



JOB DESCRIPTION

Date February 2018

Job title:	Head of Year 5
Reporting to:	The Head Teacher
Department/School:	North Bridge House Prep School
Scope:	To have overall responsibility for the organisation and effective running of the year group and raising standards of teaching and learning
Checks:	This post is subject to satisfactory DBS, overseas check(s) and references

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Working with Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

North Bridge House is an independent, co-educational establishment. There are approximately 1250 pupils on roll across 5 sites from Playgroup to Year 13. NBH offers a supportive and nurturing environment where pupils feel secure and are set challenges which enable them to meet or exceed expectations. We educate the whole child and nurture independence and academic success through a diverse curriculum that challenges pupils and develops enquiring minds.

Our aims at North Bridge House are:

- To celebrate each child as an individual
- To have a happy school with a friendly, family atmosphere
- To provide a secure and nurturing environment where children can learn tolerance, consideration and respect for others
- To help every child fulfil...and even exceed...their potential through dedicated and inspirational teaching
- To educate the whole child by offering a wide variety of academic, sporting and extra-curricular activities

Job Summary

Duties & Responsibilities

Curriculum Responsibilities

- To drive teaching and learning across the year group working alongside the Teaching and Learning Lead
- To carryout lesson observations of your year group and promote teacher dialogue around best practice
- To have overall responsibility for writing the curriculum map for the year supported by Heads of Subject, the Assistant Head Academic and Teaching and Learning Lead
- To review and update the curriculum as appropriate
- To liaise with Heads of Subjects on curriculum matters
- To ensure that data related to the pupils is inputted correctly and that deadlines are met
- To ensure children's progress is recorded, tracked, reviewed and any necessary interventions implemented
- To collate future schools table alongside SLT and Year group colleagues
- To lead year group meetings to discuss data working alongside the Data Manager
- To attend or nominate a year group colleague to attend curriculum review meetings as timetabled
- To ensure colleagues are proficient in the use of Firefly

Pastoral Responsibilities

- To liaise, support and advise fellow Year group teachers on pastoral matters
- To engage with pupils, parents and the Deputy Head if and when necessary on pastoral matters
- To help monitor the pupils progress and behaviour within the year group
- To attend weekly briefings and ensure follow up on matters concerning pupils in your year group

Managerial Responsibilities

- To be a line manager for respective class teachers in Year 5 and perhaps other colleagues if appropriate
- To be a mentor to new colleagues as appropriate
- To ensure colleagues know, understand and plan through the Cognita Way

Weekly responsibilities

- To hold weekly Year group meetings and send minutes to respective Heads
- To go over subject planning to ensure continuity across the year group

Duties & Responsibilities

Supporting Colleagues

- To act as a role model for other colleagues in the year group
- To ensure colleagues use and feel comfortable with using SIMS to record pupil information
- To advise colleagues on handling difficult parents
- To monitor, support and develop the roles of the class teachers
- To ensure colleagues have a copy of all subject syllabuses
- To notify colleagues of any changes to school policy or procedures
- To help induct new teachers into the year group and support them throughout the first year calling in any management help where needed
- To go through the handbook with the new teacher and explain routines and systems
- To familiarise colleagues with performance management and development through 'Let's Talk'
- To ensure colleagues know how to differentiate their teaching and work closely with Learning support and Learning Assistants as and when necessary

Exams/Assessments/Resources

- To co-ordinate assessments, exams and testing timetables for the year group as appropriate
- To order and organise exam and test material
- To liaise with Heads of Subjects on resources as and when appropriate, draw up orders and co-ordinate the year group's supplies
- When the orders arrive, check off from the order and inform accounts of any items which are wrong or have not arrived

Trips and outings

- To co-ordinate, attend and have overall responsibility for year group outings, including documentation, well in advance of each term and in the cases of residential trips a year in advance and to use Evolve for all trips

Safeguarding

- The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes in to contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times.
- If, in the course of carrying out the duties of the role, the job holder identifies any instance that the child is suffering or is likely to suffer significant harm either at school

Principal Working Relationships

Internal: Colleagues and Line Manager

External: Parents

Person Specification

Education and Skills: Qualified Teacher Status

Training and Experience:

Some form of management/leadership experience will be preferred but not essential

Competencies for the Role:

Role Specific

- Evidence of continued professional development and a commitment to further professional development
- The ability to raise pupil achievement
- The capability to provide a clear sense of direction and purpose to achieve aims
- Excellent communication skills
- The competence to lead, manage, develop and inspire people individually and as a team
- The desire to promote high standards and effective teaching and learning
- The ability to plan, implement, monitor and evaluate change
- The ability to work effectively under pressure and maintain self-motivation
- The aptitude to adapt to changing circumstances
- The ability to take initiative and accept responsibility
- The capacity to listen, empathise and resolve conflict
- A knowledge of current educational issues especially in relation to pastoral care and child protection
- An open, inquiring mind
- The competence to create and maintain a lively yet disciplined learning environment
- The willingness to inspire and take an interest in the well-being and personal development of pupils
- Experience of dealing successfully and diplomatically with parents
- A knowledge of preferred learning styles and a commitment to personalised learning
- A sense of humour

Also Desirable:

- Recent experience of holding a post of some responsibility
- Experience of pastoral responsibility at least as a form tutor
- Experience of supporting colleagues' professional development
- A reasonable level of ICT capability and knowledge of ICT resources
- Knowledge of current educational research relating to matters pertinent to pastoral care

Remuneration

- Competitive salary
- Contributory pension scheme
- Professional development

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Signed: Date:

Name (Print):