



# THE BRUNTS ACADEMY

## Job Description

### Year Leader (Non-Teaching)

**Purpose:**

To work as part of the pastoral team to support students, within an identified year group, providing pastoral support and guidance which ensures all children attend well, are safe, happy and make good progress.

**Reporting to:** Vice Principal, Behaviour and Attitudes; Key Stage Leader

**Liaising with:** Subject Leaders, Year Leaders, SLT team, Attendance and safeguarding teams, teachers, tutors, Trust Teams and external agencies

**Working time:** Term Time

**Salary Grade:** GAT 9 Salary: £34,834 - £37,336 FTE (£31,400.04 - £33,655.39 pro rata)  
39 weeks + 4

**Main Responsibilities:**

- To provide the operational leadership for all aspects of student welfare, behaviour and attendance for their designated year group.
- To support the Key Stage Pastoral Leader to ensure students in their year group meet the Academy's standards and expectations and achieve outstanding outcomes.
- To support in the leading of assemblies and promote our academy values through assemblies, tutor time, life lessons and the rewards system
- To lead and implement the year group attendance strategy to improve overall attendance and punctuality of the year group and reduce persistent absence, particularly for SEND/disadvantaged pupils
- To work closely with the Academy's attendance officer to ensure that attendance strategies for students are regularly evaluated and timely intervention is put in place.
- To lead the behaviour strategy for their designated year group, ensuring that timely and effective interventions are in place leading to improved student behaviour.
- To lead and manage the Academy's graduated response to behaviour for their year group

- To supervise breakfast club sessions on a rota basis with other Heads of Year, providing a welcoming start to the day for vulnerable students
- To work closely with other Academy leaders to devise and implement effective pastoral interventions and mentoring programmes
- To identify patterns in behaviour, ensuring effective strategies are implemented and shared with staff, including working with Subject Leaders to support behaviour in identified lessons.
- To ensure that students with SEN in their year group are supported by teachers in their lessons through the use of student support plans and work with the SENCO to implement strategies where these needs are not being met.
- To promote the academy's reward systems, ensuring that students are celebrated for their achievements and high standards.
- To ensure that academic underperformance is identified and any barriers to students learning are identified and addressed
- To work with the Key Stage Leaders to lead a team of tutors, ensuring that the quality of the tutor curriculum and provision is to the highest of standards including the management of student attendance and behaviour.
- To support the safeguarding team by working closely with students, families and external agencies to ensure students welfare and safety is carefully monitored and supported
- Co-ordinate and promote participation in extracurricular activities, with a focus on enabling disadvantaged pupils to access experiences which widen their cultural capital
- Develop and implement an effective year group communication plan ensuring communication with parents and carers is timely and effective on a day-to-day basis, through parent's evenings and all forms of home/school communication
- Engage those parents who are hard to reach to ensure students are supported in reaching the Academy's standards and expectations.
- To lead the management of any discipline a/behaviour issues where parents need to be informed and the identification of underperformance either academically or socially including the setting, tracking and following up of Pastoral or Attendance Support Plans.
- To liaise with the school nurse for all pupils in the year.
- To participate in the academy's duty, On-Call and other rotas as appropriate.
- To oversee and manage the compiling of recommendations and associated evidence of fixed term internal exclusions/fixed term exclusions/permanent exclusions.
- To lead, support and organise year specific and pupil events, e.g. Charity fundraising, celebration and trips, assemblies.
- To act as an academy first aider and to ensure that three-day first aid certification remains up-to-date
- Attend all parents' evenings and other events relating to the year group.
- Any other duties deemed appropriate to the role.

**Health and Safety:**

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

**Additional points:**

The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified as no job description can be fully comprehensive.

In addition to the duties specified, employees will be expected to comply with any reasonable request to undertake duties or work of a similar level which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the relevant member of leadership. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_