Head of Year

Job Description

POST:	Head of Year
START DATE:	January 2022
RESPONSIBLE TO:	Principal, under the day to day management and leadership of a member of the Principal's Leadership Team
SALARY:	UPS/MPS + TLR 1A £8,291
LOCATION:	Oasis Academy Sholing, Southampton
WORKING PATTERN:	Full Time, Permanent
DISCLOSURE LEVEL:	Enhanced

Purpose of the role

A Head of Year works with the Senior Leadership Team, Heads of Department and teachers to ensure excellent student progress, behaviour for learning, attendance and personal development across the year group. They lead strategies for removing barriers to learning. As a role model for young people across the school, they foster an outstanding ethos and support the development of the academy's behaviour for learning policies. Heads of Year will manage a team of Tutors and be responsible for working with parents to ensure that every student reaches their potential. This is in addition to carrying out the professional duties of a teacher in accordance with the current School Teachers' Pay and Conditions document.

Leadership and management of student progress

- To lead the year team at year team meetings and briefings.
- To lead a programme of year group assemblies.
- To oversee the production and quality assurance of reports.
- To ensure that student progress data, based on each cycle of assessment is analysed and presented to appropriate audiences.
- To identify progress data by groups, and to devise strategies for narrowing any gaps.
- To oversee preparation for Parents' Evenings and other whole school events.
- To monitor and report on student progress indicators such as reviews of student planners, equipment, rewards and sanctions and behaviour for learning.

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Inclusion, behaviour for learning and safeguarding

- To lead on strategies for achieving outstanding student behaviour for learning in lessons and across the academy during social time.
- To lead strategies for supporting students to improve their behaviour where they are not yet meeting the school's expectations.
- To ensure that reintegration meetings for students in receipt of internal or external exclusions are successful in bringing about improved behaviour.
- To lead on strategies for achieving outstanding student behaviour for learning in lessons and across the academy during social time.
- To act as a role model to staff and students.
- To be responsible for ensuring excellent attendance and punctuality across the year group.
- To ensure that the year group's systems for rewards and sanctions successfully support all students to make good and better progress.

Curriculum

- To devise, in liaison with other members of pastoral team, effective programmes for tutor times, assemblies and PSHE.
- To develop a strategic overview for the provision of assemblies, and to ensure their smooth running.
- To oversee the coordination of relevant activities and school journeys for their year groups as required by the Senior Leadership Team.

Teaching Commitment

- The post holder will be expected to teach in line with the Academy's generic teacher's job specification. Designated non-contact time for leadership and management responsibilities will be made available.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

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Shortlisting Criteria

- Evidence of commitment to own professional development
- Evidence of leading and developing others
- Evidence of impact on student outcomes across the key stages
- Evidence of ability to analyse data and take decisive action to improve outcomes
- Energy, enthusiasm and flexibility
- Ability to work under pressure and a determination to succeed
- Emotional resilience in working with challenging behaviour and attitudes
- A commitment to the values and behaviours which flow from the Oasis ethos
- An effective leader and manager
- Ability to encourage and support all colleagues
- Excellent communication and presentation skills
- Ability to motivate and inspire staff and students

Other

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

- The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.