



January 2018

Dear Applicant

Twickenham School
Head of Year MPS-UPS - TLR 2B £4,441

Thank you for your interest in the above post based at Twickenham School. This pack includes the job description and person specification as well as information about the school and the department. We will use the person specification as the basis for selection for interview. We welcome applications from newly qualified and experienced classroom teachers.

I hope you will decide to apply. Please submit your application form addressed to the Headteacher, Ms Assal Ruse by e-mail to: jobs@twickenhamSchool.org.uk. In case of difficulty downloading the application form or information pack, please send an email to jobs@twickenhamSchool.org.uk. The Richmond West Schools Trust is committed to safeguarding and promoting the welfare of students; we expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

If you would like to visit the school for a tour and informal discussion please contact the HR Manager on 020 8894 4503 or email to info@twickenhamSchool.org.uk.

May I wish you every success and thank you for the time and effort I know you will put in to your application.

Yours sincerely
Assal Ruse
Headteacher

PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM:

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email.
- Please include everything you wish the panel to consider on the form rather than in any separate document or covering email.
- **Only applications submitted on the school's or TES application form will be considered.**
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by email.
- Please submit your application form by 12 noon on the closing date to:-

Jobs@twickenhamSchool.org.uk

You will be asked to sign a hard copy of your application form at interview. At the interview day we will require you to bring photo ID and the original certificates for GCSE, A Level, University Degree and QTS if appropriate.

Twickenham School is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.

We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

Job Description: Head of Year

Job title: Head of Year
Salary range: TLR 2B £4,441
Accountable to: Deputy Headteacher
Accountable for: Team of Form Tutors

Core Purpose

Continue to support the school improvement agenda ensuring strong outcomes for all students. Continue to improve the quality of learning and pastoral care across the year group, removing barriers to achievement.

To support the school aim that students and staff enjoy learning, experience success and develop their full potential.

	Key Accountabilities	Key Tasks
1	Leading and developing the year group to promote student achievement	<ul style="list-style-type: none"> ▪ Promote the School values with the Year group ▪ Promoting a sense of belonging and teamwork for students and staff in the year group. ▪ Lead assemblies. ▪ Chair the form tutor team meetings, ensuring agendas and action points are circulated. ▪ Provide support for tutors in dealing with members of their form. ▪ Provide support for tutors in dealing with families. ▪ Ensure the professional development of themselves and their tutors in pastoral and achievement matters. ▪ Maintaining high standards across the year group building high aspirations for all students ▪ Promote effective safeguarding for the Year group ▪ Take the lead on Year reward group trips ▪ Coordinate and support Year group Parents' Evening ▪ Raise the profile of extra-curricular participation for the Year group ▪ Contribute regularly to the School's weekly newsletter
2	Accountable for the educational progress of students in the Year	<ul style="list-style-type: none"> ▪ Track progress of individual students and organise appropriate intervention and support for individuals and groups of students. ▪ Monitor attendance, punctuality, behaviour and achievement and put in appropriate support and intervention ▪ Oversee and attend detentions/interventions. ▪ After each monitoring, analyse and evaluate progress of all students and revise intervention plans. Feedback to LT. ▪ Support the students with procedures and actions including target setting and examinations in consultation with members of Leadership Team. ▪ Oversee and check writing of tutor reports.

		<ul style="list-style-type: none"> ▪ Lead, plan and monitor tutorial/citizenship activities which will include academic achievement review and personal improvement plans, careers. ▪ Celebrate achievement. ▪ Build positive relationships to support learning and communicate with parents/carers regularly. ▪ Provide reports and references on students. ▪ Liaise with external agencies to support students. ▪ Ensure year group information is relevant and up to date eg website pages and noticeboards. ▪ Meet regularly with LT to monitor and evaluate the progress of students and plan intervention.
3	Accountable for leading, managing and developing an area of the curriculum	<ul style="list-style-type: none"> ▪ Contribute to the weekly tutorial programme and PDC programme of study. ▪ Coordinate a range of opportunities for student leadership, promoting, organising, monitoring and reviewing the offer annually. ▪ Monitor tutor time regularly to ensure effective use of tutor time. ▪ Check planners regularly to ensure homework policy is implemented consistently. ▪ Contribute to resources for tutor time activities. ▪ Attend student safeguarding and attendance meetings.
<p>Flexibility: To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.</p>		

Person Specification

Post: Head of Year

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Graduate status / QTS Evidence of and a commitment to recent professional development 	
Experience	<ul style="list-style-type: none"> Evidence of being an outstanding classroom practitioner Evidence of being an excellent Form Tutor Evidence of effective monitoring of student progress and teaching and learning 	<ul style="list-style-type: none"> Experience of leading enrichment activities outside of the classroom Experience of leading and managing groups of staff
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge and understanding of assessment procedures Ability to promote a positive attitude to learning and to school Ability to manage a team of tutors and to liaise effectively with support staff Ability to find solutions to complex problems Ability to hold other staff to account 	<ul style="list-style-type: none"> Understanding of restorative practices Understanding of coaching practices
Personal qualities	<ul style="list-style-type: none"> Enthusiasm and passion for teaching, learning and assessment Commitment to continuous professional development Be able to relate well to students and families Be able to listen effectively and be sensitive to others 	
Other	<ul style="list-style-type: none"> Resilience 	

School Information

At Twickenham School our mission is for all our students and staff to feel safe, valued and achieve their aspirations through high standards of teaching, learning and leadership.

Our Vision

- Students to be confident, successful and lifelong learners
- Students to develop creativity, resourcefulness and resilience
- The school to be driven and united towards continuous self and school improvement
- The school to attract, nurture and retain high quality staff
- Students, staff and parents to be proud to contribute positively to the school and the wider community.

Our Values

- Integrity
- Perseverance
- Dedication
- Empathy
- Responsibility
-

Student Care

Twickenham School prides itself that positive and respectful relationships are at the heart of the school. It is fundamental to the ethos of the school that every child is known and valued. We understand that every child has individual needs and that those needs may vary from day to day.

With this in mind, we have a support structure to provide students with the care and nurture they need.

Each child is a member of a tutor group made up of students from their year group. The tutor acts as both advocate and mentor.

The Year team consists of a range of expertise, including

- Head of Year
- Special Educational Needs Co-ordinator
- Teaching assistants
- Child protection officer

Additional external professionals are brought into school, or are referred to, via the SEND department as appropriate.



Curriculum

The curriculum provision at Twickenham School is broad, balanced and fully inclusive. There is an emphasis on promoting strength and success in traditional academic subjects, but this is balanced with a desire to foster variety and personalisation in our provision. The curriculum is constantly reviewed and developed to not only meet the needs and strengths of our students, but to provide rich opportunities for them to develop a range of skills and enjoy memorable experiences