



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Role Profile

Head of Year

Cottenham Village  
College

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Cottenham Village College
<b>Post title</b>	Head of Year
<b>Responsible to</b>	Vice Principal
<b>Full time Salary</b>	TLR 2D £5,885
<b>Pro-rata Salary</b>	N/A
<b>Working Pattern</b>	Full Time, Permanent
<b>Working Hours</b>	32.5hrs per week
<b>Line Management Responsibility</b>	Yes

## **ROLE SUMMARY**

The Head of Year will be a leader who is passionate about the development of young people and is dedicated to the pursuit of excellence for every scholar, regardless of their barriers or background. The Head of Year will ensure that the highest standards of academic support and pastoral care are in place for the scholars at the academy.

The role holder will enforce the high standards and expectations around behaviour, attendance and progress so that each scholar achieves their full potential. They will uphold the academy vision and values, ensuring excellent outcomes and next stages are the drivers for success.

## **MAIN DUTIES AND RESPONSIBILITIES**

- ★\* Lead on the analysis and action planning of attainment, progress & ATL data to ensure scholars make at least good academic progress across a range of subjects and towards meeting or exceeding their targets
- ★\* Work collaboratively with the Pastoral Support Officer to ensure we deliver the academy vision - 'To provide an exceptional, knowledge-rich experience, which ensures all scholars succeed.'
- ★\* Role model as the lead professional of the Year group, representing Astrea values to parents, community and external agencies
- ★\* Provide the professional support and challenge to staff to ensure consistency and high expectations are maintained
- ★\* Act on the analysis and action planning of year group attendance data
- ★\* Work collaboratively with the Pastoral Support Officer, DSL, SENCO, Teachers and HoDs to ensure effective teaching strategies are employed for all scholars in the year group/phase
- ★\* Work collaboratively with the Pastoral Support Officer, DSL, SENCO, Teachers and HoDs to proactively mentor scholars and provide additional provisions/interventions in support of any scholar who is underperforming academically
- ★\* Plan and lead events such as scholar review events and other year group specific events and follow up on the necessary tasks for identified individuals and groups of scholars
- ★\* Plan and lead year team meetings, providing a holistic picture to ensure a graduated response to intervention

- ★\* Provide year group performance reports to senior leaders
- ★\* Work collaboratively with the Pastoral Support Officer in ensuring the success of the Academy rewards systems and processes
- ★\* Deliver daily morning meetings for a year group
- ★\* Maintain regular contact with the parents of scholars in need of extra support, to keep them informed of the scholar' needs and progress, and to secure positive family support and involvement in improving academic performance
- ★\* In liaison with SLT, support the transition and transfer/options process at the relevant key stage/year group to ensure positive progression and accelerated progress
- ★\* Contribute to the celebration of achievement/academic excellence and success in the relevant year groups and promoting the rewards system

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Qualified Teacher Status	•	
Good Honour's Degree	•	
Evidence of recent in-service training in the specialist subject and other related areas	•	
<b>Experience</b>		
Successful teaching or teaching practice experience	•	
Experience of leading others, or a willingness to undertake training in this area		•
Displays excellent teaching skills with a range of strategies		•
Skilled in promoting positive behaviour and managing incidents consistently and fairly	•	
Evidence of a commitment to self-improvement as a professional	•	
<b>Knowledge</b>		
Able to demonstrate a thorough knowledge of the subject curriculum	•	
Deep understanding of safeguarding, child protection, and student wellbeing	•	
Able to demonstrate a knowledge of innovative approaches to teaching	•	
<b>Professional Skills</b>		
Must be an effective teacher, skillful in communicating with individuals and have a positive presence in the classroom	•	
Ability to liaise effectively with students, parents/carers, staff, and external agencies	•	
Must be confident, flexible, enthusiastic, approachable	•	

and able to inspire others		
Willingness to undertake professional development in the specialist subject and other related areas	•	
Willingness to assist in the development of extra-curricular activities	•	
Must be able to contribute to the work of departmental teams	•	
Displays commitment to the protection and safeguarding of children and young people	•	
Must be determined to raise achievement	•	
Excellent organisational skills	•	
Ability to offer multiple subjects would be advantageous		•
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for people practice	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equity and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
<b>Line Management</b>		
This role will have line management responsibility for others.		•

## **GENERAL RESPONSIBILITIES**

- ★\* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★\* Commitment to continual learning and development of skills.
- ★\* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★\* Demonstrate an excellent record of attendance and punctuality.
- ★\* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy

- ★ Work cooperatively as part of the Trust wide staff team.
- ★ This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	Yes
Is this role a Senior Leadership Role with management responsibility for the academy?	

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)