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| **Glebe School: Head of Year**  **MPS + TLR2 + SEN point**  *An ambitious, inspirational trust, providing outstanding learning and support*  **Job Description - September 2019** |

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| **Head of year Duties and responsibilities** | |  |  | | --- | --- | | |  | | --- | | * To provide leadership to the Year group and to contribute to the pastoral development plan and its implementation. * To monitor, track and take overall responsibility for year group attendance and punctuality * To monitor, track and take overall responsibility for year group behaviour and attitudes to learning * To implement strategies to improve attainment, attendance, punctuality and behaviour * To contribute to the process of curriculum development and change so as to ensure the continued relevance to the needs of the students * To lead a team of tutors and work as part of a designated team * To take responsibility for the implementation of school quality procedures. * To provide year group reporting to the leadership team, school trust, parents and local authority * To complete and review relevant documentation to assist in the tracking of students * To communicate with parents, students and external agencies as appropriate. * To follow agreed policies for communication in the school. * To develop links with external agencies as required. * To play a full part in the life of the school community, taking part in marketing activities such as Open Evenings, Parents’ Evenings, Review days and liaison events with partner schools. * To support the Academy’s distinctive mission and ethos and to encourage and ensure staff and students follow this example. * To promote the general progress and wellbeing of individual students and the Year as a whole. * To lead assemblies as directed * To encourage students to participate in all aspects of school life and in particular Year Activities (organised of teams and participation). * To promote good behaviour within the Year group. * To liaise with the SLT Lead regarding student concerns. * To build effective personal and professional relationships with other key members of staff * To undertake any mentoring, as identified by school managers. * To monitor pupil reporting system in consultation with pastoral leaders and senior leadership group. * To be aware of, and support, all Pupil Welfare policies and procedures including child protection and first aid procedures. * To engage in Performance Management and participate in arrangements for further training and professional development * To operate within agreed legal, ethical and professional boundaries, policies and procedures when working with students. For example: Child Protection legislation, Behaviour and Discipline Polices, Health and Safety school policies. * To maintain the health, safety, protection and well being of students throughout the learning support process. * To promote the student’s equality, diversity, rights, and responsibilities. * To carry out the responsibilities of the post with due regard to the Academy’s policies, organisation and arrangements, including (but not exclusively) those relating to Child Protection, Health and Safety at Work, Data Security & Confidentiality and Equality. * To perform such other duties as may be required from time to time. * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. * To play a lead role in the life of the school community, to support its distinctive mission ethos and to act as a role model to ensure and encourage staff and students to follow this example. * To have a visible presence during lunch times | | |
| **General duties and teaching responsibilities** | * Responsible for attainment and progress in curriculum subjects taught at Glebe, in line with agreed targets * Helping to create and manage a positive, caring, supportive, purposeful and stimulating environment which is conducive to children’s learning * Planning and preparing lessons in order to deliver the curriculum ensuring effective breadth and balance * Identifying clear teaching objectives and learning outcomes, with appropriate challenge and high expectations * Teaching lessons that are creative, engaging and inspiring for the pupils * Helping to maintain a safe orderly environment and discipline among the students, safeguarding their health and safety * Organising and managing groups or individual students, ensuring differentiation of learning needs, reflecting all abilities * Planning opportunities to develop the social, moral, emotional and cultural aspects of students’ learning * Developing and maintaining a regular system of monitoring, assessment, record-keeping and reporting of student’s progress * Ensuring lessons are catered to the needs of the pupils including personalised educational health care targets of the pupils * Ensure the classroom is well organised, tidy and that classroom display is educational and celebratory of pupils’ achievements * Ensuring effective use of support staff within the classroom * To participate in staff meetings as required * To communicate and consult with parents over all aspects of their child’s education – academic, social and emotional * To partake in the quality assurance of Glebe and promote without prejudice the agreed policies of the school * Communicating an exciting and stimulating shared vision, which inspires and motivates students, staff and all other members of the school community * Ensuring teaching and learning meets all statutory requirements as defined by Ofsted/ DFE, and other external bodies * To do a break and lunch duty in the school week * To work as a team player reporting directly to the Head of Department * To undertake other roles or responsibilities as determined by the Head Teacher * To maintain an up to date knowledge of key curriculum areas linked to role | |
| **Student Progress** | * Monitor attendance and punctuality * Keep reports of student behaviour * Make contact with parents to discuss student behaviour * Liaise with outside agencies * Meet regularly with deputy head – student welfare * Manage student review processes and procedures, including IEPs * Monitor the progress of individual students * Coordinate end of year reports * Take part in and help organise parents’ evenings * Liaise with other schools to arrange student transfers and placements * Arrange and promote activities within the year group * Prepare and hold assemblies * Get to know all the students in the year group as well as possible * keep in contact with parents of students in the Year group * Take steps to prevent bullying and support victims of bullying * Promote the school’s equalities policies | |
| **Strategic responsibilities** | * To take part in staff development by participating in arrangements for further training and professional development. * To continue personal development in the relevant areas including subject knowledge and teaching methods. * To engage actively in the Performance Management Review process. * To ensure the effective/efficient deployment of classroom support. * To work as a member of a designated team and to contribute positively to effective working * To have an outward facing approach and be willing to network with other schools * To be reflective and to continually strive to for self-improvement | |
| **Other specific duties** | * To continue personal development and to engage actively in the performance review process. * To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. * To promote actively the School’s policies. * To comply with the School’s Health and Safety policy and undertake risk assessments as appropriate. * To show a record of excellent attendance and punctuality. * To adhere to the school’s dress code. | |