



Woodside High School

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HEAD OF YEAR

Woodside High School is an outstanding, mixed 11-16 comprehensive school, serving a truly multi-cultural community, where every student is valued and treated as an individual. Woodside High is a school where young people's talents and abilities are nurtured and where they can develop their ambitions. Our aim is that all students should leave the school as highly qualified, confident and articulate young adults.

At Woodside High School we believe that outstanding teaching and learning is underpinned by a key core value and commitment to equality and diversity. Equal access of opportunity is a priority at Woodside High, as is ensuring that all members of our community have a deeply enriching and supportive experience throughout their time at Woodside so that they can thrive.

Woodside is at an exciting time in its development and we are looking to appoint an exceptional Head of Year to join our team in January 2021. This is an excellent opportunity for someone committed to high quality pastoral care and wishing to further develop their career.

We offer:

- Commitment to professional development within school and through our network of schools
- Collaborative leadership at both department and senior level
- Excellent career development
- A commitment to staff wellbeing and reducing unnecessary workload (for example - no formal lesson observations, work scrutinies, written reports or formal red pen book marking).
- A convenient location in Wood Green, with excellent transport links (Piccadilly Line)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

The closing date for receipt of applications is **Monday 4th October 2021 at noon.**

For further information and an application pack please go to our website:

www.woodsidehighschool.co.uk/vacancies

If you have any queries or questions, please contact Seyoum Tadesse (HR Manager) on 0208 829 2538.

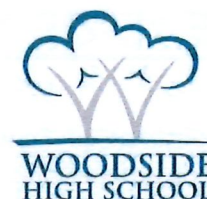
Head Teacher: Ms Angela Wallace



Applications must be made by application form. Please do not send a CV. It will not be accepted

Job Description

HEAD OF YEAR



POST TITLE:	Head of Year
REPORTING TO:	SLT Line Manager
LIAISING WITH:	Deputy Head teacher, Assistant Head teacher, Heads of Department, relevant staff with whole school briefs and all other teaching and non-teaching staff, parents/carers and external agencies
SALARY/GRADE:	MPS / UPS + TLR 1B
DISCLOSURE:	Enhanced
PURPOSE:	<ul style="list-style-type: none"> To ensure that the progress and wellbeing of all students, irrespective of context or ability is the main focus for the team To promote and ensure positive engagement, high aspirations, effective learning and high achievement for all students in the year team To identify student underachievement and put in place appropriate interventions within the year team To ensure that strategies to improve attendance and punctuality are appropriate and consistently used to bring about positive outcomes To manage a team of tutors to ensure the highest standard of pastoral care for students in the year team To ensure that high expectations are met with regards to behaviour across the year team To work with hard to reach families and ensure that barriers to engagement are overcome
MAIN DUTIES:	<ul style="list-style-type: none"> Develop a strategic view for the year group which supports the vision, ethos and policies of the school – in particular the Woodside Shared Values Ensure excellent communication with parents/carers and other stakeholders To ensure effective and personalised support for students across the year group requesting inclusion team support where appropriate To develop positive working relationships with and between all students and staff across the school and within the year group To actively track students' progress and devise strategies to address any underachievement in the year group

	<ul style="list-style-type: none"> • To ensure that students have opportunities to fulfil meaningful roles and responsibilities, and that student voice is heard and acted upon specifically through the School Council • To be visible and accessible both inside and outside classrooms • To monitor homework and ensure that student planners and Show My Homework are used to support effective learning • To implement behaviour management systems in line with the school's agreed Behaviour for Learning (BFL) policy • Work with the careers team to implement comprehensive careers provision for your year group • To ensure that rewards and sanctions are applied fairly and consistently and to monitor and analyse their use in the year group • To monitor year group and individual attendance rates and to take appropriate action including liaison with the Educational Welfare Officer • To liaise with a range of external agencies as appropriate • To contribute to reviews of students on the SEN register
CURRICULUM	<ul style="list-style-type: none"> • To take responsibility for monitoring the curriculum provision throughout the year group liaising appropriately with Key Stage Leader, subject leaders, class teachers, SENCO and SLT • To ensure the pastoral curriculum for the year group is clear and explicit and that tutors are delivering the programmes as planned • To liaise with the Careers Co-ordinator to ensure that all students receive appropriate careers and advice and guidance • To ensure in-year admissions are warmly welcomed and appropriately placed within the curriculum • To support the development of the curriculum as and when needed in line with school policies and procedures
COMMUNICATION	<ul style="list-style-type: none"> • To ensure effective communication and consultation, as appropriate, with the parents/carers of students. • To organise parents'/carers' information evenings and consultations in line with agreed school routines • To ensure effective communication and consultation, as appropriate, with tutors and other staff • To call, set agendas, and ensure minutes are taken for tutor meetings set out in the school's calendar
STAFFING:	<ul style="list-style-type: none"> • To ensure newly qualified and staff new to the school receive appropriate induction and support in working with the year group • Work with the SENCO to ensure that individual students receive appropriate support
PASTORAL:	<ul style="list-style-type: none"> • To be responsible for safeguarding and promoting the welfare of students • To monitor and support the overall progress and development of students within the year group

	<ul style="list-style-type: none"> • To monitor student attendance together with their progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary • To ensure the Behaviour Management system, including rewards and sanctions, is implemented consistently so that effective learning can take place • To take responsibility for staff welfare within year team
TEACHING:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
ADDITIONAL DUTIES:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage students to follow this example • To attend all Parents' & Carers' Meetings relevant to the year group • To attend Referral Panel meetings and contribute to decisions about additional support specific students may need.
OTHER SPECIFIC DUTIES:	<ul style="list-style-type: none"> • To engage with incremental coaching • To continue professional development • To engage actively in the Appraisal and Development process • To undertake any other duties as specified by the Head teacher not mentioned above

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to present themselves and to act in a professional manner at all times, according to Woodside High School Code of Conduct.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

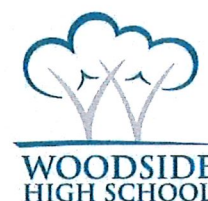
This job description is not prescriptive in that the needs of the school may change and this could necessitate revision in the future and amendment at any time, after consultation.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part XII of the Teachers' Pay and Conditions Document, sections 48 to 50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

Signed: _____
Head teacher: _____
Date: _____

Person Specification

HEAD OF YEAR



	Essential	Desirable
Qualified Teacher Status		*
A degree in teaching subject	*	
Evidence of a commitment to your own professional development	*	
A keen interest in developing pastoral care	*	
Experience of working effectively as a form tutor	*	
Excellent communication and presentation skills	*	
Competent user of ICT	*	
Passion for teaching	*	
Energy, enthusiasm, and flexibility	*	
Good health & attendance record	*	
Sense of humour	*	
Ability to work under pressure	*	
Experience and commitment to providing extra-curricular opportunities	*	
Evidence of high achievement in teaching across the key stages		*
Commitment to the Woodside Shared Values	*	

