

<b>Job Title:</b>	Head of Year
<b>Location:</b>	Newham
<b>Contract type:</b>	Term Time Only Plus 1 Week
<b>Contract term:</b>	Permanent
<b>Salary:</b>	Support staff scale O22-O28 term time only +1 (£21,883-£25,787 actual)
<b>Job start:</b>	September 2019
<b>Accountable to:</b>	Assistant Principal -Pastoral

### Core Purpose:

As we are expanding as a new college, we are seeking to appoint a dedicated and passionate Heads of Year who will support all learners in designated year group to be the very best they can be. The successful candidate will be responsible for the pastoral care of all learners in the Year Group, line manage form tutors and ensuring that the tutor programme is created and well delivered.

The candidate will deliver effective and impactful college assemblies with emphasis on Spiritual, Moral, Social and Cultural Understanding (Learning for Life). The ideal candidate will have visible presence around the college, support the management system by undertaking college duties as required. The ideal candidate will have the ability to take firm decisions and work calmly under pressure whilst being a caring, considerate and respectful to all.

### Main Duties and Responsibilities:

- To monitor, intervene and lead on attendance and punctuality strategies within the year group you are leading
- Meet all learners in conjunction with the tutor team for the designated year group on one to one (121) basis at least once a half term to discuss attendance, punctuality and attitude to learning (ATL)
- To collate information on desired or realised destinations data
- To line manage a group of tutors by having timely meetings (leading them) and ensuring that the tutor programme is created and well delivered
- Deliver year group and if needed whole college assemblies which are effective and impactful
- Organise external speakers to support the education of current events / needs etc.
- To lead strategies and increase parental engagement through "Friends of LDE UTC"
- Lead and ensure that events appropriate to the specific year are organised, e.g. Parents' Evening, learner induction, tutorial programme, tutor interventions etc
- To monitor and support learner progress in partnership with HOFs and SLT member in charge of raising achievement
- Support the HOFs and teachers in raising standards of learner progress and attainment within the year group.
- Implementing the College's Vision, Improvement and Development Plan
- Lead and support learner voice/ learner council within the year group and work collaboratively with other HOYs to organise impactful events.
- Producing an annual report to the Assistant Principal which a) Year Self Evaluation Report and B) Year Improvement Plan for the following year.
- Ensuring that all tutors within the year team effectively implement college policies and procedures
- To support the Educational Visits within the year Group
- To ensure that successes within the year group are recognised and promoted in college marketing, assemblies etc.
- To liaise with CAIEG in order to coordinate the industry mentoring programme.
- To ensure that all learners in the year group are added to UTC hub with the support tutoring team by leading and organising IT services etc.
- To provide opportunities for learners to undertake extracurricular activities in order to have stronger UCAS statements needed in Year 13
- To lead envision, mentoring schemes with external agencies
- To ensure that every learner has a learner agreement signed
- To support the Sports programme on a weekly basis.
- To ensure that successes within the year group are recognised and promoted in college marketing, assemblies etc.

### For KS5 Heads of year

- To take responsibility for the smooth initial running of the UCAS process with Year 12 with the intention of carrying it into Year 13, including the completion of references and creation of appropriate templates for teachers to support the process
- To ensure that appropriate collaboration is taking place with HOY 13 during Summer term for effective handover in terms of UCAS progress.
- To liaise with the Employer engagement team in supporting learners to find their own work experience

### Teaching and Learning

- Leading on planning and resourcing tutor time activities within an identified Scheme of Work

## Job Description

- To support / participate in the planning of the Learning 4 Life programme
- Promoting literacy and numeracy through a year group approach – this will include revision skills in designated group
- Leading the assembly programme with emphasis on Learning for life.

### Behaviour, Ethos and Safety

- To be visible and available around the building at key times during the day including the start and end of the school day; lesson changeovers; break and lunch times; and during registration (period 1)
- Supporting the management systems of the college by undertaking duties in line with the role, including before and after college duties and being part of the on-call rota
- To lead on the rewards and sanctions behaviour points strategy for your year group
- Liaising with Learning Support Unit (LSU) including attending relevant meetings
- Attend meetings to ensure learners' needs are met either within the college or with the support of outside agencies
- Managing the process of pastoral (behaviour) support plans for learners in liaison with the Assistant Principal.
- To collate and provide work for excluded learners
- To investigate and resolve incidents of bullying including ongoing monitoring
- Engaging with external services where required
- Ensuring that behaviour is monitored, and strategies implemented across the college
- Lead a high vigilant approach to safeguarding across the year group
- Manage the monitoring and follow-up sanctions relating to mobile phones and uniform issues.
- Manage the monitoring and investigation of social media incidents across the school to include incidents outside of the school day.
- Hold individual or group detentions, or other sanctions, as the need arises, informing students and parents respectively
- To be a positive role model for students around the school.
- To monitor and manage the Digi-Sector briefing and ensure that materials are available daily

### Other

- Carrying out other duties which the Principal or leadership team may request

N.B: This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the college in relation to the post holder's professional responsibilities and duties.

### How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview.

All applications must be uploaded to the LDE UTC website: [www.ldeutc.co.uk/apply/staff-vacancies.aspx](http://www.ldeutc.co.uk/apply/staff-vacancies.aspx)

### Timings

The closing date for applications is 12:00noon on Tuesday 20<sup>th</sup> August 2019, with interviews held on Friday 23<sup>rd</sup> August 2019.

Candidates are welcome to contact LDE UTC for an informal discussion with Geoffrey Fowler, CEO & Principal by booking an appointment through Brooke Holdgate, HR Lead. You can contact Brooke on 0203 019 7315. Alternatively, from Friday 9<sup>th</sup> August 2019 you can contact Geoffrey Fowler on [Geoffrey.Fowler@ldeutc.co.uk](mailto:Geoffrey.Fowler@ldeutc.co.uk) or contact the school using the contact number 0203 019 7333 where your call will be redirected to Geoffrey Fowler direct.

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.