



Purbrook Park School

Year Leader (Non-teaching)

Salary Scale: Grade D

Purpose of the post:

To lead a year of tutors and pupils

To monitor and improve pupils':

- attainment and achievement
- attendance and punctuality
- behaviour and wellbeing

Key Responsibilities

General

- Ensure the smooth day-to-day leadership and management of a year group, including tutors and pupils
- Create and maintain an effective partnership with parents
- Organise and deliver a scheduled programme of assemblies
- Provide challenge where appropriate to ensure that all stakeholders uphold the school's routines and procedures effectively

Attainment and Achievement

1. Input, analyse and evaluate data liaising with Senior Leadership Team and/or other agencies and organisations
2. Develop the use of data with teachers and tutors to identify and act upon strengths and areas for development, measuring the impact of specific timed interventions
3. To input, analyse and evaluate use of our rewards system.

Attendance and Punctuality

On a daily basis:

1. Record absence of pupils in registers when notified by parents
2. First day absence calling to parents
3. Produce daily attendance sheets
4. Record late to school pupils and notify tutors
5. Follow up pupils with 'N' code
6. Liaise with SLT, for pupils placed in internal exclusion

On a weekly basis:

7. Calculate weekly winners of the 'Attendance Challenge'
8. Produce graphs with total weekly attendance
9. Produce graphs showing days attended by tutor group
10. Produce certificates for winners

11. Display graphs and certificates on notice board
12. Liaise with parents and colleagues re requests for absence from school
13. Supply data sheet showing pupils with less than 95% attendance
14. Meet with colleagues, School Family Liaison Officer, pupils and parents to discuss pupils with poor attendance and attend Attendance Panel Meetings if required.

Behaviour and Wellbeing

1. Ensure the smooth running of behaviour management in the year
2. Establish productive working relationships with pupils, acting as a role model
3. Provide pastoral support to pupils
4. Provide advice and assistance to pupils in their social, health and hygiene development to ensure that they stay safe
5. Provide feedback to pupils in relation to progress, behaviour and attendance
6. Liaise with and meet with staff and parents to ensure outstanding support for pupils in the year group
7. Lead our 'On Call' system for pupils in the year
8. Input, analyse and evaluate 'On Call' data
9. Liaise with the Director of Learning – Inclusion and SENCo to organise support from external agencies
10. Liaise with Designated Person for Child Protection as appropriate

SIMS Data Inputting

1. Update pupil details (change of address / phone numbers / email addresses)
2. Achievements (house points, sporting, community etc)
3. Behaviour incidents including scanning in pupil statements and attaching any other relevant information e.g. letters Detentions from the Senior Leadership Team
4. Attaching letters sent home to parents from the Senior Leadership Team.
5. Target setting as appropriate
6. Producing reports on behaviour and SEN provision as required by the Senior Leadership Team for meetings

Other Regular Duties include:

1. Answering the telephone
2. Contacting parents
3. Typing letters
4. Typing minutes of meetings
5. Emailing teachers regarding individual pupils
6. Challenging and supporting pupils who visit the office

7. Supervise and monitor pupils at break times, lunch times, and before and after school
8. Attend meetings and training sessions as required
9. Be involved in extra curricula activities, e.g. open days, presentation evenings
10. Design and produce displays and notices
11. Mailing annual reports and newsletters to parents

Other Professional Requirements

- To positively engage in your own professional development, including induction and in-service training opportunities and performance management reviews.
- To operate at all times within the stated policies of the school
- Take responsibility for your own professional learning
- Maintain confidentiality at all times

Person Specification

Education

- To GCSE level or equivalent

Experience

- Working in a secondary school or similar environment

Competencies

- IT literate with experience of using Word, Excel, Spreadsheets and databases
- A skilled communicator
- Thorough, with an eye for detail
- The ability to establish good and effective working relationships with a wide range of pupils, parents and staff.

Personal qualities and skills

- The ability to think and work quickly and calmly while under pressure, working to deadlines
- Highly motivated but approachable and patient
- A team player, suited to a collegiate working environment
- Excellent standard of appearance
- Energy and enthusiasm

Professional Qualities

- A history of good attendance and time-keeping
- An understanding and sympathy for the needs of pupils across different abilities, age ranges and social backgrounds
- A commitment to the principles and practice of equal opportunities for all and to safeguarding the wellbeing of pupils.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.