HOE VALLEY SCHOOL
HEAD OF YEAR
JOB DESCRIPTION & PERSON SPECIFICATION
SALARY: COMPETITIVE

THE SCHOOL

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school which opened in September 2015 to serve the local community of South Woking
- Rated 'Outstanding' by Ofsted in June 2018
- Delivering innovative and exciting lessons to years 7, 8, 9, 10 & 11
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the national curriculum offering an extended day allowing time for additional Maths and English along with time for all students to complete their homework during the compulsory day
- A Google School with ICT fully embedded in all curriculum areas
- Opening a STEAM focussed academic 6th Form in September 2023
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings and ultimately by trusting our staff to deliver excellent outcomes

THE ROLE

The successful Head of Year will have the exciting and unique opportunity to help shape the Pastoral System as the School grows and assist the Deputy Head Teacher in all aspects of Behaviour, Safety and Welfare to prepare students for the demands of 21st century life. This is a fantastic opportunity to support all students in line with the new Progress 8 measures in ensuring that every student leaves Hoe Valley School with excellent academic outcomes and a clear purpose for the next stage of their life.

Our Head of Year will be an inspirational teacher with a proven track record of leading students to achieve outstanding results. They will embrace creativity, innovation and always be looking for the very best practice in teaching. They will share the School's vision that with excellent teaching and pastoral systems all young people can achieve at the highest levels.

The role is a substantive post for September 2021.

CORE RESPONSIBILITIES (IN ADDITION TO TEACHERS' STANDARDS)

Leading Behaviour and Safety

- To monitor students' achievement, attendance, uniform, punctuality, homework and behaviour for the relevant year groups
- To lead and set the tone for the year group via assemblies, school events and pastoral curriculum time
- To ensure the roll for the relevant year groups is as high as possible
- To work closely with the Head of Personalisation in ensuring all SEND students are receiving the correct support and making excellent progress in all areas of the curriculum
- To collaborate closely with parents to ensure that they are aware of their child's progress, engaged in their development and in supporting them in their vision for the future
- To ensure the absolute safety of all students on and off site
- To model and enforce excellent standards of behaviour within and beyond the faculty
- To feedback to students and parents / carers in line with the School policy
- To rigorously analyse student data to inform planning and intervention programmes
- To lead and attend internal and external meetings as required
- To hold tutors to account via line management meetings and by following the School's Performance Management policy

Leading Teaching and Learning

- To teach at any level within the School (within the age range 11-18)
- To ensure that all students are making good or outstanding progress in your subject
- To contribute to CPD across the School and share best practice via coaching, sharing planning and resources and following an 'open door' teaching policy
- To ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place, through a mix of traditional teaching techniques, integrating ICT where appropriate and via project based learning
- To ensure that classrooms within the faculty present a stimulating environment through the display of students' work and other exemplar materials
- To extend the curriculum via Innovation Days and relevant trips, organising exciting visits from relevant speakers and visitors and leading enrichment programmes
- To promote high participation levels in your subject outside of the curriculum and to contribute to the extra-curricular enrichment activities of the School, running at least one additional activity per week
- To lead the PSHE and tutor time curriculum for the relevant year groups
- To lead intervention programmes during the School holidays, before / after School or during weekends as required
- To deploy other adults effectively within the faculty and in the classroom, involving them, where appropriate, in the planning and management of student learning

Leading School Improvement

- To support the School's marketing and recruitment plan through attending events, contributing to marketing materials and via frequent high quality interactions with feeder primary schools
- To embody the School's values both on and off site
- To contribute to the School's Development Plan (SDP) and to write specific action plans for relevant aspects of the SDP

- To monitor allocated budgets and ensure value for money at all times
- To coach and mentor colleagues as appropriate

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
A bachelor's degree at a 2.1 or higher	Evidence of other relevant CPD qualifications	Application form
Qualified teacher status through a PGCE, GTP or other international equivalent		Application form
A National Curriculum related discipline at A-level standard or equivalent		Application form
Experience		
Excellent subject knowledge in relevant disciplines		Application form & interview
Experience of designing and delivering exciting, challenging and personalised lessons		Application form, interview & reference
Evidence of holding high aspirations for young people		Application form & interview
Evidence of delivering excellent outcomes for students		Application form, interview & reference
Experience of giving high quality formative and summative feedback		Application form, interview & reference
Experience of managing and leading groups of students/young people	Evidence of leading a team of tutors / teachers effectively	Application form & interview
	Experience of designing a pastoral system at KS3, KS4 and possibly KS5 including delivery of assemblies, active tutorials and inter form competitions	Application form & interview
Evidence of continually improving outcomes for students in terms of attendance, punctuality and student wellbeing		Application form & interview
Skills and Attributes		
Alignment with HVS Values: C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect		Application form, interview & reference

I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work R – Resilience: Not giving up when times are tough, demonstrating endurance C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning		
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Ability to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Good level of physical fitness		Interview & reference
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		