

## **GLF Schools - Job Description**

|  |                    |                        |        |
|--|--------------------|------------------------|--------|
| <b>Job Title</b>   | Head of Year       | <b>TLR</b>             | 2.3    |
| <b>Location</b>  | de Stafford School | <b>Travel Required</b> | Rarely |
| <b>Core Purpose:</b>   |                    |                        |        |
| <p>To enable students in the designated year group to Grow, Learn, Believe, and Achieve.</p> <p>Pastoral Leads monitor and develop students' positive attitudes to learning, access to learning, academic outcomes, and their social, behavioural and emotional wellbeing, to enable students to fully engage in school life.</p>  |                    |                        |        |
| <b>Key Accountabilities:</b>   |                    |                        |        |
| <p><b>Main duties:</b></p> <p>The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.</p>  |                    |                        |        |
| <b>Operational/Strategic Planning:</b>   |                    |                        |        |
| <ul style="list-style-type: none"> <li>To care for students in order that they may flourish in a secure, challenging, and happy environment.</li> <li>To have oversight of students' welfare, safeguarding, progress, and development through the strategic monitoring of data and implementation of interventions.</li> <li>To be available and accessible to parents and professionals to ensure that students' needs are identified and addressed.</li> <li>To liaise with the SLT link over issues pertinent to the progress and development of students.</li> <li>To work in collaboration with Heads of Department, teaching staff, and outside agency professionals so that effective learning can take place.</li> <li>To lead the development of the pastoral team (Deputy Head of Year and SAMs) within the year group, ensuring structured activities are in place to support the purposeful and impactful use of SAM time.</li> <li>To oversee the day-to-day management and operation of the year group.</li> </ul> |                    |                        |        |
| <b>Pastoral &amp; Academic Progress:</b>   |                    |                        |        |
| <ul style="list-style-type: none"> <li>Lead and co-ordinate Year Team ethos, strategy and meetings.</li> <li>Monitor students' progress across their curriculums; implement appropriate interventions to support effective attitudes to learning.</li> <li>Identify and monitor the progress and access to learning for key groups; SEN, PP, boys</li> <li>Collaborate and co-ordinate with Heads of Department in supporting positive attitudes to learning for individuals and the key cohorts across the year group.</li> <li>Use safeguarding, attendance and behaviour records to help identify and address unmet need.</li> </ul>  |                    |                        |        |

- Complete referrals: work in collaboration with professionals and agencies ensuring students' safeguarding, wellbeing and continued access to learning.
- Support improving attendance initiatives in liaison with the Attendance Officer.
- Implement praise, rewards, and consequences in line with the Attitudes and Behaviour policy.
- Support the Personal Development Curriculum: the co-ordination of structured SAM time, organisation and delivery of assemblies, workshops/presentations.
- Contribution to the quality assurance of year group data collections.
- Lead and oversee events specific to the year group, such as Information and Parents' and Carers' Evenings.
- Contribute to student leadership across the school.
- Encourage students' participation in enrichment activities.
- Lead and supervise the specific year groups during emergency evacuation and drills.

#### **Accountable to:**

- The allocated member of the Senior Leadership Team

#### **Safeguarding:**

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

### GLF Schools - Person Specification

| Position: Head of Year  |           |           |
|---|-----------|-----------|
|   | Essential | Desirable |
| <b>Qualifications</b>   |           |           |
| Qualified Teacher Status  | ✓         |           |
| Degree in relevant subject area   | ✓         |           |
| Evidence of further study   |           | ✓         |
| <b>Professional Skills, Experience &amp; Knowledge</b>  |           |           |
| Evidence of involvement in pastoral care  | ✓         |           |
| The desire and ability to create a safe and nurturing learning experience for all students  | ✓         |           |
| A strong commitment to developing strategies to meet the personalised learning and emotional needs of every student   | ✓         |           |
| Evidence of successful teaching experience at KS3 and KS4   | ✓         |           |
| Evidence of successfully using a range of effective learning and teaching styles  | ✓         |           |
| Be an excellent practitioner  | ✓         |           |
| Evidence of active involvement in school-wide provision or initiatives  |           | ✓         |
| Evidence of raising student achievement   | ✓         |           |
| Evidence of successful involvement in behaviour improvement initiatives   |           | ✓         |
| Active involvement in curriculum development initiatives  |           | ✓         |
| Ability to develop and sustain successful relationships with students   | ✓         |           |
| Evidence of effectively using assessment data to inform teaching and learning   | ✓         |           |
| <b>Interpersonal and Communication Skills</b>   |           |           |
| Excellent people skills- motivating, inspiring and challenging others to produce best outcomes for all students   | ✓         |           |
| Ability to work effectively as part of a team   | ✓         |           |
| Commitment to raising the achievement of all students of all ages and abilities   | ✓         |           |
| Excellent organisational skills, ability to work under pressure and meet deadlines  | ✓         |           |
| Ability to plan, monitor, evaluate and review   | ✓         |           |
| Enthusiasm, energy, resourcefulness, creativity   | ✓         |           |
| Willingness to offer after-school club/activity   | ✓         |           |
| The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff Code of Conduct | ✓         |           |
| <b>Continuous Professional Development</b>  |           |           |
| Evidence of commitment to continuing professional development   | ✓         |           |