

## Job Description

Job Title	Head of Year 13	Grade	TLR 1B
School	Oaks Park High School		
Reports to	Assistant Headteacher		
Responsible for	Tutor Team, Support Staff		
Liaising with	Headteacher/Deputy/Assistant Headteachers; Team Leaders; relevant support staff, LEA staff and parents.		
Knowledge/Skills/Expertise			
<ul style="list-style-type: none"><li>● Keep up to date with subject developments within the pastoral field.</li><li>● Keep up to date with developments in pedagogy and how they can be applied to learning.</li><li>● Keep up to date with inspection and data return requirements and share this knowledge and expertise with other Heads of Year.</li><li>● Develop ICT skills to ensure that they can be integrated into the department at all levels.</li><li>● Be committed to your own development.</li><li>● Attend relevant INSET courses as appropriate.</li></ul>			
Main Areas of Responsibility and Accountability			
Curriculum <ul style="list-style-type: none"><li>● to work with the key stage and subject leaders to promote learning and maximise achievement for each student in the year group;</li><li>● to promote opportunities for each student in the year group to enhance their learning;</li><li>● to ensure a fair, open and personalised curriculum for each child so that different pathways are accessible.</li></ul>			
Teaching and Learning <ul style="list-style-type: none"><li>● to improve further standards of student learning and behaviour within the school, including through student voice projects;</li><li>● to monitor the academic progress of students in the year group; to work with the KSL in establishing a ready to learn culture and positive behaviour within the year group;</li><li>● to liaise with and support subject leaders to ensure expected progress towards examination results;</li><li>● to co-ordinate target setting, monitoring and intervention for the year group in liaison with form leaders, subject leaders, parents and KSL;</li><li>● to co-ordinate the development of learning skills in liaison with form leaders, subject leaders and KSL;</li><li>● to support whole school development planning in order to continue to raise standards in learning and teaching.</li><li>● coordinate the support and guidance to students through tutor contact, students, parents, outside agencies and other teachers.</li><li>● monitor students attendance and punctuality, follow the Sixth Form attendance policy and take remedial action where appropriate.</li></ul>			
Assessment and Recording <ul style="list-style-type: none"><li>● to disseminate relevant data to the form leader team and to ensure student progress is tracked effectively;</li><li>● to support with the school's reporting process where relevant to the year group;</li><li>● to use all available data to identify and track student progress in the year group, both at a subgroup as well as an individual level.</li></ul>			

**Student personal development and well-being**

- to co-ordinate student learning and behaviour within the year group;
- to monitor and promote the academic and social progress and the welfare of each student with the form leader;
- to work with the Education Welfare Officer (EWO) and parents/carers to ensure each student's attendance is as high as it possibly can be;
- to listen to and to work with the views and ideas of the students within the year group;
- to organise, plan, carry out and coordinate school council meetings with a clear agenda for the students in that year group;
- Promote a caring and secure learning environment in which all students can achieve.

**Management of Staff**

- to provide a visible leadership to a team of form tutors;
- to lead form tutors meetings with a clear and defined agenda, including implementation of school initiatives;
- to monitor and identify the form tutor's needs and instigate appropriate action and support to develop your form tutor team;
- to set high expectations by modelling the appropriate professional behaviour and providing consistent support and guidance;
- to keep up to date on national developments that affect your year group and communicate this as appropriate.

**Management of Resources**

- to deploy resources (including staff, equipment and funding) efficiently in line with the school's 'value for money' policy, in order to ensure maximum impact on standards of student achievement.

**Relationships with key stakeholders**

- to interact on a professional level with colleagues and seek to establish and maintain productive relationships;
- to monitor and promote the welfare, social progress and attendance of students, helping to establish and maintain good links between parents/carers and school;
- to liaise with outside agencies such as CAMHS, Social Care, Locality teams, etc and attend appropriate meetings within the LEA as a representative of the school;
- to monitor and report to parents/carers on the progress of each child;
- to organise and contribute to meetings with key stakeholders.

**Other duties**

- to undertake any further duties as outlined by the headteacher provided that they are reasonable and appropriate.
- Oversee University application procedures and progression from 6<sup>th</sup> form.
- Oversee destinations data.

## Person Specification

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<b>School</b>	Oaks Park High School		

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Qualifications &amp; Experience</b>		
Qualified Teacher Status.	E	A
Appropriate academic or professional qualifications at degree or higher level	E	A
Evidence of appropriate CPD.	E	A
Experience of working in a large comprehensive school.	D	A
<b>Knowledge &amp; Understanding</b>		
Experience of monitoring and evaluating student progress.	E	I R
<b>Leadership &amp; Management</b>		
The ability to motivate and inspire both staff and students	E	A I R
Ability to analyse internal and external data.	E	I R
Experience of working with external agencies.	D	I R
Ability to lead a group of staff.	E	I R
Excellent communication skills.	E	I R
A good team manager.	D	I R
<b>Teaching &amp; Learning</b>		
An outstanding classroom teacher at all levels, including KS5.	E	I R
A record of improving standards of teaching & learning	E	I R
<b>Personal</b>		
Excellent administrative/organisational skills.	E	I R
Enthusiastic and able to inspire colleagues and post-16 students.	E	I R
Commitment to maintaining a positive ethos	E	I R
Ability to: <ul style="list-style-type: none"> <li>work as part of a team;</li> <li>reflect on own performance;</li> <li>set clear goals and achieve them;</li> <li>work under pressure;</li> <li>work with young adults</li> </ul>	E	I R
<b>Safeguarding</b>		
Motivation to work with children and young people	E	I R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	I R
Emotional resilience in working with challenging behaviours	E	I R