



## ST PETER'S SCHOOL HUNTINGDON JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

<b>POST HOLDER</b>	
<b>POST TITLE</b>	Head of Year (7 – 11)
<b>PURPOSE OF JOB</b>	<ul style="list-style-type: none"> <li>• Foster, encourage and expect others to foster, the school's ethos (Learn, Aspire, Exceed) in all of our stakeholders at all times</li> <li>• To create an ethos in which all staff are motivated and supported to develop their skills and knowledge</li> <li>• To work with the Head Teacher and other members of the Senior Leadership team, Governors and other middle leaders to provide leadership and management within St Peter's School</li> <li>• To carry out the duties of a school teacher as set out in the current edition of the School Teachers' Pay and Conditions Document maintaining a professional understanding of the curriculum, assessment and pastoral requirements.</li> <li>• To be a leading professional in terms of teaching ability</li> <li>• To carry out the functions of a class teacher at St Peter's School in accordance with the stated aims and objectives of the school</li> <li>• To be responsible for specific issues as noted in the School Improvement Plan</li> <li>• To be responsible for particular functions/roles as noted below</li> </ul>
<b>REPORTING TO</b>	Senior Leadership Team member allocated
<b>PERFORMANCE MANAGEMENT</b>	Completed by the Senior Leadership Team member allocated
<b>SALARY</b>	TLR1C

To be read in conjunction with main scale and Upper Pay Scale job descriptions

### RESPONSIBILITIES

#### Safeguarding

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

#### General

- a) Carry out the duties of a School Teacher as set out in the current edition of the School Teachers' Pay and Conditions Document.

- b) Teach in a subject department.
- c) Input to the Senior Leadership Team regarding the strategic direction of the school, including involvement in school improvement planning and implementation of actions
- d) Participate in the school's performance management practices as appropriate
- e) Work with the Senior Leadership Team in the preparation of bids or *ad hoc* projects requiring input from all of the Senior Leadership Team
- f) Ensure high standards of behaviour across the school, including following up any incident as necessary with the relevant student, parent and pastoral staff
- g) Carry out the duties defined in the Teacher's main pay scale job description
- h) Carry out any other responsibilities as reasonably requested by the Head Teacher
- i) Responsible for the strategic leadership of the department

#### School wide responsibilities

- a) Contribute to whole school monitoring and evaluation
- b) Share in day to day whole school management tasks
- c) Contribute to the planning and organisation of major whole school events

### **SPECIFIC RESPONSIBILITIES**

Line management of the:

- a) Allocated Student Support manager (s)

#### **1 Leadership and management of pastoral systems**

This will include:

- Monitoring student behaviour and taking appropriate action when required
- Leading the implementation and monitoring of Pastoral Support Plans/ other identified intervention strategies
- Addressing barriers to learning through planned intervention
- Liaison with key stakeholders in supporting students
- Monitoring attendance and punctuality in conjunction with the attendance team.
- Leading and managing Associate staff in their daily duties

#### **2 Leadership and management of academic issues**

This will include:

- Use of whole-school data to identify underperforming cohorts / individuals within the year group
- Liaison with Heads of departments to plan support for that cohort / individuals.
- Monitoring and evaluation of the progress of students within the year group.
- Contributing to the self-evaluation of the school through activities such as departmental / area reviews.
- Intervention with individual students as necessary

Other duties will include:

- Contributing to whole-school professional development when necessary
- Presenting and reporting to staff, governors, parents and students
- Co-ordination of relevant parent / student events
- Assemblies
- Monitoring of tutor groups

Attendance at meetings:

- a) Joint Head of Year
- b) Guild tutors (Leading of)
- c) Senior Leadership team/Governors as requested
- d) Relevant Line management
- e) Other meetings as directed/required to fulfil the requirements of the role

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check and medical questionnaire.