

Job Description

Head of Year

Key Purpose of Role:

- To carry out the responsibilities of a Head of Year & subject Teacher.
- To ensure all students, including those from identified cohorts such as students with SEND or entitled to Pupil Premium funding, make outstanding progress.
- To promote outstanding personal and social development.
- To lead a dedicated team of tutors in ensuring students are ready for learning.
- To raise student aspiration and ensure excellent behaviour for learning across the academy.
- To ensure the welfare needs of all student are met exceptionally well, so all students are best placed to make excellent progress.
- To ensure high levels of attendance are achieved.
- To ensure clear and supportive lines of communication are developed between the Academy and home.
- To support the ethos and vision of the Taunton Academy.

Specific Role Expectations:

- To ensure the highest possible academic outcomes for all students taught.
- To deliver high quality teaching and learning every day in accordance with the Teachers' Standards.
- To support the personal development and academic progress of students.
- To support the maintenance of high standards across all aspects of school life.
- To support the academy's ethos by ensuring our values are at the heart of the academy's learning.

Key Roles and Responsibilities:

Head of Year - Students and Parents

- Working within the Year Leader Team, monitoring and promoting each student's personal and social development and, specifically, their academic progress through devising appropriate procedures and practices, including tracking assessments.
- Ensuring that meaningful learning conversations take place on a regular basis throughout the year between tutors and students and that rigorous tracking and monitoring is part of the learning culture – including the development and implementation of policies to support the learning of discreet groups such as gifted & talented and vulnerable children, for example.
- Maximising each students learning and progress by creating a well-ordered environment based on high expectations of behaviour according to the Academy's Behaviour Policy.
- Promoting a positive ethos within the academy, which sets high standards and enhances each student's self-esteem, fosters good relationships between students and between students and staff, leading to cohesion and a positive team spirit.
- Communicating clearly, effectively and promptly with parents and keeping them fully informed of their child's progress, and thus promoting a well-informed, positive and co-operative partnership between the home and the academy and logging accordingly.
- Providing students with opportunities to make positive contributions to the academy as well as their local and global communities.

- Liaising with the Senior Leadership Team to support the organisation of learning conversations as part of tutor sessions and academic mentoring where appropriate.
- Analysing attendance data and accordingly, addressing issues in order to improve student attendance.
- Organising a programme of assemblies that promote academy aims and policies.
- Supporting and developing Student Voice, leadership and responsibility of students, including the prefect system.
- Overseeing effective and efficient records of students enabling monitoring of student progress.
- Overseeing the effective and efficient records of students' achievements, including co-ordinating Celebration Assemblies and supporting the reward system.
- Ensure effective induction of new students and the supportive transfer of students leaving the academy.

Head of Year - Staff and other professionals

- Leading, building and guiding a team of tutors into a united, effective and professional team through regular weekly meetings/briefings.
- Liaising with the Leadership Team, SENDCO, Heads of Faculties and external agencies to support as necessary when students' performance or conduct gives rise for concern or merits special congratulations and with regard to meeting students' additional needs.
- Collaborating with other colleagues with regard to tutorial programmes and whole academy activities.
- Meeting with the Deputy Head on a regular basis to discuss appropriate year issues that affect students' learning.
- Organising and supporting the professional development of tutor colleagues with regard to their role as tutors / learning mentors.
- Participating in the Academy's Performance Management scheme.
- Participating in whole academy planning.
- Year Leaders to meet on a regular basis to discuss relevant issues to ensure consistency across the academy.
- Leading a duty team.
- Liaising with professionals from primary/tertiary education to ensure smooth transition in terms of student progress and pastoral needs.

Head of Year - Policy

- Contributing to the strategy and implementation of policies to respond to the academy needs.
- Keeping abreast of developments in student advice, support and guidance.
- Maintaining confidentiality of information acquired in the course of undertaking duties for the academy.
- Ensuring that every child reaches his/her full potential

Subject Teaching

- To ensure all students make excellent progress and to be accountable for their outcomes.
- To plan and prepare lessons that support effective curriculum delivery and high quality teaching and learning.
- To have excellent subject knowledge and use this to inspire students, build their understanding and prepare them for progression to the next stage of education, training or employment.
- To contribute to the development of an enriching, relevant and innovative curriculum that meets the needs of each student by assisting with and contributing to the development of resources, schemes of learning, assessment processes, and teaching and learning strategies.
- To provide effective and regular informative and personalised feedback to all stakeholders.
- To provide accurate data when requested in a timely and accurate manner.
- To implement an effective and positive approach to behaviour for learning that supports high quality learning both in lesson time and during students' free time.
- To create an environment conducive to effective learning.
- To support the effective and efficient deployment of learning support within the classroom.
- To maintain the highest possible personal, presentational and professional standards as an example to colleagues and students.
- To assist in the setting of the academy's goals and targets through the implementation of the Academy Development Plan, and supporting meeting these through, for example, mentoring and intervention as required.
- To attend Progress evenings and other relevant academy and community meetings, as well as meetings with colleagues in teams.
- To be committed to enrichment activities in support of effective learning.
- To engage fully in the Performance Management process and in Continued Professional Development opportunities.
- To implement and adhere to academy policies and procedures.
- To ensure that student attendance and behaviour is monitored, praised where it is merited and followed up where there are concerns.
- To carry out supervision at break time and other times published in advance, in accordance with directed time.

The Governing Body and Head Teacher reserve the right to ask teachers to carry out other such duties as may from time to time be reasonably assigned operating within the conditions of service. The job specification does not allocate a particular amount of time to any of the above responsibilities. In carrying out these responsibilities, the teacher will use PPA and directed time in accordance with the academy's published time budget and will have regard to the teacher's conditions of service.

Safeguarding:

The Taunton Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate and satisfactory references before commencing the post.