

Head of Year

Job Description

Job Title:	Head of Year
Location:	Isca Academy
Responsible to:	Assistant Headteacher for Behaviour
Salary Grade:	TLR 2b

Key Purpose of Job

- To ensure excellent pastoral care for the year group and assist the AHT to quality assure standards of T&L across year group.
- To ensure excellent standards of behaviour and attendance are met by year group.
- To oversee tutor team and assist AHT in development of excellent tutor time provision.
- To ensure scholars are safe at all times and oversee CPOMS actions for the year group. are up to date and provide the appropriate support.
- To maintain excellent relationships with external agencies.
- To work with the SENDCO to ensure all needs of all students are met.
- To liaise with data manager to ensure accurate oversight of year group data and information.
- To be key point of contact for parents of students within your year group.
- To line manage AHOY/AHOKS.
- Attend and organise, in conjunction with AHT for Behaviour, all open and parent events for Year Group.
- Take part in QA processes for T&L as directed by DHT Quality Of Education.
- Deputise across the pastoral team, when required, as directed by AHT for Behaviour.
- To undertake break/lunchtime duties in the year group areas as appropriate.

Impact on Educational Progress

- Monitor all relevant year group progress and attainment data and co-ordinate appropriate intervention.
- Support the implementation of the Academy's homework policy.
- Create and manage 'student voice' opportunities as required.
- Monitor attendance within the year group and ensure strategies are implemented which improve student attendance and positively engage families in this process.
- Develop and manage the transition process with relevant staff to ensure effective induction for all students, including in-year admissions.
- Support and implement academy policies and initiatives through the development of effective assemblies.

Leading, Developing and Enhancing the Teaching Practice of Others

- Participate in monitoring and evaluation strategies to support student progress, including classroom visits, work scrutiny, learning walks and SEF activities.
- Support and develop tutors to improve their own practice and create consistency in the quality of tutoring across the Academy.
- Ensure year group specific development needs are included in the Academy improvement plan.
- Support individual staff and the whole team's professional development needs in relation to pastoral and academic support for our students.

Working Environment and Conditions of the Post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel and work within any school in the Ted Wragg Trust.

Accountability

- Use data effectively to identify areas where students need additional support and work with appropriate staff including the Behaviour Lead and SENDCo to implement the appropriate support.
- Lead the year group suspension process, update the suspension trigger document and ensure key intervention is outlined within this document in preparation for the escalation to PEX prevention if needed.
- Lead the year group in academic, moral, social, cultural and sporting areas by planning a programme of activities, including charitable and fund-raising work.
- Support tutors in seeking parental support to enhance student attendance and progress.
- Ensure high quality content and overall presentation of the tutor reports.
- Organise and attend whole school events where parents are present in relation to the year group.
- Maintain timely, professional and supportive communication with all stakeholders to ensure students make progress.

Management Responsibility

- Lead and manage a team of tutors to achieve the Academy priorities and ensure students make progress, whilst also holding tutors to account for fulfilling their role.
- Assume accountability for the performance of a tutor team.
- Engage with the appraisal process to manage both individual and team development needs.
- Support the organisation and management of parent consultation evenings for the year group.
- Promote and maintain good communications within the year group, within the academy and with appropriate external agencies.
- Monitor, assess and develop the role of the tutors.
- The post holder will be responsible for the supervision and quality of tutor time provision and T&L provision across their year group in accordance to strategies laid out by the AHT for Behaviour, DHT for Quality of Education and the SDHT for Behaviour and Attendance.

Resources/ Administration

- Ensure the effective completion of school registers and attendance administration by tutors.
- Make arrangements for admissions and leavers, including the transfer of documentation, in liaison with the appropriate Senior Leadership Team (SLT) member and associated support staff.
- Make effective use of school MIS and data systems to manage student data in terms of both recording and retrieval.
- Write external references for students on behalf of the school.
- Maintain accurate and appropriate student records.

Other Duties

- Identify personal training needs and participate in training and performance development whenever required.
- Actively participate in performance management processes.
- Attend and participate in relevant meetings as required.
- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students and other staff, including attendance at briefings and through completing student report cards and logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- Undertake any other duties appropriate to the grade of the post.

Other Information

- The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The post holder may be required to move their base to any location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

This job description is subject to review by consultation.