

Job Description: Head of Year

Reporting to:	SLT
Location:	Portsmouth
Contract:	Permanent
Working Pattern:	Full Time
Salary:	Pay Scale MPS/UPS + TLR 1a: £28,704-£45,437+£8,706

The Role

As Head of Year, you will be responsible for ensuring outstanding pastoral support for all students in your assigned year group, and fostering a culture that enables all students to maximise their achievements across the spectrum of school life. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

Key Responsibilities

Leadership and Management of Year Group

- Facilitate leadership of year group, managing year group staff and students to ensure rigorous behaviour systems are sustained and students are making good academic progress
- Lead, support and hold accountable a professional community of form tutors
- Lead the management of all aspects of academy life for the year group, including leading a tutor team
- Coach, observe and motivate teachers within the key stage
- Regularly analyse student performance data, reviewing attainment, progress and behaviour, including the performance of specific groups within the year group, especially children in receipt of free school meals, pupil premium funding, or looked after children, and act accordingly
- Organise and, through a team of tutors, implement a framework for daily tutor activities, tasks and assemblies
- Be proactive in the social, emotional and academic wellbeing of students, in collaboration with other staff members and other external agencies, as appropriate

Year Group Ethos and Culture

- Foster a strong sense of school community and ethos among both staff and students
- Establish positive working relationships with parents and carers of the year group and communicate regularly with them
- Act as a positive role model to staff and students, communicating the highest expectations of behaviour, attendance and punctuality
- Implement and reinforce a consistent behaviour policy and system of rewards and sanctions, characterised by consistent, orderly behaviour and caring, and respectful relationships

Teaching & Learning

- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
- Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and cultivate every student's intellectual curiosity

- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Assist the Principal in maintaining and developing all that is distinctive in our Church of England school
- Participate fully in the Christian Life of the school
- Carry out other reasonable tasks as directed by the Head of Department or Principal

This job description is not an exhaustive list and may be amended by the Principal following interview. You will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Head of Year

Qualification Criteria

- Qualified to teach and work in the UK
- Degree in mathematics or science or related subject (desirable)

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Experience leading a team and/or working to support the significant success of others
- Experience or understanding of how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Experience of interpreting complex student data to drive lesson planning and student progress
- A proven track record of providing excellent pastoral support as a form tutor
- Excellent understanding of both subject and general teaching pedagogy
- Be or demonstrate the potential to become an outstanding teacher
- Knowledge of the national secondary education system, examinations and curriculum

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).