



# All Saints Catholic School

*"We are all one in Christ, our mission and our responsibility is to recognize all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness" (1 Cor. 12:29)*

## JOB DESCRIPTION

<b>ROLE:</b>	<b>YEAR LEADER</b>
<b>DEPARTMENT:</b>	<b>YEAR 7 – 11 ON ROTATION</b>
<b>RESPONSIBLE TO:</b>	<b>HEADTEACHER/LINE MANAGER APPOINTED BY THE HEAD</b>
<b>SCALE</b>	<b>TLR 1c</b>
<b>RESPONSIBLE FOR:</b>	Carrying out the professional duties set out in the Teachers' Pay and Conditions Document as directed by the Headteacher within the context of the job description set out below in a wholly satisfactory manner. The strategic direction and development of the specified Year Group.

### PURPOSE OF THE YEAR LEADER ROLE:

- To support and uphold the Catholic ethos and values of the School.
- To positively contribute to fulfilling the mission of the School.
- To meet and maintain the professional teaching standards commensurate with their role.
- To work to raise expectations and standards within our community.
- To promote a positive image of the School.
- To develop a strategic direction for the year group.
- To take responsibility for the pastoral care and academic support for a year group.
- To lead and manage staff allocated to the Tutor team.

## **RESPONSIBILITIES :**

### **Teaching and learning**

#### **Set high expectations which inspire, motivate and challenge pupils**

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

#### **Promote good progress and outcomes by pupils**

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study

#### **Demonstrate good subject and curriculum knowledge**

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- keep up to date with developments in pedagogy, teaching resources and make relevant changes to instructional plans and activities
- use relevant technology to support teaching and learning.
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject

#### **Plan and teach well-structured lessons**

- plan, prepare, teach and evaluate lessons throughout the age and ability range
- impart knowledge and develop understanding through effective use of lesson time in accordance with statutory requirements, school aims and objectives, school policies and Departmental Schemes of Work.
- promote a love of learning and pupils intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired and ensure that homework is set and recorded in the student planner.
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s) which meets internal and external quality standards and develops independent learning.
- Use a variety of teaching methods which will stimulate learning appropriate to student needs and demands of specifications.
- maintain resources and create positive learning environments in order to support learning.
- take reasonable care of Department resources and to account for any equipment used.

- Establish and communicate clear objectives for all learning activities.
- Set cover work when on leave of absence/known absence

### **Adapt teaching to respond to the strengths and needs of all pupils**

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them ensuring targets outlined in a student's Individual Education Plan are pursued.

### **Make accurate and productive use of assessment**

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback. To assess and monitor student work in accordance with statutory requirements and school and Departmental policies and to set realistic and challenging targets for improvement.
- To maintain teaching records, attendance and other pastoral records.
- To maintain accurate, transferable student registers and records.
- To complete student reports and reviews.
- To attend Parents' Report Evenings as appropriate.
- To assist in setting and marking internal examinations.
- To ensure that external examination requirements are satisfied

### **Manage behaviour effectively to ensure a good and safe learning environment**

- maintain a tidy, safe and stimulating working environment
- Maintain good order and discipline ensuring health and safety including training students in the safe and appropriate use of equipment.
- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- keep a record of student attendance at, and punctuality to, lessons and report any notable observations to the form tutor/Curriculum coordinator

## **Fulfil wider professional responsibilities**

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Refer any Child Protection concerns to the designated Child Protection Officer in the school.
- Communicate effectively with parents with regard to pupils' achievements and well-being.

## **PERSONAL AND PROFESSIONAL CONDUCT**

All teachers have a responsibility to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## **STUDENT SUPPORT AND GUIDANCE**

- To create an annual development and self evaluation strategy for the year group based on school priorities, which contributes to the realisation of the School Improvement Plan, and reflects the school's commitment to continuous progression
- To work collaboratively with the Line Manager to develop personal and year group effectiveness
- To lead, manage and develop the year team in order to ensure the highest possible standards of pupil achievement, personal development and well-being.
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- To build a team in which good practice is shared, and meeting time is used effectively to raise achievement and support pupils' personal development and well-being.
- To communicate effectively with staff so that they are properly informed of developments relating to the specified Year group.
- To lead and chair a Tutor Team meeting once per half term.
- To evaluate the quality of registrations, the standards of pupil achievement in PSHEE
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- To monitor the use of student journals and the recording of homework on a regular basis

- To work with tutors to ensure that school programmes for PSHEE are effectively delivered and that their impact is evaluated.
- To develop and promote the “Faith Community” with pupils in the year group
- To organise Year Assemblies, Masses and assist the Chaplain with the co-ordination of chapel visits according to the rota.
- To promote, manage, and be responsible for high standards of pupil behaviour, attendance, punctuality and dress.
- The production and distribution of a Year Handbook containing team policies and other relevant documentation.
- To organise consultation meetings with parents
- To organise the Annual Report’s/ Support Evenings for the specified Year group.
- To work with other staff, including Student Support, Pastoral Deputy Headteacher, CADD, Chaplain, Access and attendance officer, Social Workers, Police and external agencies to ensure that students’ needs are identified and support is accessed and evaluated at regular intervals.
- To establish a positive partnership with parents/carers to involve them in their child’s learning and progress.
- Playing a leading role in the safeguarding of children in the School, following all the relevant Child Protection procedures including the CAF and referral processes.
- To keep up to date with national developments in pastoral care, personal development, progress tracking, and teaching methodology.
- To promote and support extra-curricular activities, which enrich and support the learning and experience of all pupils, and increases their participation in school life.

#### **GENERAL RESPONSIBILITIES:**

- To be familiar with the content of and subsequently implement the whole school policies located in the staff handbook thus contributing to the realisation of a safe learning environment for all.
- To help implement and adhere to the school quality procedures and take part, as required, in the review, development and management of activities relating to the School Improvement Plan.
- To contribute to whole school planning, review, monitoring and evaluation.
- To play a full part in the life of the school community supporting its distinctive mission and ethos and actively promoting its policies and practices.
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- To attend meetings identified in the School Calendar.
- To undertake supervision duties according to the published rota.
- To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate
- Contributing to the moral, spiritual, cultural and social development of each pupil.
- Making a positive contribution to the pastoral ethos, including specific pastoral duties.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils’ understanding of their contribution to society as outlined in the school Single Equality Duty.

**STANDARDS:**

Effective performance of tasks will be evaluated in relation to the Professional Standards for Teachers (DfE September 2012) and the agreed criteria for the effective functioning of a Class teacher at All Saints Catholic School( Job Descriptions 2012). The monitoring of these standards will form part of the Staff Appraisal procedure.

**EDUCATION AND TRAINING:**

In accordance with the Continuing Professional Development policies the teacher will;

- Review overall performance in the previous year in relation to training received and the changing needs of the job.
- Identify training and education needs for the following year through a training needs analysis in order to ensure confidence in carrying out required duties.
- Participate in the prescribed framework for Teacher Appraisal.

This will be carried out within the framework of the school's Staff Development Policy current at the time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager including undertaking work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.