



JOB DESCRIPTION

Title: Head of Year (Teaching Post)

Grade: TMS/UPS plus TLR 2.3

Main purpose of the role

To ensure students are supported in their academic and personal development throughout their time at the school

To ensure outstanding levels of conduct are demonstrated both inside and outside the school environment.

To contribute to the development and successful implementation of the Academy Improvement Plan and to be responsible for the section of that plan relevant to the Key Stage and Year Group.

To lead a team of tutors in the delivery of the school's pastoral provision and academic monitoring programme, ensuring high quality learning experiences within the tutorial programme and high quality support to students.

To support students in gaining high levels of progress and achievement (including in both internal and external examinations).

To develop and promote opportunities for students to take part in enrichment activities
As a subject teacher to carry out the responsibilities contained in the classroom teacher job description (see JD).

To support the oversight of Student Voice and Student Leadership within your year group.

Safeguarding Responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity.

Main Duties and Responsibilities

Managing / Leading Policy as a Head of Year you have a responsibility:

To contribute as a leader to the review and development of whole school aims, values, objectives and policies and ensure their successful implementation.

To establish clear and comprehensive Year Group aims and objectives, consistent with those of the school and to ensure their successful implementation.

To plan, monitor, review and evaluate the work of the Year Group in the context of school policies and agreed self-evaluation procedures.

To establish and maintain clear behaviour management systems in line with school policies.

Managing / Leading Learning as a Head of Year you have a responsibility:

To display those qualities expected of good teachers with regard to subject knowledge, teaching skills, assessment and tutoring.

To support and encourage tutors in the Year Group to maintain high standards of preparation, management of students, teaching and assessment.

To promote discussion and sharing of effective practice within the Year Group.

To work with the Data Manager to set appropriate targets for students. To ensure that tutors challenge students to meet targets. To monitor progress against those targets and to ensure that strategies are implemented to support those not meeting their targets.

To make regular visits to the year group's lessons, in order to gather evidence of, and report on, their progress in curriculum areas.

To develop and regularly review tutorial programmes that are consistent with school and faculty policies, recognising prior learning and intended learning outcomes.

To ensure that the school's behaviour assessment, recording and reporting policies are implemented effectively in the faculty.

To monitor the quality of the delivery of the tutorial programme in the Year Group, in order to ensure that students may achieve high standards.

To ensure that, in line with the school Inclusion Policy, there is equality of opportunity for all students to ensure that they achieve their fullest potential.

To ensure that the Year Group is adequately prepared for external inspection and to contribute to any action planning that may subsequently be required.

Managing Behaviour and Attendance as a Head of Year you have a responsibility to:

To support the development of consistent expectations of behaviour.

To support staff in managing the behaviour of students, in accordance with the appropriate school behaviour policies.

To take appropriate action to resolve disciplinary issues, to investigate incidents and keep records of statements and interviews.

To monitor the observance of school uniform regulations and to take action with staff, students and parents / carers where this is an issue.

To monitor attendance and punctuality, working with the Attendance Tea, Student Services staff, tutors and outside agencies to encourage and ensure good attendance and punctuality.

Managing / Leading People as a Head of Year you have a responsibility:

To lead and manage the team of tutors.

To ensure that all tutors understand their responsibilities and meet school expectations in terms of professional standards and duties.

To take a full and committed part in your Appraisal, in line with school policy.

To monitor the performance of tutors within the Year Group and to provide professional support as necessary.

To establish and maintain good working relationships within the Year Group.

To ensure the effective induction of new colleagues within the team.

To encourage members of the team to engage in continuing professional development.

Managing Resources as a Head of Year you have a responsibility:

To monitor Health and Safety practice and report any issues to relevant staff.

To liaise with the relevant members of the Leadership Team to identify staffing and resourcing needs.

To ensure that tutorial resources are available and managed in an orderly manner.

Representation / Communication / Collaboration as Head of Year you have a responsibility:

To represent the Year Team by attending Leadership and other meetings.

To prepare and communicate information, as necessary, to the Leadership Team, Governors and other relevant agencies.

To plan, lead and deliver assemblies.

To encourage and develop Student Voice activities.

To encourage Year Group staff to attend a range of school meetings to ensure that the team is widely represented and to promote the professional development of those staff.

To meet with parents, carers, students and agencies, as necessary, to support students who may be facing difficulties in reaching their full potential. To promote partnership working between home and the school.

To organise, supervise and attend Parents' Evenings and similar activities, as required.

To participate in Child Protection Case Conferences as and when necessary and to make a professional contribution.

To ensure effective transition for members of the year group (across key stages and between year groups).

To collaborate with other staff across TPLT to share best practice.

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is classroom and office based but may include visiting schools within the Trust for meetings and to support schools.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.
Contribute to the management of student behaviour and security.

Review and develop own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Supervisory responsibility

Responsible to Vice Principal as Head of Year.

Responsible to Central Leader as a Classroom Teacher.

Responsible for leading a year group and team of tutors in ensuring outstanding progress is demonstrated by all students.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Head of Year

Assessment criteria	Essential	Desirable
Qualifications	Qualified Teacher Status Degree	Further qualifications in the appropriate subject
Work related experience and associated vocational training	An understanding of pastoral needs of students Ability to maintain a good working atmosphere in the classroom Effective use of ICT in teaching and learning Able to demonstrate a range of teaching styles and skills	Able to develop teaching materials
Job related skills	Relevant teaching experience in KS3 and KS4 Ability to understand and evaluate data and use this to improve teaching Ability to be organised and efficient, particularly in regards to lesson preparation, students assessment and record keeping	Experience of working with mixed ability groups
Personal skills	Able to establish and maintain strong working relationships across all elements of the role Willingness to be involved with school activities and clubs	

Equality	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	
Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	