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| Post title: | Head of Year |
| Responsible to: | Assistant Principal - Pastoral |
| Responsible for: | Strategic pastoral leadership of a year group |
| Liaising with: | Pastoral leaders, teachers, non-teaching professionals and external agencies |
| **This job description should be read alongside the range of duties of teachers set out in the annual School Teachers’ Pay and Conditions Document.** | |
| **Job Purpose:** | * To provide strong leadership that results in high standards of behaviour and excellent outcomes for young people in a year group. * To implement the academy’s Positive Discipline system. * To lead a team of pastoral leaders to ensure that they are highly effective in all aspects of their work. * To be focussed on the pastoral development of all young people but particularly those who come from disadvantaged backgrounds. * To continue to improve standards and performance in all key measures including attendance, exclusions and student performance outcomes. |
| **Key Responsibilities:** | * To actively maintain high standards of student behaviour and conduct within a year group. * To actively monitor and follow up students’ personal, social and academic progress, including attendance and punctuality. * To monitor and ensure implementation of academy policies and procedures in the pastoral area, e.g. Positive Discipline, rewards and sanctions etc. * To lead a team of form tutors and other colleagues to formulate aims, objectives and strategic plans for the pastoral area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy. * To communicate and liaise with form tutors as well as appropriate members of support staff to maintain records and information in line with academy policy. * To monitor student progress and performance in relation to targets set for individuals and groups, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. * To promote and co-ordinate whole year enrichment activities. * To lead year assemblies on a regular basis. |
| **Policy development:** | * To lead policy development in pastoral care for form tutors. * To keep up to date with national developments in the pastoral area. * To actively monitor and respond to developments and initiatives at national, regional and local levels. |
| **People Management:** | * To work with the Director of Key Stage with responsibility for pastoral care to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To promote teamwork and to motivate staff to ensure effective working relationships. * To participate in the academy’s NQT / School Direct programme as appropriate and when requested. |
| **Quality assurance:** | * To establish common standards of practice within the year team and develop the effectiveness of such practice to ensure its consistency. * To implement academy quality assurance procedures and to ensure adherence to those within the pastoral team, e.g. Minimum Pastoral Expectations visits. * To ensure that pastoral quality procedures meet the requirements of the Academy Improvement Strategy. |
| **Management information:** | * To ensure the maintenance of accurate and up-to-date information concerning the year group using SIMS. * To make use of analysis and evaluate performance data provided. * To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the actions taken. * To produce reports within the quality assurance cycle for the pastoral area. * To liaise with the Director of Key Stage responsible for student performance and assessment to manage the collection and analysis of data. * To provide the governing body with relevant information relating to the year group’s performance and development. |
| **Communications:** | * To ensure that all members of the year team are familiar with its ethos, aims and objectives. * To ensure effective communication / consultation as appropriate with parents / carers of students and to co-ordinate all student information received externally. * To continually demonstrate high quality middle leadership, including exhibiting a strong presence throughout the academy on a day-to-day basis. * To liaise with members of The GORSE Academies Trust and other relevant external bodies where appropriate. * To represent the year group’s views and interests. * To liaise with the SENCO, Attendance and Inclusion Officers, Inclusion Support Worker and Child Protection Officer as appropriate to support student development. * To keep parents informed of student progress and to make contact and arrange meetings as necessary. * To co-ordinate arrangements for parents / carers consultation evenings for a year group. |
| **Developing and continuing strong community links:** | * To lead the development of effective pastoral links with the community. * Attendance where necessary at liaison events and the effective promotion of the pastoral area at open days / evenings and other events. * To actively promote the development of effective pastoral links with external agencies. |
| **Management of resources:** | * To manage the available pastoral resources efficiently within the limits, guidelines and procedures laid down, including and keeping appropriate records. |
| **Teaching:** | * To undertake an appropriate and effective programme of teaching in accordance with the duties of a standard scale teacher. |
| **Additional responsibilities:** | * To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example. * To take responsibility for their own professional development. * To engage actively in the appraisal process. |

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

**PERSON SPECIFICATION**

**Head of Year**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications | * Good honours degree in directly related subject. * Qualified Teacher Status | * MA / further qualification relating to subject * MA / further qualification relating to educational pedagogy | * Application * References |
| Knowledge and skills | * Very good classroom practitioner with the propensity to become Outstanding * Detailed knowledge of current developments in education including the use of the Pupil Premium * Understanding of the characteristics of exceptional pastoral leadership * Understanding of the characteristics of exceptional pastoral leadership * Knowledge and experience of intervention strategies * Good knowledge and understanding of current educational thinking * Exceptional levels of literacy and the skills to decimate this knowledge to others * Ability to turn vision into reality * Ability to inspire and motivate others * Excellent ICT skills |  | * Application * References * Interview |
| Experience | * Successful record of teaching including excellent exam results at one or more of KS4 & KS5 (where relevant) * Proven track record in raising standards and achievement * Experience of successful pastoral care as a form tutor or similar | * Experience of leading a year group as a head of year or similar | * Application * References * Interview |
| Continuous Professional Development | * Evidence of commitment to personal CPD * Ability to lead the development of others. |  | * Application |
| Personal Qualities | * A passion for education and making a difference * Excellent communicator * Effective team leader/member * Drive and determination * Ambition * Energy, enthusiasm, sense of humour * The ability to forge effective relationships that aid the progression of the department. |  | * Application * References * Interview |

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