

**COWLEY INTERNATIONAL COLLEGE**  
**JOB DESCRIPTION**

**Name:**  
**Post:** Year Co-ordinator  
**Grade:** NJC SCP 23 – 25, term time only + 5 training days  
**Responsible to:** Heads of Achievement  
**Purpose of the Post:** To work alongside the Heads of Achievement in leading tutors and in taking responsibility for the welfare and development of students within specified year groups.  
**Working hours:** 37 hours per week. Flexibility of working hours will be required for attendance at Parents' Evenings etc.

**Specific Responsibilities:**

- Work closely with the Heads of Achievement for the effective overall management of the specified year groups.
- Be the first point of contact for parents of students within the specified year groups.
- Monitor attendance and punctuality and liaise with parents directly and with outside agencies as required.
- Develop an ethos of study and discuss with individual students how to improve their study skills and exam preparation in order to bring about improvement in learning.
- Monitor student behaviour and discipline and any other factors that might have an adverse effect on student learning and provide a support mechanism for staff in this respect.
- Assist in applying college sanctions including detentions within the specified year groups.
- Liaise with parents to ensure the highest standards are set and achieved.
- Ensure that student records are effectively kept.
- Monitor the social and personal progress of students in learning activities across the subjects by:
  - updating staff concerning problems on a daily basis;
  - identifying and mentoring students with specific problems; and
  - Interviewing, informing and liaising with parents as required.
- Promote the year groups as a stimulating environment through a wide range of enrichment activities including the tutorial and assembly programme.
- Assist in providing management and leadership of the team of form tutors.
- Contribute to the assembly programme of the year groups and help co-ordinate the contribution of form tutors and tutees as required.
- Assist in the delivery of an effective Personal, Social and Health Education and Citizenship programme for the year groups as appropriate.
- Recognise and respond effectively to equal opportunity issues as they arise, including by challenging stereotyped views, bullying or harassment, following relevant policies and procedures.
- Co-ordinate the work and development of the year groups' council and prepare representatives for the College Council as required.
- Assist with the organisation of Parents' Evenings and other year group events.
- Provide a presence in the year groups throughout the day by being a key player in patrols around the College.
- Duties before college and at the start of college, promoting excellent attendance and punctuality.
- Lunchtime duties.
- Cover lessons for short term absence.
- Comply with the Council's/College's Health and Safety Policy and associated safe working procedures and guidelines.
- Comply with the Council's/College's Equality Policy and ensure that it is implemented within the service area of the post.
- Comply with the Council's/College's Data Protection Policy/legal requirements.

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This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date prepared: January 2018