

Head of Year 7 – Job Description
TLR 1d

This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

Responsible to: Assistant Head

Responsible for:

- Leading the Tutor team and Learning Mentors related to Year 7, learning and progress of students in Year 7
- Line managing the AHoy/SSO for Year 7
- To be accountable for student attainment and progress Year 7 ensuring that every student achieves and exceeds their potential
- To lead, manage and co-ordinate the strategic development of the year group within the school in order to enable students to achieve the highest grades, value added and progress
- To lead, monitor and evaluate the innovation and development of learning and teaching strategies for students within the Year group
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a Year group and whole school approach
- To take a full role within the school community as a middle leader
- To facilitate and encourage a learning and support experience which provides students with the opportunity to achieve their individual potential
- To lead on raising standards of student attainment and achievement within the year group across all groups and ability profiles

Strategic Leadership & Development:

- Support the development and implementation of the vision and support the strategic direction of the school reflecting its educational and moral aspirations and values
- Contribute to the whole school SEF with regards to the evaluation of learning and teaching on a whole school level in conjunction with the leadership team
- Lead the process for the production and review of the year group SEF with in conjunction with the rest of the pastoral teams
- Contribute to the School Development/Improvement Plan on a whole school level in conjunction with the leadership team
- Lead the production and review of the year group and key stage development/Improvement plan
- Contribute to school-wide planning activities
- To assist in the implementation of RPHS quality procedures and processes
- Lead the process of monitoring and evaluation of the Year group in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- Run internal QA systems within the year group and in conjunction with other HOY regarding tracking of student attainment, achievement, experience and support
- To pay due regard to the school's equality policy and its application in the work of the student support system
- To meet fortnightly with SLT line manager to formally feedback on progress and key issues in the year group

- To attend and participate in weekly pastoral meetings
- To lead and develop the Year 6 into 7 Transition Program, liaising with primary schools, parents and other stakeholders as required
- To coordinate and develop the Year 6 into 7 Summer Transition work

Standards & Achievement:

- Academic Attainment, Achievement & Progress:
- To ensure that the students in the year group attain the highest academic standards throughout each key stage of their education and attain their minimum attainment benchmarks
- To ensure all students achieve and exceed their potential, reflected in a value added measure of 0 or higher
- To ensure all students progress each year at least in line with the expected rate of progress
- To monitor each student against national and local data to ensure that they are making appropriate progress
- To identify target groups of underachieving students so that a suitable intervention plan is implemented ensuring that students have access to the appropriate resources and materials to catch up

Student Support:

- To identify and celebrate student attainment and achievement in all aspects of school life
- To identify target groups of under achieving students enabling suitable intervention plans to be implemented and ensure students have access to the appropriate materials to “catch up”
- To promote the general progress and well-being of individual students and the Year group as a whole
- To contribute to the preparation of action plans and other reports as required
- To monitor and lead the response to problems experienced by students and, where relevant, alert appropriate staff at a senior level
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To be responsible for the application of the Behaviour for Learning policy so that effective learning can take place, and support the tutor team in application of the policy
- Providing support to colleagues in all matters relating to teaching including classroom management and student behaviour
- Develop the celebration of student achievement, including ‘celebration assemblies’; postcards to parents/carers; and other motivational tools
- Ensure challenging academic targets are set for students in the Year group
- Ensure that there is a process to review students’ progress across departments
- Meet with students over whom there are concerns and contact home where necessary in conjunction with student support team and department heads
- To take responsibility and lead on Alternative Education provision for students within the Year group (in conjunction with LM and relevant AHT/DHT) – including regular liaison and tracking of progress
- Initiate and lead on interventions for students in Year group in conjunction with HODs and appropriate AHT/DHT
- Oversee the progress of students in the Year group with SEND, ensuring that income generated by their inclusion on the register is spent appropriately (in conjunction with SENCO) and attend interim reviews

- Ensure students get suitable CEIAG for each stage of their progression – this includes leading on the identifying, monitoring and supporting of potential NEETs
- Lead on monitoring and support of students in the PP/FSM group within the Year group and report to line manager regularly on their progress and effectiveness of support
- Lead on the liaison with outside agencies supporting students and report to line manager regularly on their progress and effectiveness of support
- To monitor homework ensuring that it contributes to student achievement
- To monitor the effectiveness of the curriculum through conducting observations and surveys
- To attend Parent/Carer Evenings, information evenings and other events which the parents / carers of students in the Year group are attending
- To organise and attend the Year 7 'Meet the tutor' event and display of transition work from across all subject areas
- To co-ordinate (in conjunction with the other HOY and appropriate member of SLT) whole school learning events such as academic mentoring day, transitions and extra-curricular events, to ensure that students and parents have access to advice and guidance at critical points in the student's life
- To organise, lead and attend the Year 7 Residential
- To support with Summer School

Learning & Teaching

- To monitor the quality of learning experience of students in the Year group and lead appropriate intervention where required
- To undertake a designated programme of teaching across all key stages
- Teach consistently high quality lessons as highlighted in the new Teaching Standards
- Act as a role model through an open door policy in lessons and modelling best practice
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers
- To complete the relevant documentation to assist in the tracking of students in lessons taught
- Set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- Prioritise and manage time effectively, undertaking continued professional development in line with the role
- To plan and prepare to teach courses and lessons
- To follow the school policies and procedures and ensure the Year team does as a whole
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To contribute towards reviewing, developing and refining schemes of work for departments taught in to extend and improve current resources.
- Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in the curriculum areas taught in.
- Ensuring a high quality learning environment within the department areas taught in

Assessment, Feedback and Tracking:

- To monitor and evaluate student progress and provide assessment and feedback to students in line with whole school and department policy for those that you teach
- To follow departmental monitoring and tracking systems relating to students' attainment, progress and achievement

- Mark, grade and give written/verbal and diagnostic feedback as required
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- Complete the relevant documentation to assist in the tracking of students
- Organise and evaluate the tracking of student progress and use information to inform learning and teaching

Behaviour for Learning:

- To promote a positive attitude to learning and celebrate student success, ensuring high achievement, regular attendance, excellent behaviour, good punctuality and good personal organisation
- To oversee the consistent and fair application of the behaviour policy with students in the Year group
- To run Year group and School detentions as required for students who miss detentions set by individual staff in department, and pursue matters of behaviour management to a conclusion that will most benefit the teaching and learning of the majority of students within the Year group and school
- To ensure all students attend detentions on set days and assist in collection of students if required
- Meet with students over whom there are concerns and contact home where necessary in conjunction with student support teams
- To do lunch duty everyday as directed
- To do before and after school duties as required
- To lead on the sharing of best practice relating to positive and negative behaviour management
- To do 'On Call' and IER duties as required
- To oversee the organisation of appropriate sanctions for students such as internal exclusions
- To make recommendations to SLT regarding external fixed term and permanent exclusions with accompanying evidence
- To apply and develop rewards and sanctions systems in conjunction with the leadership team
- To pro-actively ensure that students in the Year group follow the school policy regarding uniform and taking appropriate action

Attendance & Punctuality:

- Support the administrative and other work of the Attendance Officer to meet all aspects of the attendance policy by providing information on individual students or groups of students as requested and monitoring year group attendance. This will additionally include meeting with Attendance Officer weekly and the Education Welfare Officer regularly to review attendance of year group and to support the referrals process
- Communicate the importance of attendance in conversations with students, their parents and the Year group during events such as Parent Evenings and Assemblies
- Support sanctions for lateness and truancy including detentions and lates/punctuality reports
- Provide for the re-integration of students with a record of long term absence
- Ensure work is provided for students who are absent for any reason
- Support Attendance Improvement Plans for individual students including, as appropriate, individual timetables including on a part time basis
- Support Alternative Education provision where appropriate

- Support Tutors to raise the profile of the importance of attendance with individual students and tutor groups
- Meet with parents/carers and outside agencies as required in relationship to issues related with attendance
- Give attendance a high profile by celebrating outstanding attendance within the year group
- Work with the SLT link for attendance on strategies related to improving and maintaining high expectations for attendance across the school.

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons
- To take primary responsibility for safeguarding issues relating to students in Year group and ensure that Senior Designated Person (and Safeguarding team) are informed of concerns
- To lead on the monitoring of student progress, safety and support for students on the safeguarding register in Year group
- To lead on the provision to guidance of students in Year group on safe guarding and safe practices
- To liaise with outside agencies as appropriate, including playing a lead role in Child in Need meetings

Community:

- To develop a Year group identity and ethos in line with the school culture and in bed our core values of respect, resilience and results
- To lead on the provision of weekly year group assemblies
- To provide a scheme of work and resources for tutors to use in the provision of form time activities
- To ensure the year group makes a positive, proactive and regular contribution to the internal community of the school
- To track and monitor engagement of students in extra-curricular activities
- To lead and organise homework clubs, as required

Staffing & CPD:

- To lead the tutor team of the Year group in pro-active way, ensuring they have a clear programme and scheme of work for form time throughout the academic year
- To lead and support Learning Mentors in their roles and take a pro-active role in supporting their professional development
- Contribute towards whole school CPD programmes relating to role
- Provide regular feedback for colleagues in a way which recognises good practice and results in tangible impact on student learning
- Establish clear expectations and constructive relationships among staff
- Support the Performance Management process
- Support teachers experiencing difficulties
- Contribute towards the induction and mentoring of newly qualified teachers
- Participate in the Initial Teacher Training programme within the school
- Advise on professional development and support staff in a coaching and mentoring role
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Communications, Marketing and Liaison:

- To communicate effectively with the parents of students as appropriate
- To ensure that parental contact is acknowledged within 24 hours of receipt and ensure appropriate colleagues involved
- To log all parental communication in all its forms
- To ensure parents are informed of all relevant information and incidents (positive and negative)
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To attend relevant middle leaders meetings and feedback to Year teams putting viewpoints forward
- Lead tutor meetings and provide an agenda of points to be considered
- Provide staff with necessary dates for activities and deadlines relating to the year group
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- To contribute to the development of effective subject links with external agencies.
- Run weekly Year group team meetings
- Regularly gain student and parent feedback

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.
- To attend Governors meetings as and when required

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher