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| **Position Title** | **Head of Upper School/Head of Lower School** |
| **Employer** | Chulmleigh Academy Trust |
| **Main Location** | Chulmleigh Community College |
| **Reporting to** | Executive Headteacher/Link member of SLT |
| **Effective date of JD** | September 2024  |

# OVERALL RESPONSIBILITY

* To provide effective leadership, support, and management in order to build and maintain an effective year group team of tutors and add value to the academic progress that pupils make.

**Leadership**

1. Be responsible for continuously improving the quality of support for pupil achievement in your year groups.
2. Set a personal example through hard work.
3. Effectively manage the resources at the Team’s disposal, including teachers, non- teaching and support staff.
4. Play a role as a middle leader in the development of all aspects of the School.
5. Develop and maintain effective methods of communication with the Executive Headteacher, SLT, other staff, pupils, parents, and directors.
6. Identify and applaud areas of success for pupils and team members.
7. Help create and maintain an effective team.
8. Chair and produce the agenda for effective Year meetings. Ensure minutes are made, kept secure and others informed as appropriate.
9. Take year group assemblies.
10. Manage an expectation that every vulnerable child takes part in at least one extra curricular activity.
11. Ensure an accurate safeguarding log is kept for each Year Group.

# Behaviour for learning

1. Liaise with relevant staff and in particular Subject Heads and SLT on conduct matters and take a leading role in promoting good behaviour for learning. Deal with incidents referred by Subject Heads, Tutors or SLT.
2. Inform colleagues about barriers to learning.
3. Discuss incidents with pupils, parents and colleagues and monitor pupils on report.
4. To work alongside the attendance officer to support attendance and punctuality. To attend support meetings with families.
5. Monitor Rewards and Sanctions across the year group celebrating achievement individually and at assemblies.
6. Assist colleagues across the School in applying Rewards and Sanctions fairly and consistently.

# Curricular/Team Development

1. Contribute towards continuity and progression within the whole School Curriculum.
2. Have an oversight of pupil achievement in the relevant key stage.
3. Monitor and evaluate the use of tutor time and attend to support tutors where possible.

# Liaison/Communication

1. Meet regularly and work with the ‘SLT link’.
2. Plan, organise, publicise and attend the Key Stage Award Evenings for all pupils and Year 11 Prom.
3. Provide helpful and accurate responses to parent/carer enquiries.

# Continuing Professional Development - Personal

1. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Executive Headteacher or the incumbent of the post.

April 2024