



REDDISH VALE HIGH SCHOOL JOB DESCRIPTION

Post Title:	Head of Year
Responsible to:	Assistant Headteacher
Main purpose of the job	<ul style="list-style-type: none"> To make a major contribution to the strategies and priorities of the school by promoting and safeguarding the behaviour, health, safety, personal, social and emotional welfare of students in the allocated year group. To make a major contribution to the welfare of students within the allocated year group through the provision of appropriate support and guidance and the co-ordination of all non-academic interventions.

Areas of responsibility and key tasks:

Creating a strong year group ethos, promoting a culture of success and high achievement for all students

- Maintaining a high profile around the school and with families
- To ensure standards of equipment, journal and uniforms are upheld
- Leading and supporting Year Assemblies in partnership with family tutors and the leadership group
- Attending and leading Presentations, Review Days, Parents Meetings, BAR meetings and Rewards Assemblies as required
- Taking a strategic role in the behaviour and progress of students in the year group
- Implementing school rewards, sanctions, policies and initiatives
- Ensuring that line managers and relevant parties are informed of matters pertaining to the year group
- Assisting, where required, in exam invigilation
- Line managing family tutors within year group
- Leading year team protocol and BAR meetings
- Chairing regular Year team meetings

Overseeing students' personal, social & emotional welfare and providing appropriate guidance

- Working closely with tutors, key school staff, parents and outside agencies to support the personal, social and emotional welfare of students in the allocated year and work with other key staff to support, in particular, students who are underachieving
- Making counselling referrals internally and referrals to other outside agencies via and in close liaison with the appropriate coordinator in school.
- Promoting anti-bullying strategies in liaison with the Safeguarding Officer and giving support and guidance on friendship and bullying issues via restorative approaches
- Promoting the school's policy on safeguarding and working closely with the Designated Person for Safeguarding in respect of vulnerable individuals where appropriate
- Playing a key, and sometimes leading, role in assessing/meeting the pastoral needs and overseeing support arrangements of Students in LA Care, under the guidance of the Designated Person
- Playing a key role in EHA-TAC Meetings, managed move meetings and LAC/PEP reviews
- Completion of referrals and assessment documentation, including CAFs
- Creating and updating student's profile records
- Working closely with the school nurse, SEN team and Leadership to ensure that information in school on students' medical conditions is up to date and properly recorded and correct procedures are followed regarding giving of medication or any medical procedures carried out in school
- Analysing first aid logs for patterns and trends and taking appropriate follow up action.

- Supporting In Year Admission meetings and processes
- Attend and monitor managed move meetings and reviews
- Investigating incidents, gathering statements, reporting on outcomes and implementing appropriate sanctions.

Maximising student attendance and punctuality

- Being pro-active in promoting good attendance and punctuality within the year including supporting with late detentions
- Monitoring attendance and punctuality and employing appropriate intervention strategies with groups and individuals who are attendance concerns
- Working closely with the Attendance Officer and other appropriate individuals to maximise attendance and reduce Persistent Absentees
- Engage in home visits in accordance with Safeguarding procedures
- In conjunction with the Attendance Officer, contact parents immediately where students are absent from Examinations

Encouraging Positive Behaviour

- Promoting and implementing school policies on Rewards and Sanctions and behaviour management including reporting positive indicators to families
- Celebrating and rewarding positive behaviour
- Supporting specific students to achieve improvements in their behaviour
- Following up and dealing with incidents, in liaison with other Heads of Year and Leadership where appropriate
- Overseeing student responsibilities within the year
- Encouraging student participation in year & school events
- Conducting reintegration meetings with students and parents following Fixed Term Exclusions
- Overseeing Head Of Year detention sanctions
- Investigating, reporting, sanctioning and mediating in bullying incidents
- Monitoring and analysis of bullying logs and records, taking follow up action as appropriate.

Working with parents

- Building, sustaining and developing a strong home: school partnership and working closely with parents and outside agencies to promote student welfare
- Taking a pro-active role in communicating and working with parents as partners to promote positive student behaviours and outcomes
- Managing mid-term new admissions: organising appropriate assessments, setting up timetables, buddies, etc
- Liaising with parents, students and other colleagues where appropriate, prior to students joining school
- Attending and working as part of the team organising Open evenings, Parents Evenings, Review days etc as required

Working with Outside Agencies

- Working collaboratively with outside agencies, as required, to promote student well-being
- Compiling reports and other information on individual students for outside agencies, as required

Teaching and Learning

- Teach classes as directed, which follows Department Syllabuses and Schemes of Work, ensuring all lessons are suitably planned to meet the needs of different groups of learners and appropriately resourced
- Ensure teaching is creative, engages and inspires pupils and makes effective use of technology
- Ensure marking and feedback complies with school policy and that there is a strong focus on assessment for learning
- Ensure that all homework is appropriate and recorded on 'Show my Homework'
- Promote a positive climate for learning and behaviour, implementing learning strategies that enable all pupils to be successful

Professional Expectations

- Maximise the progress and achievement of all pupils in subject(s)

- Work with the department to develop schemes of work and resources to enable all pupils to gain access to the curriculum
- Ensure effective teaching strategies are in place within the department
- Work with the department to set targets and plan for improvement, development and enrichment
- Be familiar with and adhere to all school policies, in particular teaching and learning, safeguarding, child protection and professional expectations, being pro-active in ensuring pupil safety
- Meet the national requirements for main scale and (where relevant) post threshold teachers including active participation in the school systems for appraisal/performance management
- Arrive promptly to lessons, accurately take appropriate registers and dismiss pupils at the correct times
- Maintain good order and discipline in and out of the classroom, using rewards/sanctions in line with school policy
- Support the day-to-day management of the school including break and after school supervision
- Take part in liaison and marketing activities including parents evening, open evenings and liaison events with partner school

Pupil progress

- Ensure that classroom strategies are effective in enabling all groups of pupils to make at least expected progress
- Where pupils are underachieving, ensure immediate action is taken which involves the department and SLT as appropriate
- Ensure records of pupils work and achievements are kept securely
- Ensure that assessments are reliable, regular and informs classroom practice
- Respond to requests to submit information about pupil progress to colleagues, ensuring all data provided is accurate and reliable
- Be prepared for parent-teacher meetings, actively securing parental attendance
- Attend and contribute to Department and School meetings/briefing

Ethos and Values

- Model the principles of Respect, Aspiration, Determination and Independence (RADI)
- Promote the school ethos, values and celebrate the work and achievements of the pupils
- Demonstrate high expectations of pupils and to challenge underachievement
- Have a commitment to professional learning and continuous improvement by taking part in the schools CPD programme, and show responsibility for own self development
- Implement the department and school policies and vision in the classroom

Safeguarding

- To be committed to safeguarding and promoting the welfare of pupils, including recording/reporting any concerns promptly and accurately

Health and Safety

- Comply with the schools health and safety policy and legislation

Signed by Post Holder:

Date:

Signed by Headteacher:

Date:

PERSON SPECIFICATION

Head of Year

Qualifications and Professional Development	
Qualified Teacher Status	E
Good honours degree in relevant subject	E
Evidence of commitment to own professional development	E
Recent relevant CPD	D
Experience	
Experience of planning and teaching Secondary curriculum	E
Recent successful teaching at KS3 and 4	E
Experience of being a good/outstanding teacher/trainee teacher	E
Experience of using progress data to inform teaching and learning	E
Skills and Knowledge	
Current knowledge and understanding of the curriculum in the relevant subject	E
The ability to create innovative resources and learning opportunities to engage pupils	E
Knowledge of Assessment for Learning and how to use it to engage pupils	E
To be able to effectively use data, assessment and target setting to raise standards and address weaknesses	E
The ability to produce detailed schemes of work and sequential lesson plans	E
To be able to exemplify how the needs of all priority groups have been met through high quality teaching	E
The ability to use strategies to provide access to the curriculum for pupils from a variety of cultural backgrounds, pupils with English as a second language, SEND, Pupil Premium and High Band pupils	E
The ability to form good relationships with colleagues, pupils, parents and other professionals	E
Ability to work part of a team	E
The ability to meet deadlines using effective time management skills	E
Able to demonstrate a proven track record of effective behaviour management strategies	E
Good IT skills	E
Excellent verbal and written communication skills	E
Personal Qualities	
A commitment to continuing personal professional development	E
A commitment to safeguarding and promoting the welfare of young people	E
A commitment to equal opportunities and inclusion by demonstrating an understanding, awareness and empathy for the needs of the pupils at Reddish Vale High School and how these could be met	E
Able to maintain confidential issues within the working environment	E
A willingness to contribute to extra-curricular activities/whole school events	E