**Year Leader (Year 7 & 8)**

| **Job Title** | **Year Leader of Y7&8** |
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| **Contract** | Full time, permanent |
| **Salary** | TLR 2c |
| **Teaching allocation** | 80% of full timetable |
| **Responsible to** | Associate Assistant Headteacher of Year 7-8 |
| **Line Management of** | Tutor team |
| **Date of job description** | April 2024 |
| **Start date** | September 2024 |

| **Overall purpose of the role**  |
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| * Working collaboratively with the Associate AHT and pastoral managers with responsibility for Year 7 and 8 to ensure a successful transition to secondary school and to raise standards and outcomes in these year groups.
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| **Primary purpose of the role & key strategic responsibilities** |
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| * Leadership of the Y7 and 8 year groups, setting the team culture and ethos including assemblies; homework and home learning; rewards etc
* Work with the Associate Assistant Headteacher and the Pastoral Managers to secure successful and effective transition from primary and maintain high standards and expectations for learning and conduct across the cohort.
* Leadership of the Y7-8 tutor team including the tutor programme; quality assurance of the work of this team. Development, planning and delivery of the tutor programme; create a climate which enables staff to develop and maintain positive attitudes towards all learners in the year group and gives tutors confidence in tutoring them from a pastoral perspective.
* Dissemination of information related to the year groups with students, parents, staff and external agencies. Daily liaison with these groups; problem solving and providing excellent customer service to our community.
* To work as directed by the AAHT to raise standards of achievement and progress in the year group, running bespoke interventions in relation to academic, behaviour or attendance needs.
* To utilise data to assist in the tracking and analysis of obstacles to student success.
* Promote student wellbeing in order to improve learning and outcomes; supporting students with mental health and safeguarding issues.
* Ensure that the work of the year group sits within the school’s policies (such as Behaviour/Culture for Learning, Anti-Bullying etc) and the school’s strategic priorities.
* Ensure that learners are able to increasingly develop effective study skills and an increasing independence in learning.
* Monitor attendance and punctuality of the cohort alongside the Attendance Officer and SLT.
* Be a positive role model in all aspects of leadership, management, teaching and learning to students, parents and staff.
* Teaching commitment primarily within Year 7 and 8 in the first instance.

**Safeguarding*** Demonstrate a commitment to keeping young people safe and promote the safeguarding of all students in the school.
* Report any disclosures made using CPOMS.
* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
* Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.

**General/Other*** Be part of the on-call rota and supervise lesson changeovers
* Contribute to the break duty rota, detention rota and any additional extra curricular activity timetable eg supervise weekly detentions.
* Lead a year assembly on a rota basis.
* Maintain positive relationships and work together as a team with colleagues.
* Promote a culture of inclusion and acceptance of all students.
* Contribute to the overall ethos and aims of the school and uphold the school values.
* Comply with and assist with the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
* Comply with, promote and act in accordance with all school policies.
* Undertake CPD relevant to the post and whole staff training, as required.
* Attend and participate in regular meetings including those with external agencies, parents and governors as appropriate.
* Undertake any additional duties required by the Headteacher.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the school. |

| Assistant Headteacher (Kim Hay) |
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| Associate Assistant Headteacher Y7 & 8 (Kat Lambert) |
| Year Leader Y7 & 8 |
| Pastoral Manager Year 7 | Pastoral Manager Year 8 |