



**Head of Year**

Job Description and Person Specification



**ALSOP HIGH SCHOOL**

**JOB DESCRIPTION**

**Head of Year**

**TLR 1.1**

**Responsible to:**  **SLT Line Manager / Head of Department / Headteacher**

**Core Purpose:** To lead, inspire and motivate the team of form tutors within the Year Group to ensure all students receive a consistently outstanding school experience; ensuring students’ welfare, personal development and academic success is upheld in line with the school’s aims and Development Plan and safeguarding procedures.

The successful candidate will have:

* A passion for working with young people and helping them to attain to the highest standard
* A ‘can do’ approach to school improvement.
* Excellent interpersonal and communication skills
* Excellent organisational and time management skills

**Key Responsibilities:**

* Ensure consistent excellence in every area of student performance and experience in the Year Group
* To set targets and monitor students’ progress in academic and non-academic attainments and manage intervention strategies to raise achievement
* Monitor behaviour and emotional well-being of individual students and be proactive in the implementation of intervention strategies where necessary
* To ensure that students are safe in liaison with the Strategic Lead for Safeguarding (DSL)

**Operational duties**

* Promote a positive ethos within the Year Group and across the school.
* Provide effective leadership to the team of Form Tutors in the Year Group
* Monitor and evaluate students’ progress within the Year Group through analysis of data, and develop effective intervention strategies
* Work with subject teachers, Form Tutors and Heads of Faculty/Department in developing Intervention Strategies for students within the Year Group
* Ensure that relevant school policies e.g. Safeguarding, Equality and Anti-bullying etc... are understood and implemented
* Support Form Tutors in monitoring student progress and ensure that accurate records are kept
* Monitor the quality of all aspects of tutoring and provide strategies for improvement
* Monitor and support vulnerable students
* Ensure the whole school Ready to Learn system is implemented in the Year Group so that effective learning can take place
* Establish effective working relationships with the Inclusion Team, other staff and external agencies
* Set the tone for tutorial work within Personal Development / PSHE
* Monitor attendance and punctuality within the Year Group and provide intervention and support for students
* Compile and write reports on students as requested by the SLT / Headteacher
* Facilitate strong and positive working relationships between parents/carers and school
* Train in Child Protection, Health & Safety and medical procedures to safeguard the students within assigned the Year Group
* Organise and co-ordinate Inter-form / Intra-form competitions and events within the Year group

**Knowledge and understanding**:

* High level of emotional intelligence and strong interpersonal skills
* A real understanding of young people and how to intrinsically motivate their success
* To be dynamic, reflective and progressive in practice and procedures
* To provide support and coaching for both the induction and development of staff

The responsibilities above are subject to the general duties and responsibilities contained in the current statement of Teachers’ Conditions and Employment.

This job description takes into account the recommendations of the roles and responsibilities as outlined in the TTA National Standards as well as the broad guidelines for Subject Leaders.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Head teacher.

## **Person Specification / Selection Criteria for Head of Year**

**Note:** The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

**[A]** **Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification requirements** | **Essential** | **Desirable** | **Source** |
| An outstanding practitioner |  | **D** | **AF/I** |
| Evidence of excellent outcomes for young people within your own teaching | **E** |  | **AF/I** |
| PGCE or teacher-related qualification  | **E** |  | **A** |
| Degree in main subject | **E** |  | **A** |

**[B] Experience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| A minimum of 3 years as a Form Tutor across both Key Stages |  | **D** | **AF/I** |
| Experience of working with external agencies |  | **D** | **AF/I** |
| Successful experience as a leader | **E** |  | **AF/I** |
| Experience of, or willingness to be trained in Child Protection | **E** |  | **AF/I** |

**[C] Knowledge/Understanding**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| A thorough understanding of factors which impact on the lives of young people | **E** |  | **AF/I** |
| An excellent understanding of data and how it can be used to secure achievement | **E** |  | **AF/I** |
| Excellent behaviour intervention strategies | **E** |  | **AF/I** |

**[D] Personal Qualities and Skills**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Excellent record keeping systems and procedures | **E** |  | **AF/I** |
| Ability to manage change | **E** |  | **AF/I** |
| Strong written & verbal communication skills | **E** |  | **AF/I** |
| Excellent time management | **E** |  | **AF/I** |
| Confident delivery and presentation to a variety of audiences | **E** |  | **AF/I** |
| Emotional awareness and integrity | **E** |  | **AF/I** |
| Strong and inspirational leadership | **E** |  | **AF/I** |
| Highly developed interpersonal skills | **E** |  | **AF/I** |
| A self-starter capable of innovative and original thought | **E** |  | **AF/I** |
| Dedication to the wellbeing of young people and a recognition at times this may require work beyond the school day | **E** |  | **AF/I** |
| A flexible approach  | **E** |  | **AF/I** |

**[E]** **Pre-Employment Checks**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Positive recommendation from all referees, including current employer | **E** |  | **R** |
| DBS Clearance post appointment | **E** |  | **N/A** |

 *(Source: AF=Application (form+letter); I=Interview; R=Reference)*