

## JOB DESCRIPTION



EAST RIDING  
OF YORKSHIRE COUNCIL

**Job Title:** Year Leader

**Responsible to:** Director of Student Services

**Scale Point:** 6

### Overall Purpose of the Job

- Working within the pastoral team to manage all aspects of the pastoral care of all the students within their remit, including welfare, behaviour and attendance.

### Principal Accountabilities

- Liaise with relevant staff both internally and at local primary schools to ensure a smooth and effective transition from primary to secondary school for the new cohort of students into Year 7.
- Liaise with other Year Leaders to ensure a smooth and effective transition for each student from their Key Stage.
- Support with the Year 9 Options process to ensure students are well informed and supported in making relevant choices. To support with the administration of Options in respect of the collection of relevant information from students taking Options.
- Provide relevant support and encouragement to Year 11 during their exam period. To support Year 11 students along with our Director of Sixth Form in respect of Post-16 provision and transition.

### Pastoral Care

- Liaising with the Director of Student Services to provide information to enable effective intervention strategies to be implemented, and to ensure safeguarding procedures are in place and implemented.
- Contribute to the Monitoring and Evaluation Procedures of the school.
- Being the initial contact for First Aid for students.
- Ensuring good communication with parents and members of the school staff (via telephone, letter, email)
- Interviewing students following referrals related to school work, behaviour, bullying, student concerns, crisis or other incidents.
- Liaising with external agencies including EWS and attending MA meetings.
- Supervising student social areas at break and lunch times and being available for students at these times.
- Maintaining student records and organising administration related to pastoral procedures.
- To interrogate the behavioural database regularly as a mechanism for tracking student behaviours.
- Distributing, monitoring and maintaining student referral forms.
- Organising and collating work for excluded/sick/absent students where appropriate.
- Support the organisation of parents' evenings/open day/open evenings/celebration evenings, including your attendance relevant to the Year Group as required.
- Promoting and assisting with school visits as appropriate.
- Covering the absence of other Year Leaders.
- Recommending and organising the use of appropriate sanctions under the PD system, including Isolation and Exclusion following appropriate investigation.
- Patrolling the corridors to manage student behaviour.
- Contributing to the production of agendas for timetabled Year meetings; ensuring that these meetings are run effectively and that notes are produced and circulated to identified staff within one week of the date of the meeting. To promote the completion of Individual Learning Plans.
- To use appropriate methods of communication, including annual reports and reviews, to build up relationships with parents that allow the further development of their children.
- To lead the process of ordering and allocation and maintenance of any Year group related physical resources.
- To establish common standards of practice within your Year groups.
- To lead meetings of staff as appropriate and organise and lead Year specific events in collaboration with relevant colleagues.
- To work with the other Year Leaders to ensure consistency of application of policies relating to management of students.

**Intervention Strategies and Safeguarding Students.**

- Implementing and managing student support plans, including IBP's, PSP's, IEP's. Attendance Action Plans.
- Implementing and managing parental contracts and CAF's.
- Monitoring attendance and punctuality and taking positive steps to improve attendance and punctuality.
- Organising and monitoring Alternative Learning Packages for appropriate students.
- To ensure the monitoring of student attendance and punctuality together with students' behavioural progress and performance in relation to targets set for each individual and group; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. Liaising with EWO and Form Tutors as appropriate.
- To have a key role in Safeguarding and the implementation of the Safeguarding Framework, in relation to Child Protection. To undertake appropriate safeguarding training, attend inter-agency meetings and support students appropriately.

**Monitoring and Evaluation.**

- To implement School quality procedures and to ensure adherence to those within the relevant Year groups.
- Within the context of monitoring and evaluation framework, evaluate the work of relevant Year groups, use this analysis to identify effective practice and areas for improvement, and act to improve further the quality.
- To seek/implement modification and improvement where required.

**General Information:**

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
4. East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

HEADLANDS SCHOOL  
SINCE 1965

## PERSON SPECIFICATION

**Job Title:** Year Leader

	Essential	Desirable	Measure
<b>Experience, Knowledge &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>□ Experience of working with young people with challenging behaviours and complex needs.</li> <li>□ Safeguarding training.</li> <li>□ Good standard of education</li> <li>□ Proven track record of successful implementation of multiple behaviour management strategies.</li> <li>□ High level of knowledge and experience regarding safeguarding practices and supporting students with pastoral issues.</li> </ul>	<ul style="list-style-type: none"> <li>□ Knowledge and use of restorative practice.</li> <li>□ Previous experience of working within a school environment.</li> </ul>	Application Form Interview Questions References Qualification Certificates Interview Testing
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>□ Excellent interpersonal communication skills.</li> <li>□ Excellent problem solving skills and the ability to make decision using own initiative.</li> <li>□ IT Skills Word, Excel, Outlook &amp; Databases</li> <li>□ 37 hours per week, all year round - with some flexibility required.</li> </ul>		Application Form Interview Testing Interview Questions References
Competencies			
	Core	Role Specific	
<b>Manage Self</b>	<ul style="list-style-type: none"> <li>□ Acts with integrity and honesty at all times</li> <li>□ Reflects on and enhances own performance</li> <li>□ Manages workload effectively</li> <li>□ Communicates effectively</li> <li>□ Is assertive, not aggressive</li> <li>□ Presents self well and follows school policies</li> <li>□ Is organised, prepared and equipped for work</li> </ul>	<ul style="list-style-type: none"> <li>□ Demonstrates and promotes the positive values, attitudes and behaviour they expect from the students.</li> <li>□ Has high expectations of all students, respecting their personal backgrounds and committed to raising their educational achievement.</li> <li>□ Is able to challenge individuals/decisions appropriately.</li> <li>□ Is able to effectively delegate tasks.</li> </ul>	Application Form Interview Questions References
<b>Working With People</b>	<ul style="list-style-type: none"> <li>□ Suitable to work with children</li> <li>□ Treats others with respect</li> <li>□ Actively seeks &amp; provides support from/to others</li> <li>□ Displays sensitivity to diverse opinions and contributions</li> <li>□ Works collaboratively with others</li> <li>□ Acts as an ambassador for the school</li> </ul>	<ul style="list-style-type: none"> <li>□ Builds and maintains successful relationships with students, treats them consistently, with respect and consideration, and are concerned for their development as learners.</li> <li>□ Selects and successfully applies different methods for communicating effectively.</li> <li>□ Empowers and encourages others to use own initiative without fear of reprisal.</li> <li>□ Seeks to identify and remove or reduce causes of conflict in the workplace.</li> <li>□ Develops effective relationships with key stakeholders &amp; external</li> </ul>	Application Form CRB Interview Questions References

		<p>groups.</p> <ul style="list-style-type: none"> <li>Coaches and mentors others.</li> <li>Contributes to effective recruitment and selection processes.</li> <li>Monitors the progress and quality of work against standards or expected performance.</li> </ul>	
<b>Effective Use of Resources</b>	<ul style="list-style-type: none"> <li>Follows guidelines and instructions to ensure acting within the school procedures</li> <li>Actively seeks to undertake CPD and takes ownership of own development</li> <li>Uses appropriate new technologies</li> <li>Is conscious of costs and value for money</li> <li>Uses ICT as appropriate to their role e.g. to advance students' learning, to record data as needed, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Improves own practice including through observation, evaluation and discussion with colleagues.</li> <li>Seeks to share resources with others.</li> <li>Delegates work appropriately.</li> <li>Makes professional and managerial decisions based upon informed judgements.</li> <li>Promotes the effective use of technologies.</li> <li>Freely shares own knowledge and experience with others.</li> <li>Manages budgets effectively.</li> <li>Encourages the sharing of resources and knowledge in own team and across the school.</li> </ul>	Application Form Interview Questions References
<b>Achieving Results</b>	<ul style="list-style-type: none"> <li>Contributes to projects</li> <li>Plans own workload to meet agreed deadlines objectives and priorities</li> <li>Takes personal responsibility for own performance</li> <li>Has passion and enthusiasm to deliver beyond expectations</li> <li>Recognises problems and issues as they arise</li> </ul>	<ul style="list-style-type: none"> <li>Promotes the successes of the school.</li> <li>Manages/contributes to management of projects.</li> <li>Identifies, monitors and resolves service problems, recommending changes.</li> </ul>	Application Form Interview Questions References
<b>Facilitating Change</b>	<ul style="list-style-type: none"> <li>Responds positively to change initiatives</li> <li>Accepts change as part of the business process</li> <li>Understands and contributes constructively to change</li> <li>Plans and implements change within own role</li> <li>Takes on new or different tasks willingly.</li> </ul>	<ul style="list-style-type: none"> <li>Uses positive communication to inspire others of the need to change.</li> <li>Understand and uses effective planning techniques.</li> <li>Shows commitment to supporting development needs of others.</li> <li>Recognises the barriers to change and works to remove these.</li> </ul>	Application Form Interview Questions References
<b>Provide Direction</b>		<ul style="list-style-type: none"> <li>Acts as a role model to others in terms of behaviour, values and performance.</li> <li>Recognises and uses the skills of others and incorporates their ideas in to planning.</li> <li>Sets clear boundaries for colleagues and self, ensuring compliance with legal and ethical frameworks.</li> </ul>	Application Form Interview Questions References