

**Job title:** Head of Year

**Main purpose of job:** Lead responsibility of managing a year group.

**Department:** Head of Year

**Location:** Plume Academy

**Position reports to:** Campus Leads

**Position is responsible for:** Allocate year group

**Length of contract:** Permanent additional responsibility alongside teaching contract

**Salary:** Main to Upper Pay Scale plus TLR1B

### Key Responsibilities and Accountabilities

#### Main Duties

To take the lead role in managing a year group and to:

- develop students as confident, resilient and positive role models
- ensure that students understand, incorporate and act upon the academy's Character Education values
- to prepare and support students for transitional phases of their education including cross campus and into post 16
- to promote and encourage all students to show respect to all areas of the academy and its stakeholders
- ensure students' impeccable conduct reflects the academy's effective strategies to promote high standards of behaviour
- ensure all stakeholders (parents, carers, students and academy's staff) make a robust and sustained contribution to improving student outcomes
- be accountable for student welfare, guidance and Personal Development within the year group
- to review weekly data and identify trends, patterns or relevant actions that can promote improvement within the year group
- review rewards and promote within staff environment the rewarding of our rewards policy and recognising students for their achievements
- to work collaboratively with the PD, CEIAG and Faculty Leads, to ensure each student is given ample opportunity to develop their skills and experiences for future endeavours
- foster good working relationships with all stakeholders as well as the wider community in order to promote the academy in an effective and positive manner
- ensure students spiritual, moral, social and cultural development equips them to become active citizens fully prepared to contribute to life in modern Britain

- develop an open culture that promotes all aspects of student welfare including staying healthy and remaining safe online
- ensure that students value their education, and good or better attendance supports their education at the academy
- ensure that students contribute to the academy and wider community
- take a leadership role with the relevant Campus Lead to ensure campus wide standards and expectations are maintained and developed
- to work effectively with all parents and carers and external services in ensuring that the student and academy remain at the forefront of all intentions and actions

**Responsibilities include:**

- to support teaching and support staff to effectively manage the students within respective year groups
- to take a leadership role in maintaining high standards of academy uniform, behaviour, attendance and punctuality
- to ensure high levels of presence around the academy during break and lunch to support, engage and promote the academy's Character Education values
- to ensure comprehensive logs are maintained for behaviour, bullying, achievements and rewards
- completing weekly review documents for line management that capture the data shared weekly
- to deal effectively with daily pastoral/behaviour issues at an appropriate level
- to attend, and, if necessary, lead meetings relevant to students in the year group
- to manage and initiate pastoral support programmes and other behavioural reports for individuals within the year group
- to line manage an Assistant Head of Year (years 7-11 or as appropriate), a team of tutors and any nominated support staff associated with the year group
- to provide upon request, relevant newsletter/information/data/case studies about the year group pertaining to student progress, behaviour and any welfare related matters
- to complete referrals to ensure external support can be accessed for students as and when it is deemed necessary to do so
- to ensure that appropriate support is in place for all students who are not making expected progress in any aspect be it academic, attendance, behaviour and/or welfare related
- to initiate trips and visits that promote cultural capital
- engaging in positive discussions with teaching staff about the behaviour policy and the implementation within the classroom and around the academy
- to plan, develop and implement extra-curricular and enrichment provision that enables students to develop a wider range of skills via enhanced opportunities
- to manage the delivery of assemblies in conjunction with the Campus Lead, Assistant Head of Year and Senior Leadership Team
- ensure smooth and effective progression and transition between years, sites, key stages and to the planned next stage in their careers as appropriate
- to ensure that a tutor group curriculum is in place to support the aims of the academy and responds to the personal development and welfare needs of all students within the year group



- to support the mid-year admissions process to ensure a smooth transition into Plume Academy and monitor their integration into academy's year group
- to be a key person for all parents and carers linked to the students in the year group and respond within the expected timeframe

#### **General**

- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.

**The Trustees of Plume Academy remain fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**Last updated:** December 2024

**Date of next review:** Annually in line with the PMR process.

**Person specification form**

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**Department:** Head of Year

<b>Factor</b>	<b>Essential?</b>	<b>Desirable?</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• degree level educated</li> <li>• Qualified Teacher Status</li> <li>• A national professional qualification completed or started</li> </ul>	evidence of further study beyond first degree
<b>Relevant experience / Skills</b>	<ul style="list-style-type: none"> <li>• a genuine commitment to students and high expectations for their progress and welfare</li> <li>• a commitment to the pursuit of high standards in all aspects of the life and work of the academy</li> <li>• a personal presence and confidence; warmth and sensitivity</li> <li>• an openness and sensitivity to staff, students and parents/carers</li> <li>• a commitment to working proactively with students, parents/carers, trustees and other partners in the learning process</li> <li>• a commitment to recognising and valuing the achievements of all members of the Academy community</li> <li>• a proven ability to work as a team member</li> <li>• a commitment to equality of opportunity</li> </ul>	<p>experience of teaching across all key stages</p> <p>completion of further development courses such as those offered by examination boards.</p>
<b>Aptitude and abilities</b>	<ul style="list-style-type: none"> <li>• able to communicate effectively, both orally and in writing</li> <li>• able to build and maintain effective relationships at all levels that encourage collaborative working</li> <li>• strong planning and organisational skills including the ability to prioritise, multi task and meet deadlines</li> <li>• proficient in Microsoft Office (word/excel spreadsheets)</li> </ul>	An ability to offer a second subject.
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• sense of humour</li> <li>• loyalty and discretion</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• open communicator.</li> <li>• welcoming disposition.</li> </ul>	

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