

### JOB DESCRIPTION

Role Title	Reports to
Head of Year	Assistant Headteacher

#### PURPOSE

The post holder will lead and manage the achievement, progress and pastoral provision for a specific year group. The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

#### DIMENSIONS

Direct Reports	Budget Responsibility
None	None

#### PRINCIPAL ACCOUNTABILITIES

##### Head of Year

- Lead and manage the achievement, progress and pastoral/safeguarding provision for students within the year group.
- Liaise with parents over the progress and pastoral needs of students in the year group whilst maintaining the tutor's role as a point of contact for parents who have a concern
- As appropriate, lead and ensure the smooth transition of Year 6 students into Year 7.
- Organising Parents Evenings for the year group
- Track and monitor, attendance, achievement and the behaviour of students within the appointed year group to ensure that successes are recognised and any under achievement is quickly addressed.
- Take a lead responsibility in devising and co-ordinating appropriate intervention for students within the year group whose attendance, achievement or behaviour is a concern.
- Ensure consistency in the delivery of the pastoral curriculum by the team of tutors and the behaviour systems across the school.
- Liaise with and coordinate the contribution of external agencies.
- Maintain up-to-date knowledge of National and local initiatives which may impact upon policy and practice.
- Leading INSET as required and where appropriate; this may include charring and be a part of working parties.
- To support the professional development of all staff, including newly qualified teachers and initial teacher training students.
- To contribute to the implementation of the safety regulations in accordance with the Health and Safety at Work Act 1974 and other DFE guidelines.
- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

- To carry out any other reasonable duties as requested by the Head of School or Senior Leadership Team.
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trusts culture.
- Encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

## PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> <li>• Honours degree and Qualified Teacher Status(QTS).</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• Able to recognise and model outstanding classroom practice</li> <li>• Coaching and mentoring strategies to support staff development.</li> <li>• The use of range of tools and evidence, including performance data, to support, monitor, evaluate and improve student progress.</li> <li>• Models of effective professional development for staff.</li> <li>• Excellent classroom practitioner who can lead by example.</li> <li>• Ability to motivate students and staff.</li> <li>• Ability to lead, coordinate, delegate and empower.</li> <li>• Experience of carrying out staff performance reviews and acting on any issues arise from the reviews.</li> <li>• Track record of raising standards in teaching and learning through effective planning, assessment and record keeping.</li> <li>• Experience of significantly raising standards of achievement within a school, faculty or department.</li> </ul>
Technical/Business Skills/Ability/Training	<ul style="list-style-type: none"> <li>• Ability to see things through to completion.</li> <li>• A reflective practitioner able to evaluate practice and embed a process of continuous improvement.</li> <li>• An inspirational style that imparts confidence, motivates staff, parents/carers and students.</li> <li>• Ability to analyse and interpret information to make informed decisions and exercise good judgement.</li> <li>• Ability to create and maintain strong supportive relationships with staff, parents/carers, students, the community and governors.</li> <li>• Ability to be innovative, creative and tenacious.</li> <li>• Skills, experience and ability to promote high quality teaching and learning across the curriculum.</li> </ul>

Personal Qualities

- An exceptional role model with high standards of integrity and approachability.
- A 'team player'.
- Highly motivated, ambitious.
- Calm under pressure.
- Flexible and collaborative.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....