



Maiden Erlegh School in Reading Job Description

Title	Teacher plus Head of Year
Grade of Post	MPR/UPR plus TLR1a of £8,291
Teaching Load	14 Taught + 3 On Patrol/On Call/Snack
Job Purpose	<p>In addition to the requirements of a main scale/UPR teacher (as appropriate):</p> <ul style="list-style-type: none">• To contribute to the collective ethos of the school and Trust by requiring the highest professional standards from colleagues and behaviour from students.• To provide high quality leadership and management of an allocated year group, adopting and modelling a positive and solution focused approach to work, which puts maximising students' life chances first.• To ensure effective and robust implementation of school and Trust policies.• To support all students in the year group to make exceptional progress, in the spirit of a no excuses culture, and to reduce any differences in performance linked to contextual issues.• To ensure the Personal, Spiritual, Moral, Social and Cultural (PSMSC) programme is delivered to the highest level (including through assemblies and enrichment days).• To ensure each student is prepared for the next phase of their education or the world of work and that there are no NEETs.• To liaise with colleagues across the school, Trust and in outside agencies as required.• To carry out such other associated duties as are reasonably assigned by the Headteacher.
Person specification	<p>Essential:</p> <ul style="list-style-type: none">• Qualified Teacher Status;• Right to work in the UK;• Successful experience of teaching at KS3 and/or KS4;• Evidence of leading whole school initiatives which have positively impacted on student outcomes.• Experience of forming positive, motivating relationships with parents.• Team leadership.• Experience of pastoral support.• Good understanding of external and internal data.• Good classroom and behaviour management skills.• Interest and willingness to contribute to extra-curricular activities.• Ability to build rapport with students and colleagues.• Willingness to learn.• Genuine passion and belief in the potential of every student. <p>Desirable:</p> <ul style="list-style-type: none">• Evidence of further training/ vocational training such as NPQ's.• Experience of working with a range of agencies to remove barriers to learning for students.• Proficient use of data analysis tools such as ALPS.
Applicable Contract, Terms and Duties	The duties outlined in this job description are to be performed in accordance with the provisions of the latest School Teachers' Pay and Conditions Document as adopted by Maiden Erlegh Trust. It may be modified by the Headteacher, with the post holder

	agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.
Relationships	The base location will be Maiden Erlegh School in Reading. With prior consultation, the post holder may be allocated classes at other schools within the Trust. The post holder is responsible to the Headteacher and their immediate line manager(s) in all matters.

The Head of Year will be responsible for:

Leadership & management of the allocated year group

- The engagement of students in the year group with the Trust values and ethos.
- The personal and academic development of all students and vulnerable groups in the year in liaison with the relevant Assistant Headteacher and tutor team.
- The safety and wellbeing of all students and vulnerable groups of students in the year in liaison with the Inclusion and Safeguarding Lead.
- The implementation of school and Trust policy and regulations regarding uniform, behaviour, manners and general presentation of the students and ensuring tutors do so also with their tutor groups.
- The line management of their pastoral team, ensuring that there is consistency in the support of students and delivery of PSMSC across the year group and across year groups.
- The implementation of the tutor and assembly programme in line with the PSMSC programme.
- The quality of teaching and delivery of the PSMSC and assembly programmes and supporting all tutors to be delivering good to outstanding sessions.
- The setting of appropriate pastoral appraisal objectives and the support of tutors in their work towards those objectives.
- The organisation and evaluation of parents' evenings, parent information evenings and any other year group events or extra-ordinary assemblies.
- The supervision of internal examinations and supporting the examinations administrator in the organising of external and internal examinations.
- The shared responsibility, with the other middle leaders, for the care of the internal and external environment of the school, health and safety of students.
- The keeping up to date with relevant developments in education and ensuring that tutors and students receive all relevant information
- The provision of information required by the Headteacher or member of the School Leadership Group.
- Ensuring student effort, commitment and progress is recognised through the use of commendations, certificates, letters of praise, and meetings with senior staff
- Monitoring and acting on the detailed record of incidents which occur involving the students in the year group, including a record of detentions set.
- When Head of Year 7 the postholder will manage: primary school liaison, assigning of tutor groups, houses and teaching groups, visits of Year 6 students transferring to Maiden Erlegh in the summer term, the new parents' evening in the summer term.
- When Head of Year 8, Year 11 or Year 13 the postholder will, along with the relevant Assistant Headteacher, manage: transitions between key stages or into other institutions or the world of work.
- Preparing papers as required for disciplinary hearings.
- When Head of Year 12 or Year 13 the postholder will, along with the relevant Assistant Headteacher, ensure that each student is engaged in monitoring their Individual Learning Plan and all tutors are trained accordingly.

Student achievement

- The review of student and vulnerable student achievement after each Data Collection Point, with the Assistant Headteacher and Standards Team.
- In conjunction with Standards Leaders and other middle leaders, the development and monitoring of intervention strategies to tackle underachievement and reduce differences in performance.
- In collaboration with the Inclusion Lead, the adaptation of the pastoral and assembly programme to meet the specific needs of the year group (eg: to support study skills).
- When Head of Year 11, Year 12 or Year 13, the postholder will work with the Inclusion Lead, the SENCO, their Assistant Headteacher and the Head of Careers/Employability to ensure there are no NEETs in their year group.

Conduct, Attitudes to Learning, Attendance & Safety

- The modelling of positive and assertive behaviour and attendance management.

- The establishment of the highest expectations of conduct, attitudes to learning and attendance, dealing with all deviations from the accepted and expected standards in line with Trust /school policy.
- The encouragement of student participation in extra-curricular activities and working to reduce any differences in participation.
- The initiation of appropriate strategies to address issues of non-attendance and poor punctuality, including liaison with outside agencies as appropriate.
- The proactive and constructive work with parents to celebrate exceptional behaviour and attendance and to support students who do not meet those standards.
- The early identification of behaviour and inclusion needs and the implementation and monitoring of appropriate intervention strategies (including working with outside agencies).
- The establishment and monitoring student IBP, PSPs and risk assessments in liaison with the relevant Assistant Headteacher(s).
- The upkeep of up to date, centralised and secure records and logs for students in line with school policy and data protection procedures (eg: for behaviour, safeguarding, attendance and punctuality communication with parents etc).
- Undertaking agreed duties before and after school and during unsupervised time.

The Head of Year will be accountable for:

- The standards of progress reached by all students given their respective starting points, including disadvantaged and SEND students.
- The standards of behaviour, attitudes to learning, uniform and discipline of students within their Year group.
- The attendance and punctuality of students.
- The safety and wellbeing of all students in their year group.
- The standard of tutoring in their Year group.
- The preparedness of students for the next phase of their education or the world of work.
- The quality of communication with parents.
- The effective use of resources.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed (postholder) Date.....

January 2022