



FARNBOROUGH  
SPENCER ACADEMY

# JOB DESCRIPTION

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<b>TITLE:</b>	<b>Head of Year</b>
<b>SALARY:</b>	NJC 23-28
<b>ACCOUNTABLE TO:</b>	Vice Principal – Pastoral
<b>POST:</b>	Full Time (37 hours a week)

## **Job Purpose:**

This role provides pastoral leadership to the Academy on a daily basis by applying professional knowledge, understanding, skills and attributes that enables the organisation to function safely and effectively. This will utilise skills in leadership, decision -making, communication and self-management and display characteristics of personal impact, adaptability, initiative and perseverance.

The Head of Year will also work with the Vice Principal and wider Senior Leadership Team regarding:

- Student behaviour
- Ensuring good levels of student attendance
- Rewards and sanctions for all students
- Leading and managing interventions for students to engage in learning and remove barriers to learning

## **Key Areas of responsibility:**

- Monitor the use of data for student tracking and intervention processes.
- Liaise with Heads of Faculty and other relevant staff in the use of assessment data to identify and challenge underachievement, following and analysing trends and patterns and considering how well gaps are closing between the academic performance of different groups of students in the Academy and compared to students nationally; this will include the learning and progress of Looked After Children and those with Special Educational Needs and/or disabilities.
- Hold regular meetings to track student progress and devise interventions as required.
- Oversee the guidance programme for the Year group working with outside agencies where required.
- Analyse behaviour and attendance data and lead interventions as appropriate.
- Support Heads of Faculty in sustaining high standards of work, attitude and discipline.
- Co-ordinate the organisation of Parent' evenings and student reports.

- Ensure that tutors are performing tasks such as recording lates, signing homework diaries, Tutor time learning and general administration.
- Lead on the implementation of the Academy Behaviour Policy in relation to an assigned Year group.
- Monitor student attendance across the Year group and liaise with tutors and report any issues to the Attendance Officer.
- Make appropriate referrals to the wider Pastoral Support team as and when required.
- Participate fully in the pupil referral process, providing evidence-based recommendations on appropriate provision.
- Lead a team of tutors at the Academy and support tutors when necessary.
- Participation in and completion of Quality Assurance Documentation.
- Monitor and evaluate achievement standards for a Year group and implement and monitor intervention strategies where appropriate.
- Focus upon raising achievement for all pupils.
- Play a key role in Academy Evaluation and Improvement Strategies, including academic intervention, assertive mentoring and quality of home learning.
- Assume overall pastoral responsibility for a full year group, liaise and work closely with the Assistant Principal, wider Senior Leadership Team and Heads of Faculty to achieve high standards in behaviour and academic progress.
- Resolve behaviour issues.
- Support the implementation of the Academy attendance strategy and ensure tutors fully implement relevant procedures.
- Support the implementation of the Academy rewards systems.
- Assume responsibility for the welfare of students; follow up incidents, maintain detailed records and student files; have meetings with parents during or after school as required, sometimes with other senior staff members, attend reintegration meetings and arrange sanctions where appropriate. Communicate with parents.
- Chair Year team meetings and attend behaviour and safety team meetings.
- Attend regular meetings with the Pastoral team.
- Manage and lead a team of tutor meetings with them both formally and informally on a regular basis in order to co-ordinate their work.

### **Other Responsibilities:**

- Organise and lead Year group assemblies.
- Liaise with the Careers Lead in relation to external events and student career progression
- Have an ambitious vision for the Academy and set high standards for quality and performance, demonstrating at all times high expectations and ambition for all students.
- Demonstrate clear judgement and effective leadership regarding Academy Evaluation and Improvement Strategies, promoting improvements for all Students in the context of the Academy.
- Ensure all students receive effective support through Assertive Mentoring.
- Foster good working relationships with parents and the wider community.

**General:**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

**Person Specification:**

<b>Head of Year Person Specification</b>		
<b>Qualifications and experience</b>	<b>Essential</b>	<b>Desirable</b>
Educated to a high standard or relevant experience	✓	
Evidence of participation in accredited professional		✓
Experience of engaging with parents to resolve concerns regarding their child's progress and development.		✓
Experience of how to identify and remove barriers to learning.	✓	
Experience of safeguarding, child protection, safe working practices and safer recruitment.	✓	
<b>Knowledge, skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>
A committed, sensitive and dynamic team player.	✓	
An ability to work proactively and independently.	✓	
Demonstrate the ability to successfully and creatively problem solve whilst maintaining an awareness of new and approaching developments and legislation.	✓	
A confident and competent user of ICT.	✓	
Good verbal and written communication skills showing awareness of their audience.	✓	
Ability to interpret, summarise, explain and use student achievement data.	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A desire and commitment to undertake further professional training as appropriate.	✓	
A commitment to helping students identify and develop their talents.	✓	
A firm belief in the potential of all students.	✓	
A strong belief and desire to develop the professional expertise and experience of all members of staff.	✓	
Resilience and a sense of humour.	✓	
Committed to promoting and enabling a range of experiences and opportunities	✓	