**Job Description**

**Job Title: Head of Year**

**Location: Firth Park Academy**

**Hours of work: 37 hours Term Time (43 weeks)**

**Reports to:** SLT Lead for Behaviour and Inclusion

**Purpose of the Role:**

To support all students to make appropriate academic and personal progress as specified by baseline data and other information.

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

Responsible for any aspect of behaviour, attendance and achievement as directed by SLT link/ Vice Principal

Duties may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job,

commensurate with the salary and job title.

**Staff management:**

1. Support a team of form tutors relevant to a specified Year group
2. Support the QA of form period
3. Ensure that form tutors run their tutor group sessions effectively
4. Be responsible for managing and deploying Student Support Leaders
5. Liaise with the additional educational needs team in respect of supporting students with additional needs

**Student behaviour, punctuality, attendance and achievement**

1. Work for ongoing improvement of pupil behaviour, using and developing our praise systems, and taking all necessary steps to deal with misbehaviour and prevent recurrences, making contact with parents as agreed or directed by the KS Director
2. Take part in and help organise parents' evenings
3. Lead, prepare and hold year assemblies which promote positive behaviour and SMSC/Spirituality and celebrate achievement and good attendance/punctuality.
4. Support the Vice principal with information to help them to prepare for progress panels as appropriate
5. Support and promote student progress, good attendance and punctuality as agreed or directed by VP.

**Working closely with the Student Support Leader to:**

1. Keep reports of student behaviour
2. Liaise with outside agencies
3. Support attendance & punctuality

**Other duties and responsibilities**

1. Role model: uphold, support and promote academy expectations especially those outlined in the school’s behaviour and attendance policies
2. Promote and uphold all of the schools Safeguarding standards as outlined in the LA/FPA Safeguarding Policies.
3. To complete, in conjunction with members of the A and I team, administration related to behaviour and take shared responsibility for the management of behaviour reporting across a specific year group.
4. Communicate with all staff to ensure all inclusion and behaviour is effectively dealt with and managed at all times.
5. Challenge all negative behaviour and ensure appropriate sanctions are carried out in line with the Academy Policies & guidelines.
6. Promote and support achievement and positive behaviours of a year group through assemblies, progress panels, celebration of Achievement Events and other events as appropriate
7. Contribute to on call as required
8. Contribute to duties as required
9. Get to know all students in the year group as well as possible
10. Keep in contact with parents of all students in the year group
11. Take steps to prevent bullying and support victims of bullying
12. Ability to perform Emergency First Aid on students if required.
13. Resource allocation and deployment: to allocate and be responsible for any funding appropriate to Year group activities

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Head of Year**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Excellent numeracy/literacy skills * Min 5 GCSEs including Maths and English * Ability to use Office software including Word and Excel | * Working knowledge of SIMS / Progresso |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Knowledge of safeguarding policies and procedures * Experience of analysing pupil data * Experience of working in a secondary education setting * Experience of establishing relationships with parents/agencies and professionals * Experience of liaising with multi agencies in a professional setting * Experience of working with challenging behaviour * Excellent behaviour management skills | * Knowledge of record keeping systems |
| **Skills** | Line management responsibilities (No.) | * Student Support Leader * 8-10 Form Tutors for pastoral aspects |  |
| Forward and strategic planning | * Liaise with a wide variety of professionals, parents and pupils * Coordinate home visits * Ability to work to tight deadlines, prioritize and manage time well |  |
| Budget (size and responsibilities) | * Pastoral budget £300 |  |
| Abilities | * Ability to work as part of a team * Ability to work on own initiative | * Ability to be flexible in working setting * Ability to show empathy when working with young people * First Aid Qualification or willingness to complete. |
| **Personal Characteristics** | Behaviours | * Able to communicate with parents/pupils/staff * Challenge negative behaviour * Calm in conflict situations * Flexible * Trustworthy * Hard working |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people * Ability to travel as required |  |