

JOB DESCRIPTION

Post: **Head of Year**

Main Purpose of the Job:

As a middle leader

- To lead the outstanding pastoral care of all students in the Year Group.
- To promote the safeguarding and well-being of all students in the Year Group.
- To support all groups of students to fulfill their potential in terms of levels of progress, value-added and attainment and develop the personal attributes and qualities to thrive and make a positive contribution throughout life. .
- To ensure the successful personal development of individuals in terms of organization, attendance, manners, respect for others, teamwork, well-being, resilience, leadership and preparedness for the next stage of life.
- To use assessment and attendance data to monitor the progress of students and to maximize support and intervention.
- To lead the Year Team by supporting, guiding and motivating colleagues.
- To promote inclusion of all students and their families and ensure their access to the curriculum and all school facilities and provision. To work with colleagues and external agencies in order to ensure that all students are supported appropriately.
- To make a significant contribution to the special ethos and culture of the School through the development of a positive ethos in which all students have access to a broad, balanced and relevant curriculum experience, which contributes to their personal and academic achievement.
- To promote the social, moral, cultural, spiritual and physical development of students, so preparing them for the opportunities, responsibilities and experiences of adult life.
- To be outward looking by analyzing, researching and interpreting relevant national, local and school data, research and inspection evidence to inform their practices, expectations, targets and teaching methods.
- To support actively and facilitate the development of literacy and numeracy.
- To represent the school with parents, the community and external agencies to the highest professional standards.

Main Responsibilities and Duties:

Quality of Achievement

- To monitor and evaluate achievement and attainment including tracking student progress.
- To support the academic intervention of individual students including those in vulnerable groups.
- To ensure tutorial activity and mentoring impact on learning and personal development.
- To establish the highest standards of behaviour, attendance, and attitudes to learning.
- To establish a culture of success, positivity and resilience through rewards, recognition, encouragement, and hard work
- To monitor, support and intervene to ensure independent working including homework.
- To promote a positive learning environment, ensuring that there is a commitment to equal opportunities and student entitlement; that the Behaviour for Learning Policy and dress code are applied around the school; that there is excellent behaviour in classrooms, tutor time and around the school.
- To contribute to the school's self-evaluation procedures which will inform the Team SEF and Improvement Plan.

- To promote the importance of excellent attendance and to ensure the School's Attendance Policy is adhered to.

Quality of Teaching and Learning

- To lead tutors and support staff with tutorial/pastoral responsibilities to ensure that high expectations of behaviour and achievement are set for students.
- To be a lead teacher of PSHRE, student support, tutorial work and pastoral care.
- To promote a passion, interest and enthusiasm for learning.
- To organise, enable and encourage involvement in extra-curricular activities.
- To lead the development of high impact pastoral and academic support including coaching and leading training for staff.
- To evaluate the quality of tutoring and teaching through lesson observations, drop-ins, work scrutiny, learning walks.
- To co-ordinate the preparation and development of PSHRE and tutor programmes to meet the needs of all students.
- To encourage and support tutoring for all groups of students promoting challenging, purposeful, enjoyable and appropriately differentiated activities.
- To identify, research and adopt the most effective approaches for SEND students, including study skills that will develop pupils' ability to work independently.
- To provide independent advice and guidance to support the planned and coherent progression of students into training, employment, apprenticeships, FE and HE.
- To lead engaging and effective Year Assemblies and to support the delivery of Acts of Worship.
- To assist in the development of appropriate cross-curricular themes and whole school strategies.

Leadership and Management

- To develop a clear vision and strategy for the delivery of high-quality student support and development.
- To have high and challenging expectations of staff and students.
- To be outward looking, seeking to research and implement the best ideas nationally and internationally.
- To ensure effective quality assurance in the day-to-day management of the Year Group.
- To monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning.
- To produce the team Self Evaluation Plan and development plans in line with the School Improvement
- Plan to reflect Year Group priorities.
- To support the appraisal of staff and evaluate the impact on teaching and learning.
- To create and maintain effective working relationships by promoting a creative and collaborative working environment.
- To contribute to the recruitment of staff, and induct new staff including newly qualified teachers.
- To liaise with, and co-ordinate, the contribution of external agencies.
- To ensure a stimulating, clean and well organised learning environment through a real attention to detail.
- To liaise with parents over the provision for their children, providing information on targets, achievements and progress and have oversight of any planning meetings.
- To ensure that the School's Child Protection Policies are adhered to and that any concerns about a student's well being
- are effectively addressed.

Specific Tasks will include:

- Organisation of Year Team meetings and Year Assemblies.
- Attending multi-agency meetings and liaising with outside agencies to ensure effective support is in place for students.
- Attending Parents' Evenings, ensuring that Parent Questionnaires are completed, and any issues raised are addressed.
- Encourage parental engagement including leading Parent Forums and other forms of outreach activity.
- To support student recruitment activities
- Monitor interventions for vulnerable students in collaboration with the Assistant Head – Intervention and the SENCO.
- Organisation of events including PSHRE, Leavers' Assembly, Celebration of Achievements and other celebratory events.

Other Duties

- To teach students within the school and carry out other associated duties as are reasonably assigned by the Headteacher.
- To attend Parents' Evenings, Heads of Year meetings and other appropriate groups as required.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

Additional Information

- The professional duties of the post are those detailed in the School Teachers' Pay and Conditions document and the national Teachers' Standards in England.
- This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

HEAD OF YEAR

Inter-personal attributes

- Able to build relationships quickly, with humility and empathy, whilst showing respect to others - students, parents and colleagues - to get the best out of them
- Positive, optimistic, caring, kind and approachable
- Willing to be immersed in the life of a busy and successful school

Communication and Interaction

- Communicate clearly and accurately both orally and in writing
- Able to listen and respond appropriately
- Flexible to adapt your style in different situations
- Strong and confident ICT skills for teaching and management
- Contribute as a great team player

Planning and Organising

- Manage daily responsibilities and priorities
- Work efficiently and effectively to meet deadlines and deliver successfully
- Design, produce and share high quality learning schemes and resources

Knowledge

- Good honours degree and/or relevant high level expertise
- A real interest in educational issues, approaches and alternatives from around the world
- Strongly support the ethos and culture of the school

Leadership Skills

- Have an exciting vision for your subject which can be shared and constantly enhanced
- Proactive and confident, yet humble and considered
- You can inspire and motivate others
- Make informed decisions on a daily basis
- Ensure high professional standards including student progress of all groups of students

Problem Solving

- Enjoy facing new challenges
- Find, propose and lead solutions
- Use resources, intellect, creativity and innovation to be successful

Resilience

- Hungry for a challenge
- Have patience and endless energy to persevere through the challenging moments
- Tenacious and versatile
- Maintain a positive mind-set

Self-evaluation

- You are aware of strengths and weaknesses
- Strong desire to learn from others so that you can be even better
- Able to share and support others