



Post Title and Grade:	Head of Year (and Teacher of one of the following Science, IT, DT, PE, English)
Department	Pastoral/Teaching
Reporting to	Raising Standards Leader - Key Stage 3/4
Liaising with:	Senior Leadership Team, Heads of Year, Parents and Carers, Teaching and Associate Staff and External Agencies
Salary	MPS/UPS (TLR 2B £5000)
Start date	September 2022
Purpose	<ul style="list-style-type: none">• To establish positive relationships with students, parent/carers, staff and external agencies in line with the school's vision and values.• To monitor the academic progress and attitude to learning within the year group.• To provide the year group with high quality support.• To ensure high levels of punctuality and attendance at all times.• To maintain high standards of behaviour by identifying barriers to learning and ensure these are raised and addressed.

About Rugby Free Secondary School

We are at the start of a very exciting journey and have worked extremely hard over the last year to create a culture of high expectations across the school, supported every step of the way by our Trust. This has been achieved through the development of strong and positive relationships with staff, students, parents and carers. Our reflective approach means we are always striving to improve in all we do and believe that mistakes are only an opportunity to learn.

Taking a broad holistic approach, we identify the barriers to learning that are likely to affect our students and work relentlessly to address them.

Our aim is for all students in our care to have the capacity to achieve their full potential and for our curriculum to nurture and develop each child's hidden talents throughout their time at RFSS.

It is an exciting time to be working part of the RFSS family and as part of our trust Learning Today, Leading Tomorrow. RFSS opened in 2016, we relocated to our brand-new purpose-built facility in February 2020 and secured 'Good' in our most recent Ofsted inspection (July, 2021).

The road hasn't been smooth, but it is a school committed to providing success for all its students and providing a workplace that supports its staff to ensure they are able to work to the best of their ability for our students every day.

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFSS and underpin our new core values and

we are always looking for dedicated staff who share our ethos and demonstrate our values.

Please find below link to our website with the latest Ofsted report when we were graded as 'Good'.

<https://www.rugbyfreesecondary.co.uk/ofsted>

Our Values are:

Kindness – The quality of friendliness, generosity, consideration, honesty

Collaboration – The belief that working and learning with others will lead to greater success

Curiosity – A strong desire to know and to learn

Resilience - The ability to recover quickly and learn from the difficulties we face

Respect - To appreciate the importance of understanding and admiration for others and self

Endeavour - The belief that hard work is needed to achieve something we can be proud of

Areas of Responsibility and Key Tasks

Relationships and Academic Progress

- To develop strong and positive relationships with students.
- To have an overview of all the interventions available for students including: SENCO, pastoral staff, external agencies and make referrals for students who require additional support.
- To keep all staff updated with any students who have specific needs and ensure that appropriate levels of support are in place.
- 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 progress.
- To use assessment data such as CATs, KS2 and Termly Attitude to Learning and 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 contribute to the intervention strategy alongside Directors of Learning and Teachers for underachieving students in the year group, providing support and guidance where necessary.
- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and the Key Stage Leaders and Directors of Learning with particular reference to the proportion of students and groups of students making good progress.
- To monitor the effectiveness of these interventions and report to Key Stage Leaders 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.
- To monitor the regular setting and quality of homework by managing the regular checking of planners.

Leadership and Management

- To act as a role model for Form 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 Form Tutors and maintain regular formal and informal contact with Form 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.
- To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility professional development.

- To provide a link for parents, Form Tutors, SENCO, teachers, Directors of Learning 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 monitor student behaviour and attendance ,in consultation with key staff, decide on appropriate sanctions, interventions and rewards.
- To contribute to the management of key school events; for example induction, transfer arrangements, outings, extra curricular and social events.
- 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.

Core duties as main scale teacher

Teaching and Learning and Assessment

- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.
- To teach either Science, IT, DT, English across the age and ability range
- To prepare students for external examinations and assessments as directed by the Director of Learning

Key Tasks

- To prepare and deliver lessons according to school/departmental schemes of work
- To mark and assess students' work according to the school/departmental policies
- To attend and contribute to relevant meetings
- To play an active part in the long-term development of the Faculty
- To play a full part in the allocated Head of Year Team – including carrying out duties as a form tutor, if appropriate
- To play a full part in safeguarding students and contributing to their personal development and well-being

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

Generic Responsibilities of all Rugby Free Secondary School Staff

- To continue personal development as agreed.

- To engage actively in the appraisal process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be 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.
- Employees are expected to adhere to the School's agreed Code of Conduct and set an example of personal integrity and professionalism
- Ensure all tasks are carried out with due regard to Health and Safety.
- To remain confidential at all times.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

This job description does not form part of the contract of employment. The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm, and sense of humour to take us forward in this exciting curriculum area then please get in touch.

To arrange a visit to school or for an informal discussion with the Director of Learning, please call Vanessa Sorzano-Ince, LT2 Trust Administrator, on 01788 222060 or email; vsorzano-ince@learningleading.org

How to apply

- Please click on this link to apply - <https://www.rugbyfreesecondary.co.uk/vacancies>

Closing date for applications: Monday 23rd May 2022

Interview date: w/c 23rd May 2022

Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. We reserve the right to withdraw this vacancy at any time.