

HEAD OF YEAR

(TEACHING)

JOB DESCRIPTION

LOCATION

The Hart School, Rugeley, Staffordshire

SALARY

MPS/UPS
Plus TLR2b

PURPOSE AND SCOPE

To ensure the highest expectations of Behaviour and Behaviour for Learning are upheld.

To lead and manage the achievement (progress, attendance, behaviour) for a year group ensuring disadvantaged students have a high priority.

To lead a team of tutors in developing a positive culture for learning. To promote a rewarding and competitive climate ethos that celebrates achievement.

REPORTING LINES

Reports to Assistant Principal for Behaviour & Inclusion

Responsible for Student Support Officer(s) attached to Year group

MAIN DUTIES AND RESPONSIBILITIES

- Build good relationships with all students in the year group and support staff
- Have a high visible presence around school ensuring good standards of behaviour.
- Promote and adhere to whole school policies regarding uniform, equipment, rewards and sanctions; before school, during lessons and in tutor time and after school
- Make appropriate and timely interventions in response to poor behaviour
- Take steps to prevent bullying and support victims of bullying. Promote an anti-bullying culture
- Ensure assemblies are organized and conducted with outstanding behaviour
- Monitor attendance and punctuality and lead intervention to meet targets
- Monitor behaviour points and incidents looking for patterns of poor behaviour and lead intervention to reduce the number of incidents
- At each data point, analyse progress of individual students and groups of students. Lead and support intervention where underperformance is identified

- Engage with parents to encourage, and celebrate, good attendance, behaviour and progress
- Make appropriate referrals to external agencies on issues affecting learning and progress
- Participate in multi-agency meetings as appropriate
- To develop the skills of a group of tutors
- To lead meetings of tutors in order that they develop the social and academic needs of all their tutees
- Carry out learning walks visiting tutor groups on a weekly basis ensuring teaching in tutor time is at least 'good' and checking on notice boards and displays, seating plans, uniform and equipment
- To promote and organise the Parents Consultation evening aiming for high attendance and participation. Analyse attendance at these meetings and take appropriate actions
- Support other relevant events for the Year group e.g. induction, option choices, careers
- Provide material for the website, Twitter and Facebook to market relevant events and celebrate achievements
- Organise rewards events in line with school expectations

TEACHING

- To undertake an appropriate programme of teaching in accordance with the duties of a teacher as outlined in the generic job description

SUPPORTING THE SCHOOL

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support the academy's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

You can find out more at:

www.creativeeducationtrust.org.uk

- Contribute to the preparation of action plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students.

OTHER PROFESSIONAL REQUIREMENTS

- Establish effective working relationships and be an effective role model to pupils through own personal presentation as well as personal and professional conduct.
- Have high expectations for every pupil and endeavour the opportunity to reach their potential and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to wider school life through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Undertake other various responsibilities as directed by the Head of Department or Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Relevant degree and QTS • Pastoral experience in KS3 and KS4 • Evidence of commitment to own professional development 	<ul style="list-style-type: none"> • Further professional qualification relevant to the role
EXPERIENCE	<ul style="list-style-type: none"> • Experience of meeting the needs of vulnerable and disadvantaged students • Track record of providing high quality pastoral/academic support • Experience in delivering assemblies 	<ul style="list-style-type: none"> • Leading on aspects of whole school practice
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of effective strategies to improve attendance and behaviour • Understand how to effectively engage with parents/carers • Understand how to secure a positive climate for learning 	<ul style="list-style-type: none"> • Knowledge of whole school accountability measures
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Competent user of ICT/SIMs • Able to communicate well verbally and in writing • Able to lead a team of people and hold them to account • Able to prioritise work and meet deadlines • High professional and personal standards in both work and conduct • A commitment to a positive ethos • A commitment to safeguarding and promoting the general health, safety and welfare of young people • The ability to maintain confidentiality 	<ul style="list-style-type: none"> • Leadership training
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice • A commitment to safeguarding and promoting the welfare of children and young people 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. • A commitment to the Academy Trust's vision, values, aims and objectives 	