JOB DESCRIPTION

Job Title:	Head of Year	**Reporting to:**	Assistant Headteacher
Location:	Rockwood Academy	**Annual salary:**	MPS/UPS & up to TLR 2c
Contract type:	Full time, permanent	**Hours of work:**	Monday – Friday 32.5 hours per week

JOB PURPOSE AND RESPONSIBILITIES

- To support, hold accountable and develop a team of tutors focusing on high standards of social, personal and academic development of students.
- To lead and manage the achievement, progress and pastoral provision for a year group of students.
- To liaise with others in order to track and monitor punctuality, attendance, achievement, and the behaviour of students within your appointed year group to ensure that successes are recognised, and any underachievement is quickly addressed.
- To liaise with others to co-ordinate appropriate intervention for students within your year group whose attendance, achievement, or behaviour is a concern.
- Co-ordinate with the PSHE lead to ensure the delivery of the pastoral curriculum, and liaise with other Heads of Year where necessary, to ensure continuity and progression of pastoral provision throughout the school.
- To ensure smooth transitions for all students in the allocated year group including new admissions and movement from one year group/key stage to another.
- To manage both the people and resources associated with each year group during pastoral activities.
- To monitor the quality of learning experienced by the year group, liaising with heads of departments and offering support and guidance where necessary.
- To promote the values and ethos of the school through leading a high-quality form time programme including assemblies.

Pastoral support

- To liaise with the Attendance/Admissions officer to ensure punctuality and attendance is effectively monitored and supported.
- Where children have medical, SEND, safeguarding needs, liaise with the relevant staff to ensure appropriate provision is in place to overcome barriers to learning and maximise success.
- Keep in contact with parents of students in the year group, and in particular with those needing more careful monitoring relating to attendance and punctuality, behaviour, bullying or medical needs - ensuring positive family support and involvement.

Academic Progress

- To monitor the academic progress of the year group in order to secure and sustain effective learning, with particular reference to the proportion of students and groups of students making expected or above progress.
- To use all available assessment data to inform an analysis of individual student progress and collective progress across each tutor group and the year group as a whole.
- To have an overview of the range of barriers to learning that impacting on student progress, with reference to behaviour for learning, in and out of the classroom
- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department, with particular reference to the proportion of students and groups of students making expected or above expected progress.
- To monitor the effectiveness of these interventions and report to SLT termly on the progress being made by students in the year group.
- To liaise with key staff, including the SENCO, regarding all groups of students' achievement in the year group, with particular reference to the proportion of students and groups of students making expected or above expected progress.
- To report to the line manager on the progress of the year group and individuals, with particular reference to the proportion of students expected or above expected progress.
- To support the lead teacher for Careers, Information, Enterprise, Advice and Guidance to implement a comprehensive CIEAG programme for the year group.

Leadership and Management

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors.
- To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding.
- To set the agenda for tutor meetings which should include a development item.
- To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff CPD.
- To have an overview of all the different care and guidance for students e.g. mentors, SENCO, teaching assistants, external agencies etc.
- To provide a link for parents, tutors, SENCO, teachers, Heads of Department, SLT and external agencies.
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
- To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events.
- To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels.

- To liaise with the attendance officer in this respect.
- To monitor student behaviour, attendance and achievement using the Progresso and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.
- To oversee students on report and make contact with parents when necessary.
- To play the leading role in the disciplining of students referring situations to the appropriate member of SLT when appropriate.
- To contribute to the management of key school events; for example induction, transfer arrangements, outings, enrichment, and social events.
- To promote and coordinate student leadership opportunities within the year group.

Administration

- To organise and, through a team of tutors, implement a framework for daily tutorial activities. This includes both day to day administrative tasks (signing of passports, checking absences etc) and year specific tasks (preparation for exams, options, student conversations etc).
- To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities.
- To maintain individual student records as necessary and ensure that they are kept up to date.
- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting.
- To monitor the settling in of new students.
- To oversee the completion of progress checks as appropriate.
- To oversee the completion of school reports for the year group including writing a summary comment when appropriate.
- To have an involvement in policy development and decision making across the school.

Specific Accountabilities

Year 7

- To play a full part in the induction of students to year 7.
- To play a part in the organisation of the year 6 taster day in July.
- To oversee the settling in of year 7 during the Autumn term, including the organisation of Year 7 parents 'settling in' evening.
- To lead a charity event for the allocated year group.
- To lead a cultural event for the allocated year group.
- Support in the organisation of awards events.

Year 9

- To play a full part in preparing students for option choices and preparation for GCSEs.
- To lead a charity event for the allocated year group.

- To lead a cultural event for the allocated year group.
- Support in the organisation of awards events.
- Operate relevant equipment/ICT packages (e.g. MS Office, Internet, Email, SIMS, Financial Systems)
- Provide advice and guidance to staff, students and others
- Constantly be aware of and implement the School policies
- Use financial resources and administration supplies resourcefully

SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Head of School by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	Head of School
Job Description Reviewed by:	May 2021

PERSON SPECIFICATION

Job Title:	Head of Year	**Reporting to:**	Assistant Headteacher
Salary:	MPS/UPS & up to TLR 2c	**Location:**	Rockwood Academy

CORE Education Trust is committed to safeguarding and promoting the welfare of students and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	**Desirable**
Education, Training and Qualifications		
• Evidence of and commitment to continuing professional development	X	
Experience, Knowledge, Skills /Competencies		
• Experience of leading pastoral interventions that demonstrate impact		X
• Experience of leading and managing others	X	X
• Provide strong leadership and support	X	
• Think strategically	X	
• Analyse and solve complex issues	X	
• Delegate effectively	X	
• Work effectively with staff, pupils, governors, parents and the community	X	
• Manage and lead a team of form tutors	X	
• Inspire and lead a year group	X	
• Promote learning and set targets appropriate to pupils' needs	X	
• Liaise with outside agencies	X	
• Special Educational needs policy	X	
• Child protection issues	X	
• Strategies for school improvement	X	
• Strategies for effective teaching and learning	X	
• Data analysis and target setting	X	
• Strategies for ensuring good behaviour	X	
Personal Attributes		

• Resilience, the ability to work under pressure and able to meet deadlines • Ability to think strategically, creatively and to prioritise • Excellent communication skills (including written, oral and presentation skills) • Excellent interpersonal skills • A commitment to Core Education Trust vision, values, aims and the objectives of its academies programme	X X X X X	