

Job Title: Head of Year (non-teaching)

Spine Point Range: 32-34

Responsible to: Senior Leader

VISION AND PURPOSE

To encourage, guide & support pupils wellbeing and academic achievement at school, ensuring that students achieve the best possible outcomes. To liaise with families and other stakeholders to facilitate this.

Main Duties:

1. Monitoring of all pupils in the year group through the analysis of appropriate academy and national data, including achievement and attendance data, extra-curricular involvement and behaviour.
2. Monitoring and managing the behaviour of the year group and ensuring that the BfL policy is implemented effectively.
3. Ensuring that strategies are in place to maximise achievement and address underachievement of students in the year group.
4. Leading, managing, motivating and developing a year team of tutors and a pastoral manager ensuring the effective delivery of a PSHE programme through form time and assemblies.
5. Liaising and communicating with teachers, parents and the senior leadership team.
6. Developing strategies to ensure that parental and student engagement in school is effective including engaging the 'hard to reach' parents and carers.
7. Be responsible for the welfare, appearance, attendance, discipline and pastoral care of the year group, liaising with the Vice Principal, wider inclusion team and outside agencies as appropriate.
8. Promoting the school's ethos and ensuring school policies are adhered to.
9. Promoting anti-bullying and prevention.
10. Organising parents evenings as appropriate.

In addition:

1. To ensure all tasks are carried out with due regard to health and safety.
2. To undertake appropriate professional development including adhering to the principle of performance management.
3. To promote the agreed vision, aims and values of the Academy.
4. To set an example of personal integrity and professionalism.
5. To attend appropriate staff meetings and parents' evenings.
6. To take responsibility for the smooth running and safety of groups during lunchtimes and before and after school activities.

Performance management

Participating in the Academy's arrangements for performance management, professional development and the Academy's arrangements for quality assurance and internal verification.

In addition to the above requirements, all staff are required to promote the ethos of the Academy by:

- Being strong leaders in their own right with pupils of all attainment levels.
- Being a positive leader of the Academy ethos, demonstrating a “can-do” solution focused mentality.
- Being a strong presence wherever they are in the Academy.
- Modelling high standards in expectations and practice.
- Following Academy policy and promoting policy in all areas and at all times.
- Dealing immediately with any problem they observe.
- Being positive and proactive in seeking solutions to problems and in planning ahead.
- Constantly looking for ways to improve and innovate in education.
- Seeking the highest standards possible and sharing them with others.

Notes

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.

This Job Description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.