

The Ripley Academy



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| Post Title: | HEAD OF YEAR |
| Post Holder | |
| TLR | 2b |
| Purpose: | <ul style="list-style-type: none"> • To provide professional leadership for the Year group to support high quality teaching, effective use of resources and high standards of learning and achievement for all. • To monitor and support the overall progress and development of students as a teacher/Head of Year • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student progress with particular responsibility for one year group. • To be accountable for leading, managing and developing the student support for one year group. • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. • To work closely with students to establish a distinctive ethos and vision, in which students are active participants • To contribute to the development of effective links with partner schools and the community, attending where necessary liaison events in school, in partner schools and the wider community. |
| Reporting to: | Deputy Headteacher |
| Responsible for: | <p>The provision of a full learning experience and support for students in the Year group.</p> <p>Line management of a tutor team and associated staff within the specified Year group.</p> <p>The welfare and safeguarding of students associated with one Year group.</p> |
| Liaising with: | HT/HOS/DHT/HODs, teaching/support staff external agencies and parents. |
| Working Time: | 195 days per year. Full-time |
| Salary/Grade: | TLR 2b |
| Disclosure level | Enhanced |
| MAIN (CORE) DUTIES | |

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| HEAD OF YEAR | <ul style="list-style-type: none"> • To create a year group identity where the highest quality teaching, learning and assessment is at the heart of the vision. • To be 'Head of Year' as a 'mini-school' and develop all systems within • To work collaboratively with other middle leaders to ensure equality of opportunity across the whole school. • To develop student leadership opportunities within your year group. • To track student progress within a year group and to plan for interventions. • To contribute to the pastoral development plan and its implementation. • To plan and prepare courses and lessons and to be an excellent teacher. • To contribute to the whole school's planning activities. • To lead the development of appropriate pastoral support programmes relating to the year group. • To actively monitor and follow up standards including; dress, behaviour, attendance and student well-being for one year group. • To assist in the development, implementation and review of appropriate whole school policies and procedures relating to student support and guidance |
| <p><u>Staffing</u></p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p> | <ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Teacher Appraisal process. • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school. |
| Quality Assurance: | <ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the curriculum area/department/year group in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. • To join the school's SLT in delivering the highest quality teaching, learning and assessment as core business of the school. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. |
| Management Information: | <ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to lead in the tracking of students. • To track student progress and use information to inform teaching and learning across the school. |
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| Communications: | <ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school. • To be responsible for communications between students and form tutors within the year group – through regular year group meetings. |
| Marketing and Liaison: | <ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, marketing and liaison events with partner schools. • To contribute to the development of effective support links with external agencies. • To take a role in marketing the school to the community |
| Management of Resources: | <ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the HT to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students. |
| Pastoral System: | <ul style="list-style-type: none"> • To be a school leader and to contribute to school inspection and QA processes. • To support the SLT in the strategic leadership of the following Ofsted standards: Teaching, Learning and Assessment and Personal Development, Welfare and Behaviour. • To promote the academic progress and well-being of individual students and of the year group. • To ensure that standards of behaviour support teaching and learning and vice-versa. • To work closely with the DHT to attend regular meetings of the Pastoral team to ensure the implementation of the school's Pastoral plan. • To lead the pastoral programme for the year through tutor periods and assemblies. |
| | <ul style="list-style-type: none"> • To evaluate and monitor the progress of students and keep up-to-date student records as may be required across the year group • To contribute to the preparation of action plans and progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff • To apply the behaviour management systems so that effective learning can take place. • To undertake safeguarding duties relating to students in your year group. |
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| Teaching: | <ul style="list-style-type: none"> • To teach students according to their educational needs, including the setting and marking of work in line with the school's policy on teaching, learning and assessment. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students • To undertake a designated programme of teaching. • To ensure a high-quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required. |
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Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To undertake duties commensurate with the post
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be

changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed Date: