarding the learners and identify and implement strategies to improve these issues and raise standards (academic, behaviour, attendance). ● Liaise with parents/carers to ensure relationships are developed and maintained. ● Promote, encourage and maintain high standards of attendance, behaviour, health, safety, equality and dress/appearance. ● Ensure that School policies are followed consistently such as Safeguarding, Behaviour for Learning, Attendance etc. ● Work with a range of colleagues in school (teachers, pastoral, APSO, Safeguarding, SEND) and external agencies to ensure that the right support is in place for learners in the year group. ● Ensure that databases and trackers are maintained. ● Respond to 'on calls' when required. ● Undertake duties to supervise and support learners across school and during after school detentions. ● Attend parents/carers evenings and events to discuss individual learner progress. ● Arrange reward events throughout the academic year. ● Provide cover for lessons and deliver intervention sessions for individual learners and small groups. ● Provide cover in the inclusion room when required. ● Attend pastoral meetings and department meetings. ● Coordinate the monitoring of the use of ClassCharts by teachers to promote effective communication in school and within the home. ● Coordinate, for the year group, the provision of information regarding late to school and/or lessons by learners and provide support and advice to specific learners. ● Support the election of representative for the School Council and assist in the organisation of the Council. 	

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Create a culture that allows colleagues and learners to be open and honest about issues affecting them and put in place actions to support them. Ensure related policies are robust to provide the appropriate interventions and support.

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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Educated to A level in relevant subject or level 3 qualification in related area of work.	Essential	Certificates
Significant experience of successfully working with young people and families.	Essential	Certificates
Significant experience of working within an educational/multi agency setting.	Essential	Application Form/ Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Good literacy and numeracy skills.	Application Form
Good IT skills.	Application Form
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, learners, parents/carers and members of the public.	Application Form/ Selection Process
Makes an active contribution to working flexibly with colleagues across the school and supports others to achieve shared goals.	Application Form/ Selection Process
Takes a flexible approach to changing priorities or unexpected situations.	Application Form/ Selection Process
Consistently performs to the best of their ability in accordance with the school's and Trust's policies and procedures.	Application Form/ Selection Process
Responds appropriately to difficult or unexpected situations in the workplace and interprets information to resolve difficult problems.	Application Form/ Selection Process
Recognises the importance of continued professional development.	Application Form
Works with integrity and professionalism.	Application Form/ Selection Process

Resilient and able to work under pressure.

Application Form/
Selection Process