



Mossbourne  
Federation

# Head of Year

## Job Description

Date last reviewed on:	31/03/2025
Date to be revised on:	



<b>POSITION</b>	Head of Year
<b>SALARY</b>	40 hours per week, 52.143 weeks per year
<b>START DATE</b>	1st September 2025 [INSET Days 27th -29th August 2025]
<b>HOURS</b>	40 hours per week
<b>FULL TIME EQUIVALENT</b>	Full Time, 52 weeks per annum
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	Head of School
<b>RESPONSIBLE FOR</b>	The attendance, welfare, organisation, and discipline of a year group
<b>LOCATION</b>	Mossbourne Victoria Park Academy
<b>KEY WORKING RELATIONSHIPS</b>	SLT, ELT, teachers, students, and parents

## Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce that comes from diverse backgrounds. We particularly welcome applications from people of Black, Asian, and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

## Mossbourne Victoria Park Academy (MVPA)

At Mossbourne Victoria Park Academy (MVPA), we continue to build on the Federation's ethos of exceptional education for all our students. With children at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs, with the belief that all students can fulfil their true potential. Our students' progress at GCSE puts us in the top 1% of schools nationally, and we believe there is more to do. Our staff deliver excellent lessons, and our students enjoy a vibrant enrichment programme and have access to debate, speech-making, and presentation training through our oratory specialism. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing - the best possible deal for our students.

If you want to be part of the team that is improving the life chances of our students, then read on.



The Pastoral Team consists of the Senior Vice and Vice Principal, the Head of SEN Inclusion, the Heads of School, the Heads of Year, Learning Support Teachers, and the Pastoral Administrator. The Pastoral Team are essential in maintaining the purposeful, disciplined, and nurturing environment in which Mossbourne students excel. The Pastoral Team support the smooth running of the Academy day-to-day and contributes to the long-term strategy for maintaining exceptional standards. The Pastoral Team, on a rota, run the Senior Detention and is always highly visible around the Academy. The Pastoral Team are also the Safeguarding Team (Designated Safeguarding Leads) at the Academy.

### **Job Summary**

We are looking for an outstanding teacher with experience in the pastoral field. A Head of Year is a key role within the pastoral structure of the Academy and is essential in maintaining the purposeful and disciplined environment in which Mossbourne students excel.

The successful candidate will join our dynamic Pastoral Team, reporting directly to the Head of School. They will lead a team of form tutors, taking overall responsibility for the organisation, welfare, and discipline of the year group and in the identification of students who require guidance and support.

The Head of Year is expected to embrace a sense of 'ownership' of the Year group as a whole and of the students within their care. The position requires a candidate who is robust, rigorous and who believes in the importance of paying attention to detail. The position is both demanding and rewarding and requires an outstanding teacher with the ability to multi-task and prioritise demands. Liaising with parents and external agencies is an important aspect of the job. The Academy invites applications from candidates who will be well-organised, creative, willing to 'go the extra mile' and who will be focused on the attainment of all learners, accepting no excuses for underachievement.

### **Main Duties & Responsibilities**

- To ensure that outstanding attendance is promoted in the year group by the rigorous scrutiny of registers, working alongside the academy Attendance Officer and Education Welfare Officer
- To ensure that the team of form tutors meet regularly and understands and implements Academy policies and protocols
- To support and take assemblies. The Head of Year should be prepared to participate in the assembly scheduling.
- As part of the pastoral support systems, the Head of Year must monitor students' academic progress and collaborate with the person responsible for assessment, Heads of Learning Area, and the Senior Leadership Group in selecting students for further intervention.
- To support assessment and monitoring procedures, specifically Parent Consultation Evenings for the year group.
- To ensure that students' individual planners are properly kept and signed every week by both form tutors and parents.
- To lead, assist and monitor form tutors.
- To ensure that students line up calmly outside the building and enter the Academy in an ordered and sensible manner at the start of every day.
- To meet with parents, external agencies, and other professionals when necessary.
- To meet regularly with the Academy SENCO and maintain a sound knowledge of students in the year group on the SEN Register.
- To model, in everything you do, the Academy's values of courtesy, hard work, integrity, resilience and excellence.
- To take part in the academy's wider curriculum offer, including PSHCERSE, Bourne Scholar, and Enrichment as required.



### Parents

- To relate warmly to and establish supportive and professional relationships with students and their parents.
- To maintain flexible and appropriate communications; to have the ability to draft letters that are warm and clear, understood by parents and which establish the correct tone.
- Listen to parents when they are unhappy and deal with any issues calmly and objectively while upholding the Academy's core values.
- To offer practical help and follow it up by putting parents in touch with appropriate support agencies.
- To arrange meetings with parents in order to acquaint them with school policy or to discuss the welfare and general problems arising with any particular child.

### Students

- To address students in a suitable style, tone, and content for occasions such as line-up, lesson transition and weekly assembly
- To meet with students individually and give appropriate advice
- To congratulate students on achievement both publicly and privately
- To counsel students as to the inappropriateness of their actions – using face-to-face opportunities to help students consider their situation and to make informed decisions for themselves
- To interpret attainment data and take the necessary steps to support underachieving students
- To pass on full records and information when students transfer to the care of another Head of Year or establishment
- To initiate 'immediate reports' on individual students when necessary
- To initiate and coordinate, when necessary, Pastoral Support Plans, Behaviour Support Plans, Attendance Support Plans, and any other support strategy to help students modify inappropriate and/or poor behaviour
- To make referrals to other relevant, professional external agencies when necessary
- To undertake training to become a Nominated Safeguarding Children Advisor and lead on Safeguarding for the year group.

### Discipline

- Heads of Year are key people in the maintenance of good order and discipline in the school and must understand that their disciplinary role extends beyond their year group. They must be active and involved around the school at all times – particularly at vulnerable times of the school day (before school starts, break, lunchtimes and after school). Therefore, the maintenance by Heads of Year of a high profile in corridors and playgrounds is essential.
- Heads of Year should also involve themselves in other important areas outlined below:
  - Dismissal at the end of the Academy Day
  - Behaviour of students across the curriculum
  - Monitoring and tackling underachievement in liaison with HOLAs
  - Behaviour of students in the lunch hour and at the end of the Academy Day in the local community
  - Heads of Year should encourage good attendance and discourage students from the path of non-attendance
  - Encourage students to take on extra responsibilities



Person Specification				
E Essential or D Desirable	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
E	An outstanding classroom practitioner with demonstrable pastoral experience	X	X	
E	Ability to teach your subject at all key stages	X	X	X
E	A track record of supporting students to achieve superb outcomes in your subject area	X	X	X
E	Ability to pay attention to detail regarding expectations for students and staff	X		X
E	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work	X		X
E	To be exacting and comprehensive regarding record keeping	X	X	
E	Ability to work independently and as part of a team		X	
E	Ability to develop and maintain positive relationships with teachers, support staff and parents	X		
E	Excellent classroom management and efficient organisation of resources	X	X	X
Qualifications				
E	A good degree in a relevant subject	X		X
E	Qualified Teacher Status (QTS)		X	
IT knowledge				
D	Expert knowledge of the Microsoft Office package (Word, Excel, Outlook, Publisher, Power Point)		X	
D	Ability to swiftly adapt to and utilise new/various systems/software		X	
D	Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area		X	X
Behavioural Competencies				
E	Superb communication and interpersonal skills	X		X
E	The ability to set, monitor progress towards, and achieve short, medium, and long-term targets for your area of responsibility	X	X	
E	Ability to manage meetings of a potentially challenging nature with confidence and professionalism	X		
E	Ability to prioritise workload in response to students needs and safety	X		



E	The utmost integrity and high levels of motivation and commitment.	X		
E	Ability to work effectively and calmly under potentially pressured circumstances	X	X	
	Ability to efficiently organise lessons and resources under potentially pressurised circumstances	X	X	
E	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	X	X	
<b>Applicable to all staff</b>				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne's efforts both verbally and non-verbally (i.e., via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	X	X	X
E	Play an active role in terms of safeguarding all students and adults	X	X	X

**Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.**

**The document is not a comprehensive list; it simply outlines the expectations of this role.  
This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.**