

Hinchingbrooke School

Title of Post Salary Scale/Range	Head of Year TLR
Responsible to:	Assistant Principal The duties may be varied by the Principal to meet changing circumstances in a manner compatible with the post.
Employment duties:	To carry out the duties of a teacher in accordance with the provisions of the current Teacher's Pay and Conditions document and to work towards the agreed aims of the school.
Purpose of Job:	To lead a team of tutors who guide and support students in their transition through the years to the end of Year 11, taking an overview of their academic progress, their pastoral care and their guidance and well-being. To undertake the role of a teacher to the specified standards set out in the Teachers' Standards document.
Duties & Responsibilities	To satisfy the roles and responsibilities set out in the job description for a classroom teacher and additionally those detailed in this particular job description. <ul style="list-style-type: none"> Classroom teacher job description
	Leadership
	<ul style="list-style-type: none"> To work with the Student Support Officers and administrator in the Middle/Lower School to manage the students, under the support and guidance of the Assistant Principal. To lead a team of tutors for a year group and to support and challenge them in the carrying out of their functions. To oversee attendance for the year group in conjunction with the Attendance officer To set high expectations and, with the tutors, to promote high standards of behaviour and discipline amongst the students. To liaise with parents and other such agencies as may be necessary in support of the Tutors to promote the students' well-being and welfare. To provide advice and guidance to staff and students on educational and social matters and, through the leading of and support for assemblies, instill and uphold the values and ethos of the school. To oversee the maintenance of appropriate records by tutors and to monitor student attendance, behaviour and academic progress. To communicate and consult regularly with the Assistant Principal (Inclusion) to ensure a single co-ordinated and coherent approach to support and interventions for the most vulnerable students. To support the Assistant Principal with the planning, implementation, monitoring and evaluation of the pastoral development plan and to contribute to the school's self-evaluation processes (SEF). To work with the necessary staff to ensure a smooth transition processes for students moving both between Schools (Lower to Middle to Upper).
	Management
	<ul style="list-style-type: none"> To participate in meetings arranged for any of the purposes described above. To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students. To organise a programme of structured activities for use by tutors in tutor time and, through liaison with other key staff, which will contribute to the citizenship and PSHE requirements. To monitor student progress towards targets in the year team, identify underachievement and organise strategies for intervention.
	Examinations and Reports
	<ul style="list-style-type: none"> To support the organisational arrangements for internal examinations in the year team. To take an active role in the quality assurance of the tutor reports in the year team.
	Appraisal or review of performance
	<ul style="list-style-type: none"> To participate in the current arrangements made for the appraisal or review of your performance and that of other teachers. To line manage the work of the tutors and SSO in the year team.

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Review, induction, further training and development

- To review from time to time the methods and quality of tutoring and contribute to the induction for new tutors.
- To participate in arrangements for your further training and professional development as a teacher, including undertaking training and professional development which aims to meet needs identified in planning and review statements.

Health & Safety

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy.

Other

- To support the furtherance of the school's mission statement.
- To promote student and staff participation.
- To support senior staff in monitoring and reviewing the impact of the curriculum and the quality of tutoring, teaching and learning.
- To share responsibility with others for specific aspects of the school environment.
- To support colleagues in sustaining outstanding behaviour and attitudes to learning amongst students.

To inspire excellence and develop potential

To act as a role model in high quality teaching and learning

Hinchingbrooke School is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment

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PERSON SPECIFICATION: HEAD OF YEAR

Criteria	Essential/ Desirable	Evidence
QUALIFICATIONS		
A Degree	Essential	Application
Qualified Teacher Status, with subject specialism(s) related to the Learning Directorate	Essential	Application
Ability to teach across the full 11-18 age and ability range	Essential	Application
A broad teaching experience with a strong track record of success in teaching and learning	Essential	Application
Further professional qualifications eg AST status/MA/MEd/Diploma	Desirable	Application
Pursuit of appropriate INSET programmes related to Teaching and Learning and any associated qualifications	Desirable	Application/Interview
Participation in research and/or review within learning and teaching	Desirable	Application/Interview
PREVIOUS EXPERIENCE		
A track record of success in teaching and learning with evidence of sustained and high quality student outcomes	Essential	Application
Involvement in the development of innovative practice and improvement planning related to teaching and learning	Essential	Application/Interview
Recent experience of implementing a range of strategies to raise student achievement with evidence of success	Essential	Interview
Active involvement in Performance Management policy and practice to impact on the quality of teaching and learning	Essential	Interview
Direct involvement in support and development for Overseas Trained staff and teachers on the GTP and NQT programmes	Desirable	Application
Active involvement in the provision of professional development and support for staff within and beyond the Academy	Desirable	Interview
An understanding of brain science related to pedagogy	Desirable	Interview
PROFESSIONAL COMPETENCE		
Outstanding teacher	Essential	Interview/Teaching
Knowledge and understanding of current teaching and learning issues relevant to the needs of the Academy	Essential	Application
Experience of leading professional development across the school and within a Department or Faculty	Essential	Application/Interview
Excellent community and organisational skills	Essential	Application/Interview
Evidence of ability to benchmark best practice and innovate	Essential	Application
Good ICT skills and an awareness of its potential within teaching and learning	Desirable	Application/Interview
Strong ability in using data to monitor and raise achievement	Desirable	Interview
Experience in use of benchmarks to guide and support attainment raising strategies	Desirable	Application/Interview
Knowledge of Assessment for Learning strategies	Desirable	Application/Interview

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LEADERSHIP AND PERSONAL QUALITIES		
Commitment to an ethos of high standards, personal fulfilment and academic success	Essential	Interview
Ability to relate well to students, parents, staff, governors and the community	Essential	Teaching/Interview
Leadership by example with a solution focused approach	Essential	Interview
A capacity to inspire through leadership, energy and vision	Essential	Interview
A sense of humour and an ability to remain calm under pressure	Essential	Interview
Innovative and forward thinking	Desirable	Application
Self-confident and having personal impact and presence	Desirable	Interview
Commitment to acquire further skills and career enhancement	Desirable	Interview
Ability to retain a sense of perspective	Desirable	Interview
MANAGEMENT SKILLS		
An ability to establish positive and sensitive interpersonal relationships across the community	Essential	Interview
An ability to be a team player , involving people and supporting appropriately	Essential	Application/Interview
An ability to plan time effectively and meet required deadlines	Essential	Application
A clear awareness of whole Academy management issues	Essential	Interview
An understanding of professional responsibility and accountability	Desirable	Application/Interview/ Teaching
Experience of effective School Self Evaluation methodology	Desirable	Interview
An understanding and experience of the management of change	Desirable	Application/Interview
INTERPERSONAL SKILLS		
Demonstrable good relationships with colleagues, students and the wider community	Essential	Interview/Teaching
Commitment to contributing to extra-curricular activities of the school	Essential	Interview/Application
Commitment to promoting and safeguarding the welfare of all students	Essential	Interview
<p style="text-align: center;"><i>Hinchingbrooke School is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment</i></p>		