

Job description: Head of Year – (Sixth Form)

Location	Oxford Spires Academy
Contract term	Permanent
Full time/term time	Full time
Pay range	MPS/UPS + TLR2b £4351.20
Reporting to	Head of Sixth Form

Job purpose

To provide professional leadership and management of a year group and monitor social, personal and academic progress of students. To promote an ethos amongst the pupils of respect for themselves, other people and their environment.

Main duties and responsibilities

- To keep informed about the key priorities identified in the Academy Development Plan, associated department development plans and his/her responsibilities agreed upon within it
- To lead both the team of tutors and cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them
- To manage both the people and resources associated with a year group
- To monitor the quality of learning experienced by the year group, liaising with heads of departments and offering support and guidance where necessary
- To promote the ethos of the academy through leading high-quality assemblies
- To lead, assist and support the attached Pastoral support staff
- To carry out tasks as reasonably required by the Headteacher
- To support and liaise with the safeguarding team over any safeguarding concerns or issues

Academic Progress

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Analyse data on a regular basis for the year group and liaise with other stakeholders about additional support for students in your cohort

- Be aware of and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Take the initiative as appropriate to develop strategies which improve standards
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Liaise with colleagues to share best practice and achieve consistency in academy standards
- Generate and use comparative data about House standards to raise standards further
- Promote good attendance and punctuality
- To undertake such duties as may be required from time to time

Leadership Management

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development, and professional presence in the year team
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors, including via the appraisal process if required
- To ensure all tutors understand and are actively implementing the key aspects of the academy's policies including those for behaviour, attendance, uniform and safeguarding.
- To set the agenda for tutor meetings which should include a development item
- To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff INSET
- To have an overview of all the different care and guidance for students' e.g. learning mentor, SENCO, teaching assistants, external agencies etc
- To provide a link for parents, tutors, SENCO, student support team, teachers, Heads of Department, SLT and external agencies
- To initiate and respond to communications with parents within a reasonable time frame ensuring that they are kept fully informed and involved in the progress of their children
- To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events
- To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels. To liaise with the Attendance Officer & EWO in this respect
- To monitor student behaviour, attendance and achievement using the school's MIS and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards
- To oversee students on report and make contact with parents when necessary
- To play the leading role in the disciplining of students referring situations to the appropriate member of SLT when appropriate
- To contribute to the management of key school events, for example induction, transfer arrangements, outings, extra-curricular and social events

- Manage year specific processes for example options process, leavers events, transition, careers workshops and work experience through liaison with the various stakeholders both internally and externally.

Leadership

- To organise and, through a team of tutors, implement a framework for daily tutorial activities. This includes both day to day administrative tasks (line-ups, checking cover, tutor reading) and year specific tasks (induction, settling in, learning conversations etc.)
- To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities
- To maintain individual student records as necessary and ensure that they are kept up to date
- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting
- To monitor the settling in of new students
- To oversee the completion of progress checks as appropriate
- To oversee the completion of school reports for the year group
- To work with form tutors to ensure appropriate follow-up to reporting procedures and to play an important part in the evaluation of reporting procedures
- To have an involvement in policy development and decision making across the school.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.