



Woolwich Polytechnic  
School for Girls



## WOOLWICH POLYTECHNIC SCHOOL FOR GIRLS

Job Description: **Head of Year**  
Reporting to: Assistant Head in charge of Pastoral Care  
Liaising with: All members of staff, the Inclusion Team, the Governing Body, LA representatives, external agencies and parents/carers.  
School Contract: Permanent  
Working Pattern: Full Time  
Salary: QTS Pay Scale plus TLR plus inner London Weighting

### The Role

Co-ordinating and ensuring the personal, social and academic progress of all students in their year group.

### Key Responsibilities

- Role model exceptional teaching and set the standard for teaching in the year group
- Manage class teachers in their class teacher responsibilities (including attendance tracking, pastoral management, parent communication, registration culture, form/team culture)
- Implement pastoral provisions and behaviour management strategies for specific pupils
- Demonstrate high expectations of behaviour, holding pupils to account for their actions at all times
- Plan character development education in the year group
- Maintain excellent relationships with parents
- Be held accountable for the progress of all pupils in all subjects in their year group
- Manage other appropriate staff as required
- Develop staff through feedback and support
- Attend morning pastoral meetings daily
- Be a safeguarding lead for your year group

## **Outcomes and Activities**

### **Leadership of culture**

- Address misbehaviour by pupils in their year group, with appropriate consequences and parent meetings
- Ensuring there is a consistent approach to managing pupil behaviour within the year group which aligns with the school's behaviour policy
- Keeping meticulous records of all serious behaviour incidents
- Apply the behaviour policy of the school consistently and fairly
- Drive excellent culture and organisation to ensure the effective running of the school day for their year group, including all communal times (e.g. breaktime, lunch)
- Plan and deliver year group assemblies
- Help keep systems (homework, attendance, behaviour) organised, up-to-date and user friendly for all year and school wide staff, ensuring consistency
- Model precise and consistent use of systems and routines to all teachers in their year group
- Ensure that lunch and breaktimes are calm and positive parts of the school day which are enjoyed by staff and pupils alike
- Lead (or where agreed with line manager, support) whole year group activities and trips, including leading the end of year trip
- Effectively manage transitions at the start and end of the academic year
- Act as a positive role model to staff and pupils
- Through observation and feedback, mentor year group teachers to ensure excellent positive culture in all lessons
- Analyse behaviour and attendance data to identify trends and act to address any issues

### **Pupil Progress**

- Analyse progress and attainment data with subject teachers to ensure all pupils' academic needs are met
- Work closely with appropriate Raising Standards Lead (RSL)

### **Character education**

- Plan and support the teaching of high-quality character curriculum and guide class teachers in its delivery
- Capitalise on opportunities to build pupils' character, including links with outside organisations e.g. external speakers etc.

**Leadership of staff**

- Provide feedback to form teachers and education support staff that is supportive and leads to their rapid and sustained development
- Hold teachers and especially form teachers to account to ensure excellent pupil outcomes
- Act as a role model in terms of professionalism and positivity in the staff body
- Line manage and develop appropriate deputy head of years

**Relationship management with parents/carers**

- Be a figurehead of communication and trust with parents
- Pro-actively share positive news about the year group, the pupil and the school with parents/carers
- Seek out and act on feedback from parents/carers
- Ensure parents/carers are happy about and aware of how their child is doing in school

**Teaching and Learning**

- Meticulously plan and teach engaging and challenging lessons that pave the way for success in school and life
- Meet the needs of all learners by consistently planning and teaching carefully differentiated lessons
- Set and mark appropriate homework according to school's policy
- Use regular, measurable and significant assessments of their teaching
- Complete all reporting on time
- Closely monitor progress and attainment of their pupils and use it to inform their teaching
- Provide content for and where necessary deliver high quality pupil interventions with direction from SENDCO
- Ensure that all pupils achieve or exceed school's targets
- Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required
- Organize and participate in exciting and motivating trips and events
- Organize and participate homework clubs before and after school

**Other**

- Undertake professional development as agreed with school leaders
- Perform additional duties and tasks required for the effective operation of the school, including: attending home visits, eating lunch with pupils, supervising resets, break supervision and gate duty
- Go on appropriate training for safeguarding, and keep yourself updated on local and national issues
- Keep up to date safeguarding records for all students and attend safeguarding/CP meetings for individuals where appropriate
- Respond to all outside agencies within given time frames and with the information needed

- Keep up to date records on all intervention in house and with outside agencies for all students
- Monitor vulnerable groups closely and plan appropriate support and interventions when necessary
- Ensure all new students are integrated effectively through the admission and induction processes
- Liaise with the Inclusion team and Learning Support departments
- Undertake other various responsibilities as directed by the Headteacher

## **Person Specification: Head of Year**

### **Qualification Criteria**

- Qualified to teach (and work) in the UK
- Qualified to degree level and above

### **Knowledge, Skills and Experience**

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and of leading successful extra-curricular programmes
- Experience or knowledge of improving the quality of teaching and learning through the development of progression plans, schemes of work and high-quality resources
- Experience of interpreting complex student data to drive lesson planning and student progress
- Experience of raising attainment in a challenging classroom environment
- Excellent understanding of both subject and general teaching pedagogy
- Be or demonstrate the potential to become an outstanding teacher
- Mastery of and enthusiasm for your subject
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and Curriculum

### **Behaviours**

- Genuine passion for the subject and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- High expectations for accountability and consistency
- Deep commitment to WPSfG's vision and values

- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Motivation to continually improve standards and achieve excellence
- Acts as a role model to staff and students
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

#### **Other**

- Right to work in the UK
- The ability to work effectively alone and as a part of a team
- Strong interpersonal, written and oral communication skills and ICT skills
- Strong organisational and time management skills
- The ability to take personal responsibility, a readiness to reflect and self-evaluate, and the ability to change, develop and improve
- Confidence and self-motivation
- The ability to work well under pressure
- High levels of honesty and integrity
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Please note that this is not an exhaustive list.