



REDRUTH SCHOOL

Job title:	PASTORAL YEAR LEADER
Grade:	H
Responsible to:	Assistant Headteacher/SENCO

The person appointed would be expected to:

- Be a member of the pastoral team
- Be responsible for the day to day operation of the pastoral system for a year group and the individual students within it, dealing with individual student problems:
 - behaviour problems
 - social and emotional problems
 - health and sickness matters (attendance)
 - academic problems
- To ensure that the needs of all students within the year group are met
- To work with the Assistant Headteacher
- Lead, manage and develop a team of tutors
- To create and maintain a positive ethos within the year group
- Be responsible for the social and academic progress of a year group
- To oversee the behaviour management information system for the year group and ensure that tutors and faculties are using the data to inform planning
- To ensure that school records are maintained for the year group
- To manage with the Assistant Headteacher casual admissions within the year group
- To liaise with all outside agencies as appropriate eg Social Services, YOT etc
- To develop and maintain good relationships with parents/carers/students
- To provide individual support and intervention as appropriate
- To manage and deliver with the Assistant Headteacher the guidance support and advice, as appropriate to parents/carers either individually or collectively
- To liaise with the PSHE co-ordinator – careers staff to support pupil development
- To work alongside the SENCO and Assistant Headteacher to support students with SEN eg contribute and lead IBP/PSPs
- To ensure that pupils are able and equipped to engage in their learning
- To develop, lead and manage an effective programme for tutor time
- To be directly responsible for the attendance of the year group
- To support the Progress Leader with year assemblies
- To liaise with the Progress Leader and Assistant Headteacher to help manage events and rewards.

JOB SPECIFICATION

PASTORAL YEAR LEADER

Professional qualities and experience

- Education to level 3 essential
- Experience of working with young people in the 11-19 age group
- Sound knowledge of educational processes at Key Stage 3/4
- Enthusiastic about the education of young people

Leadership Skills

- Able to respond to and initiate strategies to improve individual student performance
- Ability to work with others
- Ability to build, support and work with teams
- Able to prioritise, plan and organise
- Ability to devolve responsibilities as appropriate
- Ability to liaise with others
- Ability to report to Assistant Headteacher and/or Senior Management about progress in specific student cases
- Set high standards and provide a role model for students.
- To be open to ideas
- To be able to support others where necessary
- To deal sensitively with people and be able to resolve conflicts

Decision Making Skills

- To make reasonable decisions based upon evidence
- To think creatively and imaginatively
- To anticipate and solve problems
- To demonstrate good judgement
- To be able to prioritise

Communication Skills

- To communicate effectively, orally and in writing with a range of audiences
- To negotiate and consult effectively

Self - Management

- Able to prioritise and manage time effectively
- Work under pressure and to deadlines

Personal Qualities

- To enjoy working with young people
- To have an excellent attendance record at work
- To be flexible and willing to take on new challenges
- To have energy, vigour and perseverance, self confidence, enthusiasm, intellectual ability, reliability, integrity, a good sense of humour.