



Fir Vale School

JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

POST TITLE	KS4 Academic Lead
GRADE	Main Pay Range / Upper Pay Range Plus TLR 1a
RESPONSIBLE TO	The Senior Leadership Team
RESPONSIBLE FOR	Staff within a Year Team
PURPOSE OF THE JOB	<ul style="list-style-type: none">• To be accountable for the progress and attainment of all students and groups of students within the year group• To inspire and motivate students to develop and sustain high levels of achievement in all areas• To develop and foster a Year Group ethos of pride and achievement• To lead the team of Form Tutors for their year group, supporting the development of their practice in the role• To oversee communication between home and school• To safeguard students' welfare and personal development• To take a full role within the school community as a senior middle leader
EMPLOYMENT DUTIES	To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document

JOB DESCRIPTION

The job description should be read alongside the range of professional duties of teachers as set out in the Teachers' Pay and Conditions Document. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the Department for Education.

Strategic Leadership and Development

- Work in partnership with the 'Pastoral Lead' ensuring a mutual supportive and exemplary relationship that works to the benefit of all students
 - To uphold the standards of 'ethical leadership'
 - Support the development and implementation of the school's vision through the role and work of the Year Team
 - Run internal QA systems within the year group regarding tracking of student attainment, attendance, behaviour and engagement
 - Contribute to whole school self-evaluation with regards to the evaluation of learning and teaching on a whole school level in conjunction with the leadership team
 - Lead the production and review of the year group improvement plan
 - Contribute to school-wide planning activities
 - Monitor and evaluate the Year group in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria
 - Ensure the school's equality policy guides the work of the Year Team
 - Meet regularly with SLT line manager to formally feedback on progress and key issues in the year group
 - Ensure the diversity of all students is recognised and celebrated within the year group (Togetherness)
 - Maintain a high profile in the school as a senior middle leader
-

Standards and Achievement

- Support all students to progress each year at least in line with the expected rate of progress
- Monitor each student against national and local attainment data to ensure that they are making appropriate progress
- Identify target groups of underachieving students so that a suitable intervention plan is implemented ensuring that students have access to the appropriate resources and materials to catch up

Teaching and Learning

- Monitor the quality of learning experience of students in the year group and lead appropriate intervention where required
- Act as a role model through an open door policy in lessons and modelling best practice
- Set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- Follow the school policies and procedures and ensure the year team does as a whole
- Maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework

Student Support

- Identify and celebrate student attainment and achievement in all aspects of school life
- Identify target groups of under achieving students enabling suitable intervention plans to be implemented and ensure students have access to the appropriate materials to “catch up”
- Promote the general progress and well-being of individual students and the Year group as a whole
- Contribute to the preparation of action plans and other reports as required
- Monitor and lead the response to problems experienced by students and, where relevant, alert appropriate staff at a senior level
- Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- Be responsible for the application of the Behaviour policy so that effective learning can take place, and support staff in the application of the policy
- Provide support to colleagues in all matters relating to teaching including classroom management and student behaviour
- Develop the celebration of student achievement including reward & recognition assemblies
- Review students' progress after each reporting point

- Meet with students who are causing concern and contact home where necessary in conjunction with Head of Year and Faculty Leaders
- Take responsibility and lead on Alternative Education provision for students within the Year group with support from key staff and relevant AHT
- Initiate and lead on interventions for students in year group in conjunction with Faculty Leads and appropriate AHT/DHT
- Oversee the progress of students in the Year group with SEND, and attend interim reviews, where needed.
- Ensure students get suitable CEIAG for each stage of their progression – this includes leading on the identifying, monitoring and supporting of potential NEETs
- Monitor and support disadvantaged students within the year group and report to line manager regularly on their progress and effectiveness of support
- Liaise with outside agencies supporting students and report to line manager regularly on their progress and effectiveness of support
- Monitor homework ensuring that it contributes to student achievement
- Monitor the effectiveness of the curriculum through conducting observations and surveys
- Plan and attend Parent/Carer Evenings, Information Evenings and other events which the parents / carers of students in the year group attend
- Co-ordinate (in conjunction with appropriate member of SLT) whole school learning events such as transition and extra-curricular events, to ensure that students and parents have access to advice and guidance at critical points in the student's life
- Attend and actively contribute to weekly meetings with senior leaders
- Support the school's zero tolerance with regard to peer on peer abuse and ensure they are dealt with effectively in line with school policy
- Provide additional support for those from disadvantaged backgrounds who are making less than good progress across the school due to attendance, behaviour or attitudes to learning.

Behaviour

- Promote a positive attitude to learning and celebrate student success, ensuring high achievement, regular attendance, excellent behaviour, good punctuality and good personal organisation
- Lead and manage reintegration meetings following a suspension

- Oversee the consistent and fair application of the school's Behaviour Policy with students in the year group
- Oversee detentions for the year group and ensure that all students attend detentions and assist in collection of students if required
- Meet with students over whom there are concerns and contact home where necessary in conjunction with Head of Year
- Support duties, where possible
- Lead on the sharing of best practice relating to positive and negative behaviour management
- Do 'IEU' and Reflection Room duties as required
- Oversee the organisation of appropriate sanctions for students such as internal exclusions
- Make recommendations to SLT regarding suspensions and permanent exclusions with accompanying evidence
- Apply and develop rewards recognition and sanctions systems in conjunction with the leadership team
- Pro-actively ensure that students in the year group follow the school policy regarding uniform and taking appropriate action
- Track and monitor individual and whole group student behaviour in terms of behaviour points, IEU, incidents outside of school, suspensions etc.
- Work closely with Behaviour and SEND Team staff to ensure students causing concern make improvements by attending and planning the inclusion meetings
- Monitor and evaluate the consequences and recognition points of students and implement strategies for rewarding success and tackling poor/disruptive behaviour
- Regularly check students who fall below the minimum expected level of behaviour and plan strategies to manage this behaviour effectively to minimise the risk of repeat offending
- Create, monitor and evaluate Intervention Plans to reduce the risk of exclusion
- Be the main line of communication for all aspects of behaviour management
- Conduct 'round robins' when a concern is being raised about the progress or behaviour of a student
- Involve Form Tutors to take a lead on monitoring behaviour of students.
- Monitor and evaluate the progress of students on report
- Support teachers to adopt a trauma informed approach with all students

- Assist students and teachers with restorative conversations to improve relationships between parties.
-

Attendance and Punctuality

- Promote the importance of attendance and punctuality in conversations with students, their parents and the year group during events such as Parents meetings, assemblies and attendance review meetings
 - Support sanctions for lateness and truancy including detentions
 - Plan re-integration of students with a record of long term absence
 - Support Attendance Improvement Plans for individual students including, as appropriate, individual timetables including on a part time basis
 - Support Alternative Education provision where appropriate
 - Support Tutors to raise the profile of the importance of attendance with individual students and tutor groups
 - Meet with parents and outside agencies as required in relationship to issues related with attendance
 - Give attendance a high profile by celebrating outstanding attendance within the year group
 - Work with the SLT link for attendance on strategies related to improving and maintaining high expectations for attendance across the year group
 - Work closely with the Attendance Team to address students who are either PA or at risk of being PA meeting at least fortnightly to review attendance and plan next steps
 - Attend external meetings to deal with PA students when required
 - Liaise with Attendance Team to ensure good attendance is recognised through letters home, certificates and attendance rewards
 - Work closely with the relevant AHT to ensure that there is a comprehensive induction programme for new mid-year admissions
-

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the school

- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons
 - Assist the Head of Year to take primary responsibility for safeguarding issues relating to students in Year group and ensure that Safeguarding Team are informed of concerns
 - Lead on the monitoring of student progress, safety and support for students on the safeguarding register in Year group
 - Lead on the provision to guidance of students in Year group on safeguarding and safe practices
 - Liaise with outside agencies as appropriate, including playing a lead role in Child in Need meetings, TAF meetings etc where required
-

Community

- Develop a Year group identity and ethos in line with the school culture and embed the school's core values
 - Take a lead on weekly year group assemblies in conjunction with other staff
 - Support the year group to make a positive contribution to the internal community of the school
 - Promote the importance and take steps to improve engagement of students in extra-curricular activities, homework clubs/intervention sessions etc.
 - Lead effective Pupil Parliament meetings and liaise with other members of staff as necessary
-

Staffing and CPD

- Lead the tutor team of the Year group in pro-active way, ensuring they deliver the form time curriculum well throughout the academic year
- Contribute towards whole school CPD programmes relating to the role
- Provide regular feedback for colleagues in a way which recognises good practice and results in tangible impact on student learning
- Establish clear expectations and constructive relationships among staff
- Support teachers experiencing difficulties
- Contribute towards the induction and mentoring of newly qualified teachers

Communications, Marketing and Liaison

- Communicate effectively with the parents of students as appropriate
- Ensure that parental contact is acknowledged within 24 hours of receipt and ensure appropriate colleagues are involved
- Log all parental communication using Classcharts
- Ensure parents are informed of all relevant information and incidents (positive and negative)
- Where appropriate, communicate and co-operate with persons or bodies outside the school
- Follow agreed policies for communications in the school
- Attend relevant Faculty Leader meetings and feedback to Year teams
- Lead tutor meetings and provide an agenda of points to be considered
- Provide staff with necessary dates for activities and deadlines relating to the year group
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Options evening, ROA event etc
- Regularly gain student and parent feedback

General

- Demonstrate Fir Vale School values and endeavour to make a difference to the lives of young people at the school
- Be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body's expectations of all staff and volunteers
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- Respect confidentiality at all times
- Be familiar with the school's policies, procedures and working practices and adhere to them as appropriate

- Undertake any training and development commensurate with the post
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out above. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and after discussion. Trade union representation will be welcomed in such discussions.