

The Portsmouth Academy

Job Description

Head of Year

TLR 2c + TSAT Teacher Scale 1-10

Responsible for: Progress, Achievement and standards of a year group

Responsible to: Vice Principal for Behaviour

Aims:

At the heart of TSAT is the belief that the work we do must transform the life chances of our students. We believe that the best way to do this is to actively shape minds, attitudes and habits through a framework of cognitive education. The Head of Year is responsible for embedding this vision within their year group and ensuring that the highest standards in relation to attendance, behaviour and progress, are achieved.

Main purpose of the post:

To enforce standards around attendance, behaviour and progress so that each student achieves their true potential.

Main duties:

1. Making Excellence a Habit

- Role model the habits of excellence for staff and students
- Lead year group assemblies which re-enforce the habits of excellence and give students the information they need to be successful
- Be responsible for the PSHE curriculum for the year group seeing that it meets the needs of students; quality assuring the delivery of the curriculum by teachers
- Manage a tutor group team to ensure that tutor time, and tutor events, are of the highest quality, and that uniform, equipment and homework standards are met

2. Behaviour for Learning

- Support teaching staff to develop their practice in relation to behaviour management through modeling / mentoring and championing best practice within the ethos of the thinking school
- Be relentless in monitoring the behaviour of students and ensuring that appropriate follow up takes place by all members of staff where misbehavior, or serious misbehavior, occurs

- Track the behavior of students in the year group to identify students who require intervention in terms of rules, routines and relationships and provide this intervention either through formal or informal means
- Work with the Attendance Improvement Officer to identify those pupils at risk of poor attendance and implement strategies to improve their attendance
- Champion the academy's rewards system and ensure that students in the year group are recognised for their achievements and contributions to the life of the school
- Inspire internal and external competition within the year group
- Ensure students enjoy school through supporting the school with enrichment activities including school trips/residentials

3. Securing progress

- Ensure that year group progress is broadly in line with school targets through working with the school data lead to understand where students are in relation to their pathways, and taking appropriate action to accelerate progress
- Take a lead on parents evening and strive for 100% attendance especially through tackling 'hard to reach' parents effectively
- Act as a mentor for students who are underachieving in relation to their targets
- Champion the importance of every child making excellent progress and be willing to remove barriers, and inspire students to achieve their true potential

4. Securing Accountability

- Support the Academy to be constantly "Ofsted ready" in terms of Behaviour, Safety and Welfare standards
- Help to evaluate the impact of our CPD on improving the quality of behavior, safety and welfare

5. Managing the day to day Organisation

- Seek to build a successful academy through effective collaborations with partners
- Provide effective organisation and management and seek ways of improving organisational structures and functions in line with legal requirements

5. Working with Others and Self Development

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture
- Build a professional and collaborative learning culture within the academy and actively engage with others to build effective learning communities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets with the Principal, and take responsibility for own personal development by participating positively in arrangements made for performance management
- Manage own workload and support others to manage an appropriate work life balance

6. Strengthening Community

- Engage with the Thinking Schools Academy Trust community to secure quality and

entitlement of provision for all students

- Promote the internal and external high expectations, perceptions and standards of the academy to the wider community
- Work collaboratively with Portsmouth and the New Horizons Teaching School Alliance

7. Conditions

- The Head of Year will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Principal and Trustees.