

Addey & Stanhope School
Job Description for Head of Year

Main purpose of the role:

To help the year group be the very best that they can be.

Planning and setting expectations

To set high expectations for students and staff for whom they are responsible.

To lead, advise and support the tutors within their team.

To ensure tutor times are purposeful and enriching

To establish systems that help drive up student achievement

To be fully knowledgeable of the School Behaviour and Rewards Policy, support its aims and objectives and implement its procedures when appropriate.

To ensure that students are fully aware of the Behaviour and Rewards Policy through assemblies, and work undertaken by tutors, thus reinforcing our expectations and ensuring the students are knowledgeable about the sanctions.

To promote the House System

Student personal and social welfare

To monitor their year group's personal and social development and provide the necessary advice and support.

To strategically utilise the school's mentoring system and support from expert colleagues to support the needs of students experiencing difficulties.

Student Achievement

To establish an environment that encourages students to achieve their full potential.

To use student data in an effective way to set targets that help enhance student achievement.

To ensure that when necessary students are monitored effectively

To use data to identify students who are underachieving and create supportive plans of action to enhance their academic chances.

Reporting to parents

To oversee the collection, circulation and production of the student reports.

To ensure parents are informed in a strategic and effective way on the progress of their child.

To establish and develop positive relationships with parents to involve them effectively in developing their child's full potential.

Assemblies

To hold weekly year assemblies and develop pupil responsibility by planning student involvement within them.

To assist in planning and organising the Achievement Assemblies.

To ensure the assemblies support the aspirations and ethos of the school.

Managing and developing staff

To establish clear expectations of staff and develop constructive working relationships as a year team.

To help staff work effectively with students.

To lead a tutor team and support the tutors in carrying out their professional responsibilities.

To lead and co-ordinate the PSHE programme for the year group.

Other management responsibilities.

To lead and oversee all events associated with the year group.

Person Specification for Head of Year

The Governors expect the appointed candidate to have a clear educational vision, to lead and manage enthusiastically and effectively and to inspire confidence and trust.

Essential Criteria for Appointment

- Qualified teacher status
- Evidence of continued professional development and a commitment to further professional development
- The ability to raise pupil achievement across the full age and ability range
- 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
- The ability to work with the governors, senior management team and heads of curriculum on whole school initiatives
- 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 and students
- Experience of dealing successfully and diplomatically with parents and community representatives
- A knowledge of preferred learning styles and a commitment to personalised learning
- The competence to liaise with outside agencies such as the Education Welfare Service, the police, youth support services
- A sense of humour

Desirable Qualities

- Recent experience of holding a post of some responsibility
- The ability to effectively teach one or more specialist subjects to GCSE
- 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
- Experience of lesson observation and the provision of feedback
- Experience of cross-phase liaison