



<b>JOB DESCRIPTION:</b>	Year Leader
<b>GRADE:</b>	Grade 7 (19-25 points) pro rata Term Time plus 1 Week
<b>RESPONSIBLE TO:</b>	Manager of Student Support and Welfare /Assistant Principal
<b>PRIMARY PURPOSE:</b>	To be responsible for all matters regarding the academic and personal support of these cohorts of students

## 1. MAIN DUTIES

### Support for Pupils

- To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas
- To support the personal, social and emotional and mental health needs of pupil(s)
- To assist in monitoring and reviewing pupil's effort and achievement grades
- To support pupils as part of a planned inclusion programme
- To develop positive relationships with pupils and staff to assist pupil progress and attainment
- To assist in the specific medical/care needs of pupils when specific training has been undertaken

### Support for the Teacher

- To liaise with form tutors on individual pupils' progress and to report on pupils needs, achievements and concerns
- To assist in pupil supervision and the management of pupil behaviour
- To liaise with parents, carers and outside agencies, where appropriate
- To undertake arrangements for out of school learning activities, for example, pupil work experience
- Administer tests and assist in the invigilation of exams
- Assist in the supervision of children on trips/visits
- To lead half termly form tutor meetings

### Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning
- To support the promotion of positive relationships with parents, carers and outside agencies
- To work within school policies and procedures eg bullying/racism
- To actively promote school uniform/discipline/rewards policies
- To attend staff training/meetings as appropriate
- To attend and feedback in weekly ECM meeting
- To attend after school events to support the schools ethos on rewards

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- To organise Year celebrations events both in and out of school
- To take care for their own and other people's health and safety
- To liaise with the School's appropriate person with regard to the ordering of supplies and equipment
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work
- Assist in the supervision, training and development of other members of staff
- To undertake cover supervision for whole classes as necessary
- To supervise and input into weekly assemblies
- Assist in the supervision of lunchtime and after school detentions
- To assist in the supervision of isolation when required
- To organise and monitor parent/form tutor evenings
- To upkeep the year boards and ensure they are current living boards
- To organise and supervise pupil voice meetings
- Attend case conferences for individuals as necessary
- To organise and deliver tours to prospective pupils and their parents

**Additional supporting information – specific to this post.**

- To monitor and report on year group school attendance
- To monitor and facilitate IAG for students to ensure every student has a progression pathway to education, employment or training

**Date Job Description prepared/updated**

February 2024

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.