

Job Description

Role: Head of Year (Secondary)

Grade: MPS/UPS (Inner London) plus TLR2a

Reporting to: Senior Leadership

Responsible for: Maintaining high standards of achievement and behaviour

Purpose of Post

- To be an effective and reflective classroom teacher able to demonstrate and share good practice;
- To lead and manage the strategic direction and development of Pastoral Care in an all-through setting.
- To promote high standards of teaching and learning across the school by supporting the leading, developing and enhancing of classroom practice.
- To impact and lead on the educational progress, achievement and enrichment experience (including trips, rewards and clubs) of pupils in secondary phase.
- To promote consistently high standards in terms of respect for others and nurture independence and a commitment to learning.
- To coordinate high quality of pastoral support.
- Lead a year group of approx. 150 pupils, 6 tutors and a non-teaching pastoral worker.
- To support the governors and leadership team in attaining aims and objectives of the school improvement plan in order to secure the best outcomes for pupils.

The duties of a Leader awarded a TLR include a significant responsibility that is not required of all classroom teachers, and that:

- Is focused on pastoral support and building effective links with families;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a group of tutors to provide excellent pastoral support across a year group;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils;
- involves leading, developing and enhancing the pastoral and SEMH practice of other staff.

The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document.

Main Duties

1. Leading Learning and Teaching

Leading, developing and enhancing pupil development to:

- provide the environment and support that will develop each pupil's personal and social development, that bridges the gap between Key Stages across the all-through school, eliminates transition regression and builds on the success of the primary phase ensuring continued relevance to the needs of the pupils and the school's values;
- ensure the pastoral curriculum supports sustained and accelerated progress in order to best prepare pupils for the demands of secondary and the new KS4/5 curriculum assisting in the production and delivery of the pastoral curriculum;
- monitor pupil safety, welfare, standards and achievement against learning outcomes and school-based targets. Identify individual needs and learning gaps, planning and implementing strategies where improvement needs are identified;

- maintain a positive learning environment in line with whole school behaviour for learning policies.
- work with pupils, their families, tutors and the attendance officer to monitor and support attendance and punctuality of pupils;
- work with tutors to keep families informed, assisting in the production of termly reports and regular parents' evenings.
- develop an exciting, cohesive and integrated curriculum that bridges the gap between KS2 and KS3, eliminates transition regression and ensures continued relevance to the needs of the pupils and the school's values;
- teach KS3/4/5 18/26 periods per week.

2. Securing Accountability: Leadership

Leading, managing and developing the pastoral curriculum by working with other teachers to:

- critically monitor and evaluate the development of pupils ensuring that information collected is used to identify precisely strengths and areas for development that will impact positively on pupil progress;
- ensure team meetings and staff development are informed by and align closely with information collected through monitoring exercises;
- work with other leaders within the school to define and agree appropriate whole school improvement strategies;
- evaluate the impact of all improvement activities on the quality of teaching and learning.

3. Developing Self and Working with Others: Line Management

Show commitment to a research led pedagogy which promotes and directs high standards of learning, teaching and pupil achievement and progression through:

overseeing the tutor time curriculum and the tutor role through a process of guidance, delegation and consultation;

- participating in appraisal arrangements and in the self-evaluation process leading to the preparation of the School's Improvement Plan and Self-Evaluation;
- supervising the work of, and giving professional guidance to, any ITT and NQT colleagues assigned to the Year team, supplying written reports as required to the appropriate member of the Leadership Team;
- supporting members of the department who may be experiencing difficulties with individual pupils or classes;
- promoting high standards of professional performance, modelling excellent teaching, mentoring and support for the professional development and induction of all staff;
- identifying and securing own and team members training needs in line with school's appraisal processes;
- active engagement in and contribution to the Continuing Professional Development of all staff;
- contribution and leading of whole school CPD.

4. Shaping the Future

Assisting in building a collaborative learning culture within the school through:

- developing and securing a positive and dynamic school ethos;
- leading by example and being an excellent role model for professional standards and integrity;
- working with colleagues in the primary phase to create a shared culture of learning within an inclusive all- through environment;
- ensuring both self and others achieve an appropriate work/life balance.

5. Teacher's duties

To work in collaboration with all staff to:

- promote the general progress and well-being of individual pupils through ensuring the maintenance of good order and discipline among all pupils and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere;

- plan engaging lessons and home learning according to the educational needs, abilities and achievement of individual pupils which develop a culture of enquiry and dialogue within a knowledge-based curriculum;
- assess, record and report on the progress, attainment, attendance and behaviour of pupils;
- ensure teaching builds on the success of the primary phase, working with primary teachers both inside and outside the classroom;
- promote high standards of learning, teaching and pupil achievement and progression through active engagement in and contribution to the schools' CPD program;
- work with the Senior Leadership Team and SENDCo, ensuring that the needs of all children are met;
- fully engage with the school's pastoral system within lessons and as a form tutor;
- ensure regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- create and promote positive strategies for challenging all forms of prejudice and harassment and promoting British values.

Other Duties

Developing Self and Working with Others:

Show commitment to a research led pedagogy which promotes and directs high standards of learning, teaching and pupil achievement and progression through:

- promoting high standards of professional performance, modelling excellent teaching, and supporting colleagues' professional development;
- participating in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with your Line Manager;
- to attend training sessions and meetings as required;
- to keep up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

Strengthening Community

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

Contribute to:

- ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community;
- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promoting the concept of lifelong learning and family engagement with learning through partnership.

Safeguarding and Promoting the Welfare of Children

- Support the Leadership team in ensuring a safe and supportive culture in the school;
- Support the Leadership team in ensuring the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

Equal Opportunities

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form (unless stated otherwise below).

A – assessed in application form I – assessed at interview R – assessed through references

		A	I	R
Qualifications & Experience	1. Qualified Teacher Status	✓		
	2. Evidence of further professional development.	✓	✓	
	3. Competent in the use of ICT.	✓	✓	
	4. Experience of providing pastoral support and building effective links with families.	✓	✓	
	5. Experience of monitoring pupil safety, welfare, standards and achievement against learning outcomes.	✓	✓	
	6. Working with staff at all levels to improve outcomes for pupils	✓	✓	
	7. Desire to enhance and develop skills and knowledge through CPD.	✓	✓	
Knowledge & Skills	1. Knowledge of current educational issues beyond current school.	✓	✓	
	2. Able to teach across all key stages, building on the success of the primary phase by working closely with primary teachers both inside and outside the classroom.	✓	✓	
	3. Able and willing to teach and support in other areas of the curriculum.	✓	✓	
	4. Experience of the use of high-quality teaching to ensure the effective inclusion of all pupils in a mixed ability setting.	✓	✓	
	5. Able to contribute to the professional development of staff to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school.	✓		
	6. Knowledge of relevant developments and innovations in the use of ICT as a tool to support teaching and learning.			
	7. Experience of successful leadership skills or evidence of developing leadership skills at a school within a multicultural community			
	8. Experience of using coaching and/or mentoring to improve the performance of others.	✓		
*Personal Qualities	1. Able to show initiative and prioritise one's own work and that of others even when under pressure			✓
	2. Punctual and conscientious			✓
	3. Able to follow direction and work in collaboration with Executive Headteacher and Heads of Schools	✓	✓	
	4. A commitment to the school's visions, values and ethos.	✓		
	5. Able to develop good personal relationships within a team; contributing to high staff morale through the enthusiasm, drive and determination to inspire others and achieve the highest standards.	✓		✓
	6. A personable nature to build effective relationships with parents and all members of the school community.	✓	✓	✓
	7. Able to communicate effectively (written and verbal) to a variety of audiences.	✓		
	8. A positive, solution-focussed mindset and determined "no-excuses" approach to raising standards	✓	✓	
	9. A lively, creative and good-humoured approach to all aspects of teaching and learning, management and leadership.	✓	✓	
	10. A commitment to the highest standards of child protection and safeguarding.	✓	✓	
	11. Recognition of the importance of personal responsibility for health and safety Standards.	✓	✓	

