The OXFORD Academy

RIVER LEARNING TRUST

Commitment to others, Commitment to learning.

Chronicles 28:20 *Be strong and courageous, and do the work.*
Do not be afraid or discouraged, for God is with you.

Job Description

Job Title	Head of Year
Grade and Salary Range	MPS/UPS + TLR2 (3b)
Hours	Full time
Contract type	Permanent
Reporting To	Deputy Headteacher, School Culture and Personal Development
Additional Information	The successful candidate will be engaging in regulated activity, working regularly in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required.

Job Purpose:

To support all students to make exceptional academic and personal progress as specified by baseline data and other information. To be responsible for all aspects of pupil progress in your Year Group.

Responsibilities

Staff management:

- Lead a team of form tutors;
- Monitor, assess and develop the roles of the form tutors;
- Update form tutors of changes to school policy;
- Ensure that form tutors run their tutor group sessions effectively;
- Liaise regularly with Subject Leaders to develop learning and student outcomes;
- Lead target setting process in your year group;
- Be involved in decision making and policy development across the school;
- Support the professional development of form tutors and others.

Student progress

- Manage student review processes and procedures;
- Ensure high levels of attendance for students in your year group through working in line with the schools attendance policy;
- Monitor the academic progress of individual students;
- Make appropriate interventions that enable all students in your year group to achieve their full potential;
- Coordinate end of year reports;
- To develop the social and emotional aspects of learning through a tutorial programme and PD lessons;
- Take part in and help organise parents' evenings;
- Liaise with other schools to arrange student transfers and placements;
- Arrange and promote activities within the year group;
- Prepare and hold year assemblies.

Student behaviour:

- Promote positive behaviour within your year group through reinforcing school values and TOA commitments through our roll calls, assemblies and tutor time programme;
- Liaise with the year group assistant head of year and relevant EFL staff to ensure best outcomes of student behaviour;
- Make appropriate referrals to external agencies on issues affecting learning and progress;
- Work alongside the AHT/DHT to support the Engagement for Learning process for this at risk of PEX.

Working closely with the Assistant Head of Year to:

- Monitor attendance and punctuality;
- Keep reports of student behaviour;
- Make contact with parents to discuss student achievement;
- Liaise with outside agencies;
- Ensure bullying incidents are followed up swiftly;
- Ensure all behaviour incidents for your year group are followed up swiftly in line with the behaviour procedures;
- Support students who are struggling to feel safe and happy at school.

Student guidance and support:

- Get to know all students in the year group as well as possible;
- Keep in contact with parents of students in the year group;
- Take steps to prevent bullying and support victims of bullying.

General Duties:

- To be familiar with and adhere to all Trust and School Policies;
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the School's arrangements for appraisal, professional development and other mandatory training;
- To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.

The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.

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Person specification

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Training/ Knowledge:	Degree level qualification with substantial Business Studies content. PGCE or equivalent.	Knowledge/understanding of engagement and achievement.
Experience:	Teaching at secondary level, 11-16. Successful experience with students of all abilities.	Successful contribution to a team.
Skills:	Lesson planning and preparation to meet the needs of all learners. Clear and effective communication with learners Personal organisation and administration, able to meet deadlines. Able to build positive relationships with young people 11-18. Able to motivate and inspire young people in learning and establish and maintain a positive climate for learning.	
Aptitudes:	Committed to the success of every student, including those who are vulnerable. Reflective practitioner, open to new ideas. Resilient and hard working team player, supportive to others. Sense of humour and perspective.	Flexible, able to adapt to change. Understanding of effective interventions to accelerate progress.
Other:	Committed to your own professional learning. Understands safeguarding issues and professional responsibilities.	