**Goresbrook School**



**Job Description**

**Post: Head of Year**

**Responsible to: SLT**

**Role Purpose**

To deliver the highest standards in pastoral support for all students in the year group, in order for individuals to flourish.

This role will be undertaken in conjunction with the post-holders’ main responsibilities within the school.

**Main duties and responsibilities**

**Overall**

* To be a highly visible presence at all times around the school and to manage student behaviour in a positive, persistent and relentless manner
* To be an exceptional role model to young people
* To be unfailingly positive about all students in the year group, and act as their advocate in relevant situations
* To be available for students and staff to consult about the year group

**Pastoral Support**

* To know key information about every student and their family, and to use this to support students to make exceptional progress
* To ensure that all students in the year group receive high standards of care at all times and that their emotional and social development is appropriately supported
* To work with the Subject Leaders and SLT to raise standards of achievement and attainment in the year group by ensuring that all students make outstanding progress across the curriculum
* To carefully track attendance and punctuality, reward and sanctions and attainment data and ensure interventions and timely and effective
* To work with the SENDCO and Subject Leaders to ensure that students have appropriate personalised provision and intervention to meet their needs
* To proactively role model interactions ensuring that these are productive and positive
* To work with the Attendance and Welfare team to ensure the year group meets its targets for attendance and punctuality
* To work with external agencies and organisations to ensure that any barriers to learning for individuals are overcome

**Behaviour and attitudes to learning**

* To ensure the highest standards of behaviour at all times, through effective use of sanctions and recognitions according to the Behaviour for Learning policy
* To manage the day-to-day running of all aspects of the Behaviour for Learning Policy (e.g. Navigation station, re-routing, planner tracking, Milestone assemblies, Mountain guides).
* To pro-actively review behaviour and attitudes to learning across the year group, and implement strategies for improvement as appropriate
* To always be inquisitive and proactive in following up any issues involving students in the year group and to take ownership of any issues and ensure that all necessary actions are followed up
* To coach other members of staff at Goresbrook to improve practise in relation to behaviour and attitudes including inducting new members of staff
* To monitor, evaluate and review the consistent application of the behaviour system and routines for learning.
* To positively advocate the behaviour for learning policy at all times and promote and reinforce routines that maximise learning time

**Other**

* To manage a team of coaches and to ensure consistency of practice and high standards across Morning Meetings and coaching time
* To contribute to assemblies and Morning Meetings, with excellent content that reinforces Goresbrook values and celebrates success
* To maintain consistent and effective systems for tracking and monitoring student behaviour, attendance and progress which are efficient and communicated well to others
* To establish good and frequent dialogue with other members of staff concerning the behaviour and progress of students in the year group and ensure staff confidence that any concerns are dealt with promptly
* To ensure duty rotas allow appropriate supervision and support for students at break and lunch, and before and after school
* To communicate effectively with parents, staff and students
* To carry out any additional duties and responsibilities as directed by SLT.

**Person Specification**

**Post: Head of Year**

**Responsible to: SLT**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS | * A good Honours Degree * Qualified Teachers Status * Relevant up to date experience teaching in UK schools | * Prepared themselves for the post through appropriate professional development |
| SKILLS & EXPERIENCE | * An outstanding teacher * Proven track record of outstanding teaching and learning * Have a relentless focus on high standards * Work on their own initiative and be part of a team * See tasks, plans and ideas through to completion * Think strategically but have an ‘eye for detail’ * Undertake complex, problem solving tasks such as data analysis * Communicate effectively in a wide variety of forms to a range of audiences * Excellent role model for oral and written communication * Total support and alignment with the strategic vision for the school * Skills that bring out the best in others of all levels of experience * To have a relentless focus on driving up standards and lead by example at all times * Can assimilate information quickly, and ability to work at pace | * Proven track record of outstanding middle leadership * Experience in coaching for improvement * Experience in leading and inspiring others * Experience of using emotional intelligence to manage change effectively |
| ATTITUDES | * Value the education of every student as equally important * Be committed to equal opportunities * Believe in students’ entitlement to a broad, balanced and meaningful education * Be committed to high quality in all aspects of their work * Have a collaborative approach to partnership working * Have an understanding of school systems, timetabling, data tracking for students, development, planning and implementation * The desire for personal improvement and skills to act on feedback * Recognise that it is the responsibility of leadership to provide active support and challenge to colleagues |  |
| QUALITIES | * A highly professional approach to their work * The ability to thrive in a ‘no excuses’ culture * Great energy, enthusiasm and hope * A real drive to make things happen * A passionate desire to make a difference * Good sense of humour. |  |