

Head of Year - Job Description

Post Title:	Head of Year
Salary:	The Kingston Academy Teaching Pay Scale (MPS/UPS Outer London – spine point dependent on experience + TLR2c)
Reporting to:	Assistant Headteacher
Hours:	Full-Time

This job description is a general outline of the typical duties and responsibilities to be carried out whilst accepting that these may change at the discretion of the Head Teacher. It is vital that, as the new Academy grows to full capacity, you have the ability and willingness to be flexible and versatile within this role. If you are recruited to a position which does not currently have a full teaching load you will be expected to fulfil other duties and/or roles.

Core Purpose

Pastoral

- Lead by example in all areas of the pastoral curriculum.
- Monitor the standards of achievement, attendance, behaviour and welfare within their year group.
- Evaluate students' progress, achievement and attainment, and report to the governors, SLT, staff and parents as appropriate.
- Take responsibility for the pastoral care of students in the year group, liaise closely with other Year Leaders to ensure continuity and progression across the Key stages 3 and 4; and in order to address transition at key stages 2 and 5.
- Establish good relationships, encourage good working practices and support and lead teachers in the year group.
- Lead, support, motivate and direct support staff working within the year group.
- Oversee all aspects of the pastoral organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
- Liaise and co-operate with SEN and inclusion staff and outside agencies on the academic, pastoral, social, vocational and behavioural needs of students in the year group.
- Coordinate assemblies and effective use of tutor periods and daily collective acts of worship, when necessary.
- Co-ordinate the engagement of students within the decision-making processes of the school, through organised student year and form councils.
- Oversee the introduction process of new members of pastoral staff within the year group.
- Coordinate and oversee the organisation of charity, performance, sporting, social and other enrichment activities for the year group.

Operational

- To take part rigorously and effectively in the School's monitoring and evaluation cycle ensuring deadlines are met, results are shared and appropriate action is taken.
- To assist with the provision of a summary of the programme of study for each year group for publication on the school website and for inclusion in the relevant transition booklets.
- To assist with internal assessments ensuring that relevant data is collected and entered onto the School Information Management System and/or passed on to the Data Manager for processing (as appropriate to School procedures) and that interventions are planned according to the information gleaned.
- To ensure cover work is set when you are absent from your department for any reason.
- With the relevant curriculum lead, to be responsible for all departmental rooms, having regard to aspects of Health and Safety.

- To deliver attractive displays across all classrooms to provide an encouraging learning environment.
- To ensure the organisation of resources within the department, having regard to security, stock taking, update of the department/school asset register.
- To attend departmental meetings adding to agendas where necessary.
- Provide information and administrative returns, as and when required, by members of the Senior Leadership Team making sure deadlines are met.
- To keep records and files of evidence of all monitoring, activities, meetings and outcomes including exemplar work as evidence.

Pupils

- To create a climate which will support and encourage all pupils in the subject.
- To track and monitor the progress of all pupils in the subject including: those with SEND, Looked-after Children, Pupil Premium, English as an additional language, and liaise with the SENCO, Head of Year and relevant Senior Leadership line-manager.
- To ensure that all pupils make good progress by using prior attainment data and tracking to identify underachieving individual pupils or groups of pupils and where necessary create and implement effective interventions to support those pupils.
- To recognise and acknowledge all aspects of achievement and implement the school's rewards/merits systems consistently.

Staff Accountability, Support and Development

- To contribute towards creating a climate which supports and encourages all departmental staff together with the professional services staff (administrative, technical and the SEN Department) who, from time to time, will work to support the work in the department.
- To take advantage of relevant opportunities for professional development in line with personal, department and school priorities.
- Contribute to departmental training and implement all lesson observation strategies (learning walks, triads and via Performance development) in the School designed to share best practice.
- To implement the School's Performance Development Policy and to be responsible for the leadership, guidance, direction and support of members of the department.
- To play an active role in the recruitment of staff.
- To provide effective support for ECTs in conjunction with the Curriculum Lead and Deputy Head / Assistant Head (Teaching and Learning) responsible.
- To contribute towards ensuring that calm, orderly, purposeful lessons take place throughout the department with due reference to planning, pace and differentiation.
- To support those staff, with whom there are concerns, to ensure that opportunities for improvement are available through peer observation, coaching and mentoring, target setting and continuing professional development opportunities.
- To complete all aspects of the target setting, assessment, reporting and audit cycle on time and to the highest standard.

Teaching and Learning

- To develop and update schemes of work.
- To contribute towards a whole school STEM programme to ensure that all pupils can achieve their full potential.
- To plan, promote and support intervention strategies for all year groups and in particular public exam cohorts.
- To promote the use of ICT both to enhance teaching and learning and for administration purposes.
- To contribute towards monitoring and evaluating the teaching and learning in your curriculum area through results' analysis, formal and informal observations, drop-ins, work sampling and checking planning in order to ensure pupil progress and attainment.
- To mark pupils work regularly and provide effective feedback.

- To create displays in classrooms are attractive and include pupil level/grade information and exemplars of levelled/graded work and that all pupils have copies of such information in their exercise books including the departmental marking policy.
- To monitor the setting of appropriate homework and assessments for all pupils in the subject.
- To plan and teach high quality lessons at all times.
- To teach across the whole age and ability range.
- To ensure the best available provision for pupils with Special Education Needs and Disability within the department through close liaison with the SENCO and Learning Support staff and to ensure that the department is represented at SEN working party meetings. Ensure that all members of the department have copies of IEPs and that the relevant strategies are implemented.
- To contribute to a departmental review, in liaison with the line manager, on a three yearly cycle identifying strengths and areas of concern for development in a report to be presented to Governors.
- To ensure that there is an ethos of sharing good practice and resources among the department's teachers and provide opportunities for this to take place.
- Promote and support the organisation and planning of subject related activities and events to enhance teaching and learning.
- Promote and support the organisation and planning of subject related activities and events in the enrichment programme and through the delivery of extra-curricular activities.
- To liaise with external staff (e.g. form CAHMS, Educational Psychologist, Behaviour Support, Exclusions) in order to support pupil well-being and progress.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the line manager.

Safeguarding

The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if required.

Additional Requirements

- To support and promote the School's vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- To attend relevant external meetings.
- It is the post-holder's responsibility to carry out their duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Head of Year – Person Specification

Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
Qualifications		
5A*-B grades at GCSE including at least C grade in English and Mathematics	✓	
A Level Grades - AAB or better		✓
Honours degree or equivalent in the subject that you teach	✓	
Upper second or 1st Class Degree		✓
Qualified Teacher Status (QTS)	✓	
A Middle Leadership Qualification (e.g. NPQML)		✓
Knowledge and Experience		
Experience in a pastoral role in a secondary context	✓	
Understanding of the Ofsted framework and the self-evaluation process		✓
Experience of working with others to develop teaching and learning innovations and sharing best practice	✓	
Successful, recent teaching experience in a Secondary school	✓	
Experience of working with trainee teachers		✓
Able to plan, assess, review and evaluate effectively and efficiently through good analysis, understanding and interpretation of data/evidence and other information	✓	
Experience of teaching subject to A Level standard		✓
Has high expectations, sets and delivers high standards and commands credibility through expertise	✓	
Has experience of the Performance Development process - Lesson Observation Experience	✓	
Has experience of undertaking appraisal as a line manager		✓
Understands and can demonstrate what are the features of good/outstanding teaching and learning	✓	
Personal		
Able to communicate well with other staff, pupils, parents and Trustees	✓	
Able to establish and manage professional relationships allied with an ability to inspire others	✓	
Is optimistic, open to new opportunities and able to innovate	✓	
Is resilient, particularly when facing difficult and challenging situations and questions	✓	
Is sensitive, empathetic yet professionally and objectively detached when managing conflicts	✓	
Ability to produce required outcomes with minimal supervision	✓	