



# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Head of Year (TLR 2C = £6,646)</b>
<b>Reporting to</b>	<b>Senior Leadership Team</b>
<b>Main purpose of job</b>	<ul style="list-style-type: none"> <li>• To lead and manage the achievement, process and pastoral provision for a year group of students.</li> <li>• Build positive relationships with families, students</li> <li>• Take a lead responsibility in co-ordinating appropriate intervention for students within your year group whose attendance, achievement or behaviour is a concern.</li> <li>• Co-ordinate the delivery of the personal development curriculum for the allocated year group, and liaise with other Heads of Year where necessary, ensure continuity and progression of pastoral provision throughout the school.</li> </ul>
<b>Key responsibilities:</b>	
<b>Leadership &amp; management</b>	
<ul style="list-style-type: none"> <li>• Lead by example in all areas of the personal development curriculum</li> <li>• Monitor the standards of achievement, attendance, behaviour and welfare within their year group</li> <li>• Evaluate students' progress, achievement and attainment, and report to the governors, SLT, staff and parents as appropriate</li> <li>• Take responsibility for the pastoral care and safeguarding of students in your year group, liaise closely with other Year Leaders to ensure continuity and progression.</li> <li>• Establish good relationships, encourage good working practices and support and lead teachers in the year group</li> <li>• Lead, support, motivate and direct support staff working within the year group</li> <li>• Oversee all aspects of the pastoral organisation and management, including preparing agendas and chairing meetings, in order to ensure that school</li> <li>• Liaise and co-operate with SEN and inclusion staff and outside agencies on the academic, pastoral, social, vocational and behavioural needs of students in the year group</li> <li>• Co-ordinate assemblies and effective use of tutor periods and daily collective acts of worship, when necessary</li> <li>• Co-ordinate the engagement of students within the decision-making process of the school, through organised student year and form councils</li> <li>• Oversee the induction process of new members of pastoral staff within the year group</li> <li>• Co-ordinate and oversee the organisation of charity, performance, sporting, social and other enrichment activities for the year group</li> <li>• Be a member of the safeguarding team with responsibility for supporting pupils in accordance with our Safeguarding policy.</li> </ul>	
<b>Additional duties</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> </ul>	

**Other specific duties:**

- To continue personal development as agreed
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To actively engage in the performance review process
- To undertake and other duty as specified by the Headteacher not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate
- To be aware of and work in accordance with the School's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive & Academy Principal and Headteacher

The job description will be updated where appropriate in consultation with the post-holder.



## Person Specification

<b>Education and qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Qualified Teacher Status</li> </ul>
<b>Experience</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Proven record of raising standards and pupil achievement</li> <li>• Proven record of outstanding classroom practice</li> <li>• Clear understanding of leadership and management in a secondary comprehensive school</li> <li>• Knowledge and understanding of school self-evaluation</li> <li>• A record of improving the classroom practice of other colleagues</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Previous experience of a leadership role in school</li> <li>• Experience of liaising with external agencies to enhance pupil experience</li> <li>• Experience of delivering a programme of assemblies</li> <li>• Experience of line managing form tutors or support staff</li> </ul>
<b>Knowledge/ Skills</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> <li>• Ability to establish a positive presence in the school</li> <li>• Ability to prioritise, plan and organise themselves as well as others</li> <li>• Track record of setting and achieving ambitious, challenging goals and targets</li> <li>• Ability to lead and work within a large team</li> <li>• Ability to inspire, challenge, motivate and empower others to carry the vision of the school and faculty forward</li> <li>• To be pupil focused in all regards</li> <li>• To develop positive and mutually supportive working relationships with all colleagues</li> <li>• To promote learning through the full range of extra-curricular opportunities and community events</li> <li>• To build positive relationships with parents.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Well-developed ICT skills</li> <li>• Experience of liaising with local media to promote events</li> <li>• Knowledge of the Early Help Referral System</li> <li>• Experience of mentoring or coaching</li> </ul>
<b>Attributes</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Possess a passion for working with young people</li> <li>• A genuine reflective practitioner</li> <li>• Belief in the responsibility of a school to include pupils with a diverse range of educational needs</li> <li>• Ability to demonstrate sound judgement and make considered decisions</li> <li>• Able to respond positively to pressure</li> <li>• Well-developed sense of proportion and humour</li> <li>• To be solution, not problem focused</li> <li>• To be a “team player”</li> <li>• Is highly credible and can model excellent leadership behaviours</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Aspire to a senior leadership role in a school /potential for future promotion</li> <li>• Good networker with outside partners</li> </ul>