
Head of Year

Job Title: Head of Year 11

Reports to: Assistant Principal

School Allowance: TLR2B £2,873

Duration: Permanent

Core Purpose:

To ensure that students within the year 11 cohort are able to maximise their attainment by maintaining a clearly defined set of high standards for behaviour, ethos and academic study

Main Duties and Responsibilities:

- To work closely with the Head of year 10, attendance officer and the Assistant Principal for Behaviour to maintain the highest of standards with regard to behaviour, attendance, punctuality and controlled assessments
- Liaising with Heads of Department to identify and target any students who are disrupting the learning of others.
- Implementing and monitoring Individual Behaviour Plans for students who are failing to meet the school expectations - including regular meetings with the student and communication with home, including parental meetings
- To lead year 11 assemblies and ensure a high profile is maintained including rewards and additional activities.
- Monitoring attendance at all additional interventions and ensuring priority students attend regularly
- Work closely with the i-hub team to ensure approaches to pastoral support maximise academic outcomes.
- To lead a team of tutors for year 11 students, monitoring their use of tutor time and ensuring intervention opportunities are maximised.
- Liaise with external agencies, where appropriate with the support of the Assistant Principal for Behaviour
- Work with the careers co-ordinator to facilitate and secure destinations for the students including progression into sixth form

Responsible to:		
Leadership and Management	To lead by example and model exemplary leadership behaviours	AP
	Deliver whole school assemblies as part of the UTCs PSHE, citizenship and British Values programme	AP
	To create a climate which enables staff to develop and maintain positive attitudes towards tutoring and their tutor group, and confidence in their role as a tutor. To establish a shared understanding of the importance and role of the work of the year team in contributing to Student personal, social, spiritual, moral and cultural development, and in preparing them for adult life	AP
	To be proactive in directing the behaviour and the attitudes of the students in the year group. This involves giving a clear vision and direction, identifying key areas for improvement and planning appropriate actions to meet them	AP

Quality of Education			
Aspect	Description of role	Responsible for the following people	Person responsible to
Quality of Key Stage 4 Education	To monitor and evaluate attainment and progress at Year 11 identifying underperforming students across a number of subjects	All Teaching staff	AP
Attainment and Progress	Use assessment data to inform an analysis of individual student progress across subjects and collective progress across each year group	Tutors	AP
	Engage with and maintain communication with parents, in order to ensure an effective UTC-parent partnership		AP

Student Attitudes, Attendance and Well Being			
Aspect	Description of role	Responsible for the following people	Person responsible to
Student Attitudes, Attendance and Well Being	Work with AP for behaviour to monitor and evaluate the quality of year 11 Student attitudes,		AP

	attendance and well-being, including personal development and bespoke interventions		
Personal Development	Work with the Assistant Principal to raise levels of engage and awareness of students with the co-curriculum offer	Tutors	AP
Positive Emotional Health	Work with the Assistant Principal and the Pastoral Team to monitor and evaluate student needs in order to ensure timely and appropriate intervention and support is put in place	tutors	AP
Bespoke Intervention	Work with the iHUB and SENDCO to identify and plan for bespoke and timely intervention for students with SEMH, C&I, or Learning needs		AP Behaviour

Employer Engagement, Skills and Attributes

Aspect	Description of role	Responsible for the following people	Person responsible to
Destinations	Contribute to the development and delivery of FE talks and assemblies for students		AP
	Advertise the Careers Fairs each year to ensure that students are aware of this event		AP
	Work with Careers Co-ordinator to record student destinations and provide individual careers advise		AP

Duties	To take 2 on call duties a week	Principal
Behaviour	To play the leading role in the disciplining of students referring situations to the appropriate colleague when appropriate (AP, VP or P)	Principal

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary.

In addition, it may be amended at any time after consultation with you.

The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore, exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.

Oxfordshire UTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note UTC Oxfordshire operates a no smoking policy