



Job Description

Job Title:		Year Leader			
School:		Benfield School			
JE Code:	A4516	Evaluation:	542 points	Grade:	N7
Date:	September 2019		Status:	Final	
Responsible to:		Years 7-11: Lead Professional - Attendance and Behaviour Years 12-13: Progress Leader Years 11/12/13			
Responsible for:		N/A			
Job purpose:		To be responsible for designated year group(s) in Years 7-13 to support the Senior Leadership Team to achieve high levels of attendance and good standards of behaviour and attitudes to learning. To lead the planning and implementation of a whole school system or priority related to attendance, behaviour and welfare.			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Work as part of an integrated team to contribute to the school's priorities in respect of ensuring improved outcomes for students and their families, including improved attendance, behaviour and attitudes for learning.
2. Support the Lead Professional - Attendance and Behaviour to implement innovative and evidence-based strategies, interventions and systems to impact positively on key outcomes for attendance, behaviour and attitudes for learning.
3. Support the Assistant Headteachers – Achievement for Key Stages 3 and 4 and the Deputy Headteacher – Quality of Education/Achievement Key Stage 5 to implement, monitor and evaluate targeted interventions to improve outcomes for individual or small groups of learners.
4. Encourage positive attitudes and behaviour in and around school and personally manage incidents of poor behaviour to support students to learn effectively in accordance with the academy's Behaviour Policy.
5. Manage child protection concerns in accordance with the academy's Safeguarding and Child Protection policies and protocols, making appropriate referrals and attending strategy meetings.

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6. Be available for students and families in the relevant year group(s) before, during and after the school day and be the first point of contact for parents/carers in relation to attendance, behaviour and attitudes to learning.
7. Liaise with individual teachers/form tutors and curriculum area leaders in relation to attendance, behaviour and attitudes for learning, and welfare matters.
8. Lead assemblies and other whole year group events.
9. Participate in and contribute to the team around the family:
 - attendance and contribution to professional meetings;
 - undertake work with families and report on progress and issues to such meetings, and undertake regular reviews of such work;
 - work with other colleagues within the trust and from external agencies to plan and deliver appropriate intervention for students and families;
 - maintain effective records in respect of individual caseloads; and
 - escalate staged response intervention where appropriate.
10. Work daily with learners and families with complex needs and challenging circumstances and support the identification and assessment of their needs, including making referrals to specialist providers, undertaking home visits where appropriate.
11. In specified cases act as the Lead Professional, co-ordinating and holding multi-agency partners to account for their actions, to ensure individual learners receive appropriate support and interventions from external agencies.
12. Support and implement effective induction and transition arrangements for new learners within specific year group(s) to ensure their positive integration into school life at Benfield School.
13. Positively engage with the trust's strategies and approaches for attendance, welfare, family support and vulnerable learners in liaison with the trust's central Family Support Team.
14. Lead the planning and implementation of one or more whole school systems or priorities related to enabling learners to achieve improved outcomes, such as:
 - PRIDE and rewards
 - attendance, behaviour or child protection systems
 - mental health and student wellbeing
 - deputy safeguarding lead
 - assembly programme
 - careers education, information, advice and guidance.
15. Where appropriate, follow procedures to initiate the legal process to fine/prosecute parents where they fail to ensure a student's regular attendance at school.
16. Provide cover supervision for classes and inclusion/exclusion facilities as necessary.
17. Undertake exam or assessment invigilation where required.

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Trust responsibilities:

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.

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