

Job Description Year Leader Teaching, Learning and Progress

The Futures Trust and Hinckley Academy and John Cleveland Sixth Form Centre are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Our Core Principles

Learners First – young people, staff, leaders, governors and trustees totally focused upon the educational benefit of our pupils and students within a safe and supportive environment

It's about learning – young people, staff, leaders, governors and trustees totally focused upon developing and improving the learning of pupils and students underpinned by harmonious and trusting relationships

No Barriers – no excuses, only support to ensure young people, staff, leaders, governors and trustees maximise the academic achievement of pupils and students whilst enabling them to develop and flourish as well rounded individuals

Responsible to	Headteacher
Grade	TLR 2C £7,017 per annum
Hours	Full time
Location	Based at Hinckley Academy with a requirement to travel to undertake work at or for academies within the Trust

Job Purpose

1. To secure outstanding outcomes in all aspects for students in your designated year group:
 - Outstanding outcomes for students
 - Quality of Teaching, Learning and Assessment
 - Personal development, behaviour and welfare
 - Effectiveness of leadership and management.

2. To raise standards in your designated year so that attainment is in line or above the national average and student progress is outstanding. Ensure underperforming students are rapidly identified and targeted Wave 1, 2 or 3 intervention is put in place so that they are given every chance to be successful.

Duties and responsibilities

To lead on:

- Setting good or better outcomes for your designated year in line with the school development plan
- Raising standards of Teaching and Learning in your designated year group
- Securing and being accountable for good or better progress in your designated year for all groups of learners including those students eligible for the Pupil Premium
- Ensuring that barriers to learning are removed for all groups of learners in your designated year

- Identifying underperforming groups of students and arrange, commission or ensure that intervention is in place so that they catch up.
- Providing high quality interventions that ensure good or better progress in English and Maths and across the curriculum, especially for those students eligible for Pupil Premium
- Devising and implementing a targeted mentoring programme across the year group that supports underperforming students in catching up
- Ensuring that tutor time in the year group is well used to maximise student progress
- Ensuring that year group spaces are a showcase for students learning and provide an engaging and safe learning environment
- Delivering a proactive Support and Guidance system in your designated year that strongly supports students in making progress:
 - Attendance intervention and holiday authorisation
 - Behaviour management
 - Rewards and sanctions
 - Safeguarding children and child protection

- Liaising with Subject Leaders to ensure quality subject provision that maximises student performance
- Parental liaison in your designated year including 'Critical Friends' groups
- Managing all your designated year events including the delivery of aspirational events and programmes to build belonging, raise aspirations and enrich the curriculum.
- Delivering guidance to students about further courses and careers relevant to your designated year group
- Developing links with external agencies
- Providing high quality CPD for form tutors

The maintenance of good order and discipline at all times during the school day (including the midday break) in conjunction with other members of the Leadership Group

Line management

- To lead and manage the colleagues within the year group structure. This post comes with the expectation that the post holder will attend a daily morning briefing with a designated SLT member and other Directors of Learning.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Year Leader are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

In addition, to be personally responsible for working with a number of students or individual casework in maximising their achievement

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Lisa Hickman, Headteacher

Date: April 2022