

JOB DESCRIPTION: Year Learning Co-ordinator (TLR 2c)

The following job description is for the guidance of candidates as to the requirements of the post. It does not replace the 'Conditions of Service for Teachers' as set out by the DfE.

PURPOSE:	To play a major role under the auspices of the Governing Body/Headteacher and under the overall direction of the Senior Leadership Team in enhancing the learning and teaching experience for students within the year group. To work with stakeholders to ensure the personal, social and academic development of each student by providing appropriate support, guidance and challenge within a caring and purposeful environment. To lead a group of form tutors and, under the direction of the Head of Kvutzah (PSHCE) to help co-ordinate the delivery of the PSHCE programme to the year group.
RESPONSIBLE TO:	The Assistant Headteacher (KS)
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	TLR2c
WORKING TIME:	As set out in the 'Conditions of Service for Teachers' as presented in the 'School Teachers' Pay and Conditions' document published by the DfE.

MAIN DUTIES

Strategic direction and development of the team

- With the support of the Assistant Headteacher, develop a strategic view for the year group which supports the vision, ethos and policies of the school
- Lead the planning and self-evaluation processes for the Year Group
- With the support of the Assistant Headteacher, use national, local and school data effectively to monitor standards across the year group and intervene as necessary
- Monitor the progress made towards achieving year group plans and targets and use the information to plan future developments
- Ensure that parents are well informed about the curriculum, targets, children's progress and attainment within the year group, and contribute to the induction of parents new to the school.
- Encourage the year group's participation in Student Parliament

Teaching and Learning

- Be responsible for the care of students within the year group, promoting self discipline, good attendance and positive behaviour in accordance with school policy
- To work with the Transition Co-ordinator to ensure the effective induction of students to JCoSS, including assisting with the allocation of students to form groups and sets
- To work with the Director of the PSRP (special resource provision) to ensure the successful integration of PSRP children into the year group
- To help ensure the delivery of the PSHCE curriculum for the year group under the strategic (and curricular) direction of the Head of PSHCE.
- With the support of the Assistant Headteacher, develop and monitor the curriculum provision

throughout the year group, liaising appropriately with subject leaders, class teachers and SLT.

- Maintain a partnership with parents to involve them in their child's learning
- Celebrate student achievement and promote the values of the school through the planned leadership of year assemblies
- Contribute to the organisation of Parents' Evenings for the year group, and the production of reports to parents
- Liaise appropriately with agencies and personnel (e.g. Directors of Inclusion and PSRP, EWO, Social Services, DSP) to ensure the safety, good attendance, learning support and good behaviour of students in the year group.
- With the Student Support manager, arrange the supervision of students on report/internal exclusion, liaising with parents as required and ensuring that appropriate work is set.
- Liaise as necessary with colleagues to ensure smooth transitions into and out of Key Stages.

Leading and Managing staff

- Lead and manage a team of form tutors
- Develop positive working relationships with and between all students and staff in the year
- Lead groups of staff in developmental activities and evaluate the effectiveness of training
- Ensure NQTs and staff new to the tutor team receive appropriate induction and support
- Work with the Directors of Inclusion and of the PSRP to ensure that individual students receive appropriate support
- Ensure that all colleagues are well informed about year group policies, plans and priorities, their success in meeting objectives and targets, and year-group-related continuing professional development plans

Teaching:

- To undertake an appropriate programme of teaching, preparation and assessment and to take a lead in being observed by colleagues.

Additional Duties:

- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example
- To contribute to the extra-curricular and enrichment programmes
- To maintain a visible, professional and high profile within the school.

Other Specific Duties:

- To continue personal development
- To engage actively in the appraisal process
- To undertake any other duty as directed by the Headteacher.

- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.
- This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.
- JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Year Learning Co-ordinator

All items are 'Essential' unless noted as 'Desirable'

Education and Training

- Qualified Teacher Status (QTS)
- A track record of success with the pastoral care of young people
- A track record of Good or Outstanding teaching
- Evidence of appropriate in-service training

Skills/Professional Qualities

- Ability and confidence to lead a year group of students and tutors
- Experience of liaison with parents
- Understanding of the issues and responsibilities with regards Child Protection
- Ability to demonstrate a commitment to "Every Child Matters", pastoral care and the promotion of high standards of positive behaviour.
- Ability to hold staff and students to account and to promote positive behaviours
- Good ICT experience in an educational setting
- Good numeracy skills and the ability to interpret educational data.
- Excellent communication skills, both written and oral

Leadership/Personal Qualities

- A vision for the development of a year group in the context of a growing school
- Committed to supporting the School's unique Jewish ethos (there is no requirement or need for applicants to be Jewish)
- Always prepared to put the students' needs first
- An effective, flexible and enthusiastic leader
- Confident in sensitively but assertively addressing under-performance
- Able to listen and effectively communicate and negotiate with a variety of audiences
- Diplomatic, with the ability to develop and maintain effective relationships
- Able to act quickly and sensitively under pressure.
- A team player, respected by others
- Able to manage own and others' workloads appropriately
- Able to keep calm in difficult situations, deal with stress and absorb pressure
- Open and constructive, accepting of feedback and always willing to learn
- Energetic and enthusiastic with an excellent sense of humour
- A 'can do' positive approach
- Excellent attendance and punctuality record.
- Awareness of and commitment to Equal Opportunities issues; a commitment to working in a multi-cultural environment and with students from diverse backgrounds.