



# HEAD OF YEAR

TLR 2 (3a) – Temporary until 31<sup>st</sup> August 2025

Application information  
December 2024



# HEAD OF YEAR JOB DESCRIPTION

**Responsible to:** Assistant Head of Site

## Introduction:

This job description should be read in conjunction with the current School Teachers' Pay and Conditions document and the provisions of that document will apply to the post holder.

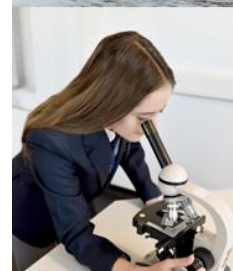
The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Deputy Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually, and any changes will be subject to consultation. The school's Grievance procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Pastoral responsibilities:

- Promote a positive and inclusive school culture, address negative behaviours, and create a safe environment.
- Monitor student behaviour, work with teachers and other members of the pastoral team (particularly Student Managers and the AHOS) to identify struggling students, and communicate regularly with parents.
- Act as liaisons between teachers, parents, and other key stakeholders, communicating student behaviour to them, and ensuring that the needs of their year group are met.
- Develop and implement strategies for positive behaviour, manage behavioural issues, and liaise with parents to ensure they are aware of school policies.
- Monitor and evaluate the effectiveness of pastoral interventions and programmes using data to inform future planning.
- Encourage and motivate students to take responsibility for their learning and ensure they are prepared to learn at the start of each lesson by prioritizing punctuality.
- Assist with the management of detentions.
- Lead and manage a team of form tutors, providing pastoral support as needed.
- Support with the organisation of events and activities for the year group, ensuring they meet students' needs and interests.
- Work closely with the Assistant Head of Year to oversee students' independent learning engagement.
- Provide support to students, and staff who manage students, during social time where possible, depending on the specific requirements of the role.



## **Leadership and management responsibilities:**

- Provide empathetic professional support for staff and students across sites.
- Support and communicate regularly with student managers to deliver effective pastoral care, and assist the Assistant Head of Site in the planning and implementation of any new or enhanced processes or procedures.
- Communicate effectively with all stakeholders.
- Ensure that high expectations of students and staff are maintained across sites.
- Supporting with the running of detentions.
- Support the Leadership team to embed a culture of safeguarding across sites.
- Support the House team in their planning of activities (including charitable and fundraising work as well as leadership and enrichment opportunities) to further enrich our educational experience.
- Communicate effectively with parents to address concerns, provide support, and celebrate success.
- Support colleagues with effective behaviour management, including improving attendance and punctuality as necessary.
- Ensure that our high expectations of behaviour and student conduct are maintained.
- Support student engagement in education through a combination of rewards, sanctions, parental engagement, and regular communication with staff.
- Collaborate with other colleagues to provide enriching opportunities and extra-curricular activities for students in the year group, with a special focus on the character award scheme.

## **GENERAL DUTIES**

The Heads of Year at King Alfred's will collaborate with the Assistant Head of Site, Student Managers, teachers, students, and parents to ensure that the academy's behavioural expectations are met by every student. In addition, you will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions document currently in operation, or any subsequent legislation.

## **Teaching and Learning:**

- Plan, prepare and deliver high quality lessons to students at some or all of Key Stages 3, 4 and 5.
- Accurately assess and report on progress and any concerns to line manager and parents.
- Contribute to curriculum development work .
- Ensure that lessons are inclusive and meet the needs of all students.

## **Pastoral Care:**

- Contribution to the wider aims of the Academy.
- To engage with and deliver the broad extra curricula experience offered to the students of the Academy.

## **GENERAL RESPONSIBILITIES**

**All staff employed by King Alfred's Academy are expected to work within the following policies and procedures:**

### **Safeguarding:**

Ensure that all Child Protection policies are adhered to and concerns are raised in accordance with these policies.

**Health and Safety:**

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

**Security and data protection:**

Work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

**SELECTION CRITERIA**

The successful candidate will be able to demonstrate their:

- Experience in promoting a positive and inclusive school culture that supports students to be polite, respectful, and attentive learners
- Ability to monitor student behaviour and intervene when necessary, including working with teachers to identify struggling students and communicating regularly with parents about their child's progress
- Excellent communication and interpersonal skills, including the ability to act as a liaison between teachers, parents, and other key stakeholders
- Experience in collaborating and communicating effectively with student managers
- Ability to manage a team of form tutors, providing feedback and support as necessary
- Experience in developing and implementing strategies to promote positive behaviour, including establishing clear expectations for student conduct, implementing systems for managing behavioural issues, and implementing rewards and sanctions to encourage positive behaviour
- Ability to organise and lead events and activities, including supporting school trips and end-of-year celebrations

**HOW TO APPLY**

Send a letter of application of no more than two sides of A4, telling us how your experience to date has prepared you for this role and what attracts you to this position. Please refer to the job description and selection criteria.

**Deadline:** Applications should be received by 9am on Tuesday 17<sup>th</sup> December

**Shortlisting:** Shortlisted candidates will be notified by 5pm Tuesday 17<sup>th</sup> December

**Interviews:** Interviews will take place Wednesday 18<sup>th</sup> December or Thursday 19<sup>th</sup> December