



Job description

All job descriptions define the responsibilities of the postholder in addition to those outlined in the School Teachers' Pay and Conditions Document (STPCD).

JOB TITLE:	Head of Year
SALARY CODE:	TLR 1a
RESPONSIBLE TO:	Assistant Headteacher
LINE MANAGEMENT RESPONSIBILITIES:	Tutors and the year group Engagement Support Assistant
RESPONSIBILITY FOR:	Leading, inspiring and motivating students to ensure outstanding progress and wellbeing in line with the academy's improvement plan

All TLR job descriptions define the responsibilities of the post holder as being:

- Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the current School Teachers' Pay & Conditions Document (STPCD).
- To fulfil expectations of teachers with TLRs as outlined in the current School Teachers' Pay & Conditions Document (STPCD).
- To comply with Health and Safety at Work Legislation.

POST RESPONSIBILITIES

Specific post responsibilities are dependent on the year group assigned and will be confirmed upon appointment

TEACHING AND LEARNING

- Demonstrate high standards of teaching and be a role model for staff.
- Plan, develop and lead on the delivery of an appropriate and engaging Year group PSHCE programme.
- Monitor and support the overall progress and development of students.
- Monitor year group provision through the 'Evaluating the Student Experience' process.
- Monitor and ensure the implementation of the academy's homework policy.
- Lead on the effective implementation of the academy's Behaviour for Learning policy.
- Ensure effective use of display in year group areas and tutor rooms.
- Lead on the promotion of SMSC and British Values.

ASSESSMENT AND MAKING USE OF DATA TO TRACK STUDENT PROGRESS

- Use behaviour/attendance data to set and review targets and implement intervention for students and Groups and individual students.
- Support processes for reporting student achievement to parents.
- Track, monitor and intervene with students' attendance and punctuality to ensure academy targets are met.
- Lead on assessment of PSHCE.



LEADERSHIP

- Lead the year team in meeting the learning, pastoral and safeguarding needs of students.
- Maintain a clear vision, sense of purpose and high expectations of staff and students.
- Lead on year group self-evaluation and produce an annual self-evaluation report.

MANAGEMENT

- Implement and promote academy policies and procedures.
- Assist in the Senior Staff On Duty System (SSOD).
- Provide relevant information to parents and colleagues.
- Make appropriate arrangements when tutors are absent.
- Line manage a member of the behaviour support team to maximise their impact on student achievement.

ACCOUNTABILITY AND MONITORING

- Be accountable for students' social, emotional and academic progress.
- Support internal and external examination and assessment procedures.
- Monitor year group achievements/ sanctions, individual tutor performance and use of student planners.
- Monitor the learning experiences of students and effective use of student planners.

COACHING, MENTORING AND ENHANCING THE PROFESSIONAL DEVELOPMENT OF OTHERS

- Develop and enhance the teaching practice of others through mentoring, coaching and appraisal.
- Undertake regular lesson observations, scrutiny of students' work and monitoring of colleagues' performance.
- Participate in your own professional development.

STUDENT SUPPORT AND GUIDANCE

- Ensure that the pastoral and wellbeing needs of all students are met through liaison with relevant colleagues.
- Work effectively with outside agencies to support students and their families.
- Ensure that all staff adhere to child protection procedures.
- Support the admissions process and build effective relationships with parents.
- Lead on the formulation of student Individual Behaviour Plans and/or Pastoral Support Plans.

ACADEMY ETHOS

- Play a full part in the life of the academy community and support its vision
- Actively support the academy's corporate policies and aspirations.
- Adhere to the staff professional code of conduct.



Please note: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The teaching/ contact time associated with this post is 18 hours(which includes 1 hour PSHCE) out of a possible 26 one hour lessons, plus additional duties.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Degree or equivalent in the relevant subject(s)	✓	
Qualified teacher status.	✓	
Recent and relevant professional development.	✓	
Higher degree or other professional qualification in a relevant area.		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Teaching that is good or better which impacts positively on student progress.	✓	
Experience of the use of data tracking and target setting to support improvements in behaviour and attendance.	✓	
Experience as a successful middle leader in an 11- 19 school/ academy.		✓
Direct experience of managing a budget and resources.		✓
KNOWLEDGE AND SKILLS	ESSENTIAL	DESIRABLE
An understanding of the principles of management and leadership.	✓	
An understanding of action planning and self-evaluation.	✓	
Ability to reflect on own and student performance in lessons and adapt practice accordingly.	✓	
Ability to select and devise appropriate teaching methods and resources.	✓	
Effective planning, assessment and record keeping.	✓	
Ability to develop and maintain positive relationships with all stakeholders.	✓	
Effective classroom management and efficient organisation of resources.	✓	
Effective use of IT.	✓	
Understanding of the importance of professionalism and confidentiality.	✓	
Knowledgeable of current national initiatives relating to behaviour and safeguarding.	✓	
PERSONAL QUALITIES AND ATTRIBUTES	ESSENTIAL	DESIRABLE
A commitment to girls' education, the academy's vision and ethos, safeguarding, equal opportunities policy and practice.	✓	
A commitment to, and understanding of the wider aspects of student development including tutoring and PSHCE.	✓	
A willingness to initiate and participate in both cross curricular and extra-curricular activities.	✓	
Flexible, able to work under pressure and meet deadlines.		
A reflective practitioner who responds to change positively.	✓	
A commitment to being a role model for staff and students.	✓	
Has the potential for further promotion and a commitment to career development.		✓