



# KINGSMEAD

— Achieving through Caring —

## Job Description

<b>Job Title:</b>	Head of Year
<b>Responsible To:</b>	Headteacher
<b>Reports To (Line Manager):</b>	Assistant Headteacher
<b>The Postholder:</b>	
<ul style="list-style-type: none"><li>• Is responsible to the Headteacher in all matters and to the Assistant Headteacher in respect of supporting the school's ethos of "Achieving through Caring" for the whole year group.</li><li>• Is a member of the Well-being and Diversity Leadership group and works closely with other members of that team to ensure consistent delivery of student support and learning intervention.</li><li>• Oversees the tutorial duties of the Form Tutors and other relevant personnel allocated to the pastoral team.</li><li>• Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and the Assistant Headteacher, other Heads of Year, Heads of Department and the Senior Leadership staff in order to promote mutual understanding with the aim of improving the quality of student support in the school.</li></ul>	
<b>Purpose of the position:</b>	
<ul style="list-style-type: none"><li>• To lead a team of tutors and other staff in raising student aspirations and achievement, to develop a sense of belonging and positive identity within the year group enabling students to be the best that they can be.</li><li>• To plan and organise effective support for students not achieving their potential.</li><li>• To establish and develop an appropriate ethos and culture ensuring high standards of behaviour and attendance across the year group.</li><li>• To act as a role model of best practice to tutors and students ensuring the policies and practices of the school are followed.</li><li>• To be actively involved in specific areas of whole school improvement, planning and delivery as agreed with the line manager on an annual basis.</li><li>• To meet the required levels of performance as described in the 'Professional Standards for Teachers'.</li><li>• To maintain the highest standards of teaching and learning in the subject(s) and in the Challenge Day and PSHCE curriculum and to ensure students achieve the highest possible examination results.</li><li>• To assist in developing, delivering and promoting the subject course(s) in the school curriculum.</li><li>• To follow all safeguarding and child protection procedures and practices as outlined in the following policies:<ul style="list-style-type: none"><li>○ Safeguarding and child protection</li><li>○ Online Safety</li><li>○ Whistleblowing</li></ul></li></ul> <p>To effectively support and promote the raising of standards across the whole school and the development of positive attitudes by students to their learning and development.</p>	

**Key Duties:**

- The day-to-day management and development of the student support provided for all students in the year group, including effective deployment of staff, the use of agreed support and the involvement of other professionals.
- To work with Heads of Department to ensure that effective use is made of registration and tutor time.
- To work with the appropriate Heads of Department to develop the personal and professional knowledge and skills of tutors to continually extend and support their role as advocate for students in their tutor group to make certain the students maintain their academic and social progress through a planned and regular programme of meetings and contact with home.
- To work with Heads of Department to ensure the tutors are well prepared for parent meetings throughout the year.
- To lead regular formal meetings with the year team, agendas and minutes to be published and shared with the Line Manager.
- To attend Heads of Year meetings and to contribute to the setting of agendas with the Well-Being & Diversity lead.
- To monitor attendance for the year group liaising with tutors, ensuring an up-to-date knowledge of all attendance concerns and taking action where necessary.
- To meet with the Attendance Officer, promoting a zero unauthorised target and maintaining the target % for attendance as agreed by the Governing Body.
- To implement the school policy on holiday requests in term time and communicate with parents regarding these.
- To monitor and address the behaviour issues of the year group including during the school day and on school trips and school transport, meeting with parents at re-admittance meetings and PSP's, supporting staff in the classroom to promote behaviour for learning and overseeing discipline e.g. detentions, internal exclusions.
- To consult with the Heads of Department, Student Support staff and Assistant Headteacher/SENCo: Inclusion to support and put in place support strategies where necessary for those students with additional learning, emotional and social needs in the year group.
- To liaise with outside agencies and parents when necessary, ensuring prompt same day response to parent phone calls to support our triangle of partnership.
- To participate in the school's ITT and GTP programme by meeting with and supporting student teachers assigned to tutor groups as part of their placement.
- To take a leading role in the school PSHCE and Challenge Day curriculum in support of the Leader of PSHCE, including liaising with staff delivering to the year group, supporting the development of a cohesive programme of study as well as working within a PSHCE team and helping in the delivery of that team's specific content.
- To maintain efficient and effective control and disbursement of the capitation allowance and other resources as appropriate for the year group.
- To assist with and take part in any curricular activity or otherwise directly affecting the year group e.g. Options evenings, Celebration of Achievement evenings, Sports Days, Careers events, etc.
- To assist and support the Examinations Officer and invigilators in the organisation and smooth running of all internal and external examinations undertaken by the year group.
- To ensure that the work in the relevant group: Formative (Year 7) / Lower School (Years 8-9) / Upper School (Years 9-10), and year teams fully reflects the school's distinctive ethos and aims.
- To carry out supervision of students as detailed by the Headteacher.

- To teach the subject(s) to the very highest standard and ensure effective learning takes place including the use of ICT hardware and software and the School's Learning Platform.
- To participate in the development of schemes of work, material and syllabuses of the subject, attending learning team meetings when required.
- To participate in learning team evaluation and planning procedures.
- To ensure student progress is monitored and formally assessed as required by the school's assessment policy.
- To promote positive attitudes to learning by all students.
- To carry out supervision of students as detailed by the Headteacher.
- To contribute effectively to the development, ethos and standards of the school by participating in whole school planning and development as required, and by consistently and fairly applying the school policies and rules.
- To participate as required in meetings with colleagues and parents in respect of the duties of the post.
- Post-threshold teachers may be required to represent their learning team at Raising Standards Team meetings and take a lead role in one of the development teams.

#### **Responsibilities:**

- To ensure effective communication with the parents of students including the sending of praise or concern letters.
- To ensure high standards of behaviour, attendance, discipline and appearance including school uniform are met in accordance with the relevant policies as agreed by the Governing Body so that effective learning can take place.
- To hold weekly year group assemblies in accordance with the policy agreed by the Governing Body and to share in the delivery and control of full assemblies.
- To ensure the maintenance of accurate and up-to-date information concerning all students in the year group on SIMS, and report to SLT termly on attendance and attitude
- 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 meet with the Heads of Department and Assistant Heads of Department over where best to place new students and those requiring a change of tutor group.
- To represent the year team's views and interests.
- To work with the Leader of Achievement to lead and organise the year teams curricular activities during Challenge Week.
- The environment, materials, fabric and displays related to the teaching and tutor area are well maintained using the displays coordinator and/or student volunteers.
- They keep up to date with legislation affecting schools including PREVENT and Keeping Children Safe in Education. Relevant training will be given, but it remains the individual's responsibility to be cognisant of such matters.
- The duties and responsibilities of the post are subject to those detailed in the National Statement of Conditions of employment and will count as directed time as detailed in such statements, and as defined by the Headteacher.
- The Job Description does not define in detail all duties and responsibilities of the post, which will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.
- Specific additional responsibilities agreed with the Headteacher e.g. to teach in another subject area if required after consultation with the Headteacher.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

**Job Holder:** ..... **Date:** .....

**Headteacher:** ..... **Date:** .....

## Person Specification

Category	Essential	Desirable	Identified
<b>Application</b>	<ul style="list-style-type: none"> <li>Fully supported in reference</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Reference</li> </ul>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Graduate</li> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>First or Second Class Hons Degree</li> <li>Masters</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven success as a Head of Year/Head of Department</li> </ul>	<ul style="list-style-type: none"> <li>Further professional development through qualifications or training</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Reference</li> <li>Interview</li> </ul>
<b>Expertise and skills</b>	<ul style="list-style-type: none"> <li>Ability to lead a team of professionals</li> <li>Ability to achieve goals</li> <li>Ability to relate to and work with teachers, parents, governors and students to achieve the best possible outcomes for students</li> <li>Ability to make strategic plans and see them to fruition</li> <li>Outstanding or potential for outstanding classroom teaching skills</li> <li>High level organisation skills</li> <li>Knowledge of varied approaches to learning aligned with high expectations of young people and the standards they can achieve</li> <li>Knowledge of assessment and target setting strategies</li> <li>Able to plan, assess, review and evaluate effectively and efficiently through good analysis, understanding and interpretation of data</li> <li>Ability to work independently and as part of a team</li> <li>Efficient and effective use of ICT to enhance learning</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Reference</li> <li>Interview</li> </ul>

<b>Personal Attributes</b>	<p>A range of personal qualities relevant to the post including:</p> <ul style="list-style-type: none"> <li>• A well-reasoned educational philosophy in tune with the school ethos and values</li> <li>• Resilience and tenacity</li> <li>• Creativity, flexibility and innovation</li> <li>• Humour, warmth, energy and patience</li> <li>• Reliability under pressure</li> <li>• Self-motivation</li> <li>• Personal pride and ambition</li> <li>• Willingness to work hard</li> <li>• Enthusiasm for working with young people</li> <li>• Adaptability</li> <li>• Willingness to take responsibility</li> <li>• Willingness to be involved in the extra-curricular life of the school</li> <li>• Commitment to achieving the highest possible standards for students and staff</li> <li>• Able to undertake the prescribed activities of a teacher including regular attendance to ensure continuity of learning for students</li> <li>• A good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Generosity of time and spirit</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Reference</li> <li>• Interview</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Commitment to the policy, practices and procedures laid out in Kingsmead's policies: <ul style="list-style-type: none"> <li>- ICT &amp; Online Safety</li> <li>- Whistleblowing</li> <li>- Code of Conduct</li> <li>- Safeguarding &amp; Child Protection</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Reference</li> <li>• Interview</li> <li>• Pre-employment checks</li> </ul>