

**Head of Year**

**Job Description**

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| **Post** | **Head of Year** |
| **Grade** | TLR 1B |
| **Responsible to** | Assistant Head (as appropriate) |
| **Responsible for** | Leading excellence in pastoral provision and standards of achievement |
| **Working hours** | As indicated by STPCD |

Everyone at Plumstead Manor works to fulfil our **School Plan**. All teachers must fulfil the **DfE Teacher Standards** at all times and, where appropriate, the **UPR standards.** All contracts are subject to the terms and conditions as set out in the latest **School Teachers’ Pay and Conditions Document.**

**Purpose:**

1. Contribute to the development and provision of the highest quality of education at Plumstead Manor School.
2. Oversee the pastoral care, the achievement and standards of behaviour of students in a particular year group within a key stage.
3. Play a leading role in cultivating a school ethos founded on success and harmony, promoting excellence and equality for all in a diverse community.
4. Make sure that young people of all abilities and backgrounds fulfil their potential.
5. Engage all young people in interesting and engaging learning.
6. Line lead staff through a combination of challenge, accountability and support.
7. Contribute to partnerships with outside organisations and agencies which positively influence the provision in the school and its reputation and ‘brand’ within the wider community.
8. Promote a positive ethos across the school based on the school vision and the motto ‘success and harmony’.

Teachers with TLR or Leadership posts at any level must demonstrate these **11 Qualities of Leadership.**

We expect that members of our community who have leadership roles should

1. Show vision, conviction and authority and lead by example.

2. Build a team through a clever combination of dynamism, sensitivity, innovating, communicating, managing, monitoring, evaluating, praising and supporting staff.

3. Understand what needs to be done, do it right, and on time.

4. Be very, very organised.

5. Fulfil a role in whole school leadership by positively upholding our procedures and Plan

6. Know your subject and keep up-to-date.

7. Lead learning by demonstrating high quality work with excellent outcomes.

8. Develop colleagues through encouragement, performance management and providing opportunities.

9. Support young people by maintaining good discipline and helping them meet high targets.

10. Work with others by building good links with KS2, other schools, FE and HE.

11. Reflect critically and rigorously on their own work, and the work of others.

The purpose of these qualities is to provide us with a common foundation on which our authority as leaders stems, but also to which we are accountable. Some of them are very hard and we will have to ensure we support and develop leaders at all levels of the school in meeting these expectations.

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| **Raising Aspirations, Securing Success** |

1. Oversee the pastoral provision for students in a specific year group.
2. Maintain good discipline and standards of behaviour in the year group, arranging sanctions in line with the school behaviour policy and code.
3. Lead and implement an effective reward and praise framework within the key stage, which works within the wider school framework, and actively promotes a growth mindset.
4. Monitor attendance, punctuality and persistent absence using the school policy, liaising with external agencies where appropriate to improve outcomes for a specific year group.
5. Promote a culture of high expectations, including active leadership and positive participation by students.
6. Monitor student progress and achievement in the year group, and support the progress of all students at Plumstead Manor School onto the next phase of their education, training and employment.
7. Monitor the achievement of particular groups of students in the appropriate year group, with a particular focus on disadvantaged and underachieving groups.
8. Ensure high quality and tailored CIEAG is provided to students at key moments in their transition.

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| **Challenge and Creativity** |

1. To consistently be a highly effective teacher.
2. Know best practice in pastoral care and disseminate that to colleagues.
3. Develop and embed the qualities that are central to cultivating success, harmony and high achievement at Plumstead Manor: creativity, collaboration, resilience, discipline, imagination, and curiosity.
4. Promote access to residential and cultural activities.

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| **Cultivating Harmony and Respect** |

1. Build community within the year group based around the school’s vision founded on success and harmony, excellence and justice.
2. Understand the concept of spiritual, moral, social and cultural (SMSC) development and promote it within the Key Stage cohort.
3. Contribute to the organisation and leadership of assemblies and a tutorial programme which develop the coherence of the year group and that lead to the realisation of the school’s vision.
4. Oversee student welfare and safety including close liaison with parents/carers as well as outside agencies.
5. Uncover and seek to prevent bullying, and promote safety in the school.
6. Work with parents/carers in an open and unreservedly positive way, engaging them actively in the life of the school.
7. Contribute to the evaluation of the views of students, parents and stakeholders and act on recommendations where appropriate.
8. Lead year team meetings, and energetically implement agreed decisions and developments.
9. Ensure that school policies and practices are implemented consistently and maximise expectations and aspirations for all.
10. Line lead the work of other staff, and apply the school’s procedures for appraisal and performance management effectively and equitably.
11. Build an outstanding quality tutor team for the year group.
12. Manage school finances and resources properly, including the deployment of staff.
13. Carry out on-call and break duties and contribute to the daily management of the school.
14. Ensure the guidance of Children Act are fulfilled including any supplementary Safeguarding and Child Protection guidance in line with school policies and procedures, including the PREVENT duty.
15. Complete any additional responsibilities commensurate with the level of this job description, as required by the Head Teacher.

DG 03-18

**Head of Year**

**Person Specification**



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| **Post** | **Head of Year** |
| **Grade** | TLR 1B |
| **Responsible to** | Key Stage Leader |
| **Responsible for** | Leading excellence in pastoral provision and standards of achievement |
| **Working hours** | As indicated by STPCD |

All teachers at Plumstead Manor are bound by the School Vision and Plan, and the shared expectations in the job description. This person specification shows what we require in order to be shortlisted for a post here. It shows the qualifications, experience, knowledge, understanding, qualities and attributes needed in order to carry out the duties in the job description. Candidates must provide evidence in the application form and supporting statement and at interview that they meet these requirements.

**Selection Criteria**

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| **Training Qualifications and Experience** | Candidates must demonstrate that they have:   * a good degree; evidence of further study is desirable. * QTS * evidence of sustained professional development; * at least 3 years’ experience in teaching in a secondary school. |
| **Leadership Standards and Qualities** | Candidates must demonstrate that they are able to:   * show vision, conviction and authority and lead by example. * build a team through a clever combination of dynamism, sensitivity, innovating, communicating, managing, monitoring, evaluating, praising and supporting staff. * understand what needs to be done, do it right, and on time. * be very, very organised. * fulfil a role in whole school leadership by positively upholding our procedures and Plan * know your subject and keep up-to-date. * lead learning by demonstrating high quality work with excellent outcomes. * develop colleagues through encouragement, performance management and providing opportunities. * support young people by maintaining good discipline and helping them meet high targets. * work with others by building good links with KS2, other schools, FE and HE. * Reflect critically and rigorously on their own work, and the work of others. |
| **Further Management and Leadership Skills** | Candidates should also have   * a clear understanding of best practice in pastoral care. * an understanding of strategies to improve student progress and performance, including ensuring high standards of behaviour. * an understanding of strategies to ensure safety and eliminate bullying in a secondary school setting. * an understanding of the requirements of the current Ofsted framework. * experience of making a clear and positive contribution to high standards of pastoral care, behaviour and the realisation of high expectations. * Experience of data management, analysis and target setting. * adept skills in information management. * excellent communication skills. * ability to use evidence-based information for improving outcomes for students. * ability to work effectively with outside agencies in secure safety and success for students. |
| **Personal, Professional Qualities and Attributes** | Candidates should demonstrate that they   * can support the Head Teacher in fulfilling the School Vision and Plan. * have the ability to work in partnership with other members of a team. * through personal commitment, contribute to maintaining and developing our ethos based around excellence, justice, success and harmony. * can communicate clearly and precisely. * have the critical intelligence to assess and judge the value of educational fashion. * inspire, motivate and empower staff and students. * can work collaboratively with others, delegating appropriately; * seek and act on feedback from others. * communicate effectively with, and command the confidence and respect of students, parents, colleagues and governors; * have a track record of excellence as a teacher. * have resilience and tenacity, combined with a high level of integrity. |
| **Professional Knowledge and Understanding** | Candidates should demonstrate that they know   * current educational issues, including national policies, priorities and legislation; * effective strategies for maintaining and developing high standards of attainment, behaviour and attendance; * current trends in curriculum change and development in subjects in the curriculum area. * principles and practice of educational inclusion, diversity and access. |

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