chaseterraceacademy

JOB DESCRIPTION

JOB TITLE:	HEAD OF YEAR
JOB HOLDER:	
LOCATION:	CHASE TERRACE ACADEMY, BURNTWOOD, WS7 2DB.
LINE MANAGER:	DEPUTY HEADTEACHER
JOB GRADE:	TEACHERS PAY SPINE + TLR 2.8

STATEMENT OF PURPOSE

To play an active role within middle management, providing professional leadership for the transition of pupils from Year 6 to Year 7 and in leading a designated Year Group. To ensure high quality tutoring and effective use of resources is in place to raise standards of pupil attainment and achievement to support pupil progress.

The post holder will be accountable for ensuring pupils are organised for learning and that counselling, support, advice and help are available to secure the welfare of individuals, their placement on appropriate courses of study and maximise their progress in learning.

MAIN DUTIES AND RESPONSIBILITIES

The post holder will fulfil the following responsibilities, in addition to the main duties and responsibilities detailed within the relevant teacher job description.

- To be accountable for leading, managing and developing the pastoral curriculum for transition and for a year group.
- To lead the development of appropriate learning activities during form time and enhance/support the role of each tutor in the team.
- To use comparative data together with information about pupils' prior attainment to help set targets for improvement and liaise with HODs.
- To be fully aware of the implication of the code of practice for pupils with special educational needs within the year group, liaising with the SENCo and Head of Department when required.
- To be aware of statutory requirements for safeguarding issues and work closely with the school's designated safeguarding officer to ensure that statutory procedures are followed.
- To use appropriate systems and strategies to monitor behaviour, classroom performance, attendance, homework (including SMHW), work sampling, Bromcom data, checking pupil organisers. The post holder will monitor completion of homework by the pupil, taking necessary action to ensure both are of a high standard.
- To work closely with parents/carers to support pupil progress.
- To manage the induction, screening and placement of all new admissions to the year group.
- To manage responsibilities specific to the year group, liaison with primary colleagues. To be aware of the curriculum for the year group as appropriate and to be involved in developments issues e.g. options, exam entries.
- To organise assemblies, parents/carers' evenings and other routines as required.
- To support the management of form rooms to ensure a high standard of care.

- To produce, facilitate and monitor the progress of the strategic development plan for the year group, ensuring it makes a significant contribution to the overall school improvement plan.
- To promote and monitor the academic progress of the year group, including groups of pupils within the year group e.g. PP, SEND, LAC, using the school's academic data monitoring systems, ensuring academic success.
- To work with the Senior Leadership Team and ensure pupils who are under-achieving in several subjects receive intervention and mentoring which is to be monitored.
- To ensure that issues arising from the behaviour data are actioned. The post holder must support pupils and parents/carers, ensuring improvements are made, supporting pupils learn effectively.
- To monitor attendance and punctuality within the year group and work closely with pupils, parents/carers and the appropriate Assistant Headteacher to ensure improvement.

Staff Development/Recruitment and Deployment:

- To be responsible for the day-to-day management of the staff within the year team and act as a positive role model. The post holder is responsible for the efficient and effective deployment of pastoral staff.

Quality Assurance:

- To ensure the effective operation of quality control systems.
- To establish the process of setting targets within the year team and to work towards their achievement.
- To establish common standards of practice within the year team and across the school.
- To monitor and evaluate the year team in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek and implement modification and improvement where required.
- To ensure the year team's quality assurance procedures meet the requirements of self-evaluation and the school improvement plan.

Information and Data Management:

- To ensure the maintenance of accurate and up-to-date information concerning the year team on Bromcom.
- 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 action taken.
- To support relevant staff to manage the year team's analysis of data. This will include producing
- To provide governors with behaviour/academic logs and exclusion records as required.
- To identify and ensure provision for pupils who need specific support e.g. mentoring or counselling.
- To supervise attendance and punctuality and meet targets set, and to liaise with the attendance offer and outside agencies in accordance with school policy.
- To hold regular year group assemblies.
- To be responsible for the induction of new pupils into the year group.
- To develop and maintain an informed knowledge of the year group.
- To seek the views of parents/carers and pupils with regard to overall educational provision within the school and in accordance with school strategic plan priorities.

Communication:

- To ensure effective communication and consultation with parents/carers.
- To liaise with partner schools, social services, and other outside agencies as required.
- To represent the year team's views and interests.
- To liaise with colleagues in other year teams to ensure the smooth transition between key stages.

School support:

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person including the use of MyConcern.
- To be aware of, support and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise, using these to advise and support others.
- To assist with pupil needs as appropriate, during the school day.
- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

This school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the school's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature……..…… Date ……

(Job Holder)