

Head of Year

Job description and person specification

Job description

Post title: Head of Year

Salary: Grade A

Reports to: Assistant Principal

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

- To have responsibility for the active promotion of high standards of behaviour of students within a specific year group- rewards and sanctions as appropriate, set within a rewards first culture
- To have responsibility for the active promotion of high standards of attendance of students within a specific year group
- To have responsibility for the active promotion of high standards of welfare and guidance for students within a specific year group
- To lead a team of tutors and to be a significant role model for students and staff.

Main duties and responsibilities

- To lead a team of tutors
- To participate in planning, development, resourcing and schemes of work for the pastoral curriculum
- To share the responsibilities required to enable the year group to function successfully
- To attend and contribute to meetings/development time according to the academy's meetings/development time- schedule
- To role model leadership of others within the team
- To maintain effective communication with parents to drive improvement standards for all students within the year group
- To support the promotion and enhancement of our shared vision
- To actively promote pride and involvement in year group and academy life
- To attend networking opportunities in order to enhance our own academy as well as to positively impact on others within the Trust
- To reward students within the year group and to publicly celebrate their achievements
- To improve and drive standards of attendance and punctuality
- To improve and drive standards of behaviour
- To administer sanctions, including detentions, and liaise regarding suspensions– and arrange reintegration meetings with students, parents and carers as necessary and in line with policy and procedures
- To develop a year group identity, healthy competition and a desire to succeed and exceed expectations through the organisation of pastoral activities
- To ensure the values of inclusion are promoted and incorporated
- Communicate/Collaborate with HOF's and Culture Team to break down barriers to learning
- Mentor key students to understand their barriers to learning and support in their achievement
- To provide and deliver assemblies
- To ensure that all administrative duties are carried out effectively
- To feedback to SLT as required
- To attend and manage the arrangements required for the organisation of induction, information and parents / carers' evening – in conjunction with other pastoral leaders and the SLT

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
A good standard of secondary education to GCSE level C/4 or above, or equivalent	✓		Application form
Qualifications or experience linked to working with young people	✓		
Experience, knowledge and understanding			
Understand, promote and uphold policies for safeguarding children and young people	✓		Application form
Recent and relevant experience within education		✓	Interview
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		
Able to use ICT as a vehicle for effective learning and teaching	✓		Portfolio of work
Understands the strategies needed to establish consistently high aspirations and standards of results and behaviour	✓		References
Personal attributes, qualities and leadership skills			
High expectations for accountability and consistency	✓		Application Interview Portfolio of work References
Resilience, motivation and commitment to driving up standards of achievement	✓		
Motivation to continually develop and improve how things are done	✓		
Able to instil confidence in others, and to be approachable and receptive to students, parents, carers, staff and outside agencies	✓		
Excellent communication, planning, organisational, listening and time management skills	✓		
Shows commitment to a supportive, coaching culture	✓		
Effective and systematic behaviour management, with clear boundaries, sanctions, praise and recognition	✓		
Able to work closely with colleagues, build strong relationships and engage external stakeholders	✓		
Readiness to reflect and self-evaluate, and the ability to change, develop and improve	✓		
Work well under pressure	✓		
Work effectively alone and as a part of a team	✓		
Develop positive relationships and acts as a role model to staff and students	✓		
Emotionally resilient in challenging situations	✓		
High levels of honesty, confidentiality and integrity	✓		
Core			
Able to work flexibly according to the needs of the academy and trust.	✓		Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		

