

Job Title: Head of Year (Non- Teaching)	Pay Scale: PPS 14-17
Normal Place of Work: The Priory Lincoln Academy	Line Manager: The Headteacher
Role Summary: To lead and manage a year group to ensure students are supported to meet academy expectations and to achieve individual excellence. Take an active supportive role working with the Deputy Headteacher (Culture and Inclusion) in the leadership and management of The Academy, helping to plan, formulate and deliver pastoral policy.	

DUTIES AND RESPONSIBILITIES

1. Support the ethos of The Academy and wider Trust to help create and maintain positive links between the school, home and the local community.
2. To establish and maintain, in both students and staff, a Year identity, including through year group assemblies that is supportive of The Priory's ethos and culture.
3. Work with the year group Pastoral Manager and senior staff to ensure effective work practices are in place to support the progress of the year group.
4. To support with the monitoring of the academic performance and progress of the year group each module and to develop strategies that support students who may be underachieving.
5. To identify areas of curricular concern and to share these with either the Curriculum Deputy or appropriate Head of Department.
6. To manage the day-to-day affairs of the Year Group and the associated team of Tutors.
7. To lead a team of Form Tutors, subject representatives and students recognising the contribution of all and appreciating the skills and knowledge of all participants. Ensuring the day-to-day elements of their role is completed, along with the effective delivery of personal development within the Year team.
8. To provide detailed and informative module scorecard reports for the Headteacher / Deputy Headteacher (Culture & Inclusion) and the senior team that provide an overview of the behaviour and attendance within the year group whilst at the same time highlighting individual achievements and concerns.
9. To arrange reviews of student performance during the year including leading on Pastoral Support Plans, arranging and monitoring pastoral interventions, together with appropriate analysis that leads to improved performance at individual student, group and whole year levels.
10. To support departments and subject teachers to manage behavioral issues swiftly and effectively providing support and advice when appropriate.
11. Work with the Assistant Headteacher with responsibility for attendance to effectively monitor and improve the attendance of students in the year group. Implement individual attendance support plans as appropriate and liaise closely with families.

12. To communicate effectively with parents, staff and students over specific issues relating to behaviour and attainment. Including regular parental meetings to support students in achieving individual excellence.
13. To communicate effectively with external support agencies as and when appropriate.
14. To hold regular meetings with the Year Team, ensuring that such meetings are planned, purposeful and effective; the development of a friendly, caring, sensitive and patient approach to relationships and team building.
15. To attend year group and Academy wide events as requested such as, Parents Evenings and Academy Open Events.
16. Develop and maintain a high profile around The Academy.
17. To contribute to the Support system and the Ready Room as part of a wider team of staff on a rota.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> • Head Teacher, SLT and all Trust staff 	To ensure a high quality service is provided that meets the needs of the Trust.
<ul style="list-style-type: none"> • Parents and Students 	
<ul style="list-style-type: none"> • Visitors 	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Head of Year (Non teaching)

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	GCSE/ Level 2 English and Maths grade (A*-C) or equivalent qualification	X		AF/ CERT
2.	Proficient in the use of email and the internet	X		AF/ CERT
3.	Level 3 qualifications		X	AF/CERT
4.	Degree and/ or Post Graduate Degree		X	AF/CERT
5.	First aid training or the willingness to achieve the first aid training certificate	X		AF/CERT
6.	Further relevant qualifications		X	AF/CERT
7.	Professional Qualifications		X	AF/CERT
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
8.	Experience of dealing with Safeguarding issues		X	AF/IV/R
9.	Experience of working with young people	X		AF/IV/R
10.	Experience of working in health/mental health settings		X	AF/IV/R
11.	Experience of working in an education setting		X	AF/IV/R
12.	Experience in the use of IT	X		AF/IV/R
13.	Experience of working in a multi-agency arena		X	AF/IV/R
14.	Experience of supporting groups of students as well as students on a one-to-one basis		X	AF/IV/R
15.	Experience of analysing data		X	AF/IV/R
16.	Knowledge of relevant attendance and absence procedures in an educational setting		X	AF/IV/R
17.	Knowledge of SIMs or other MIS systems		X	AF/IV/R
18.	Experience of working with students and supporting groups of students as well as students on a one-to-one basis.		X	AF/IV/R
19.	Knowledge of relevant safeguarding requirements, legislation, systems and practices at an operational and strategic levels.		X	AF/IV/R
	SKILLS AND ABILITIES			
20.	Good organisation and administrative skills	X		AF/IV/R
21.	Outstanding communication skills in dealing with a wide range of people	X		AF/IV/R

22.	Ability to communicate effectively with all stakeholders across a wide range of complex issues		X	AF/IV/R
23.	A High degree of emotional intelligence with the ability to rapidly analyse and evaluate situations and effectively apply de-escalation techniques	X		AF/IV/R
24.	Working to deadlines and targets	X		AF/IV/R
25.	Leading assemblies and confidence to talk in front of students, staff and members of our community.	X		AF/IV/R
26.	Able to work on own initiative as well as part of a team	X		AF/IV/R
27.	Able to work under pressure to meet specific deadlines	X		AF/IV/R
28.	Full UK Driving License		X	AF/IV/R
29.	Willingness to update and adapt skills as required	X		IV
30.	Positive outlook and solution focused thinking	X		IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....