

Job Title: Head of Year

Salary: MPS/UPS plus TLR 2C

Accountable to: Assistant Head responsible for Behaviour and Conduct and Deputy Head Teacher

Aim and main purpose of the job

It is essential that all teachers in the school give active support to the vision and ethos of the Glebe Farm. Areas of responsibility for teachers focus on teaching and learning, monitoring and evaluation, behaviour for learning, and contribution to whole school activities.

The post holder will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document and will undertake class teaching.

This job description is subject to review and change as the school grows and develops.

The role of Head of Year is pivotal in the successful leadership of our school. Heads of Year are responsible for the pastoral and academic overview of their year group.

We want to ensure that our Learners enjoy their learning and make good progress. We promote an active and inclusive culture of learning, ensuring that our learners are inspired and fully involved in developing their skills, knowledge and understanding across all areas of school life and believe that a strong pastoral ethos and structure is a core component in achieving this.

We have high expectations of all our learners and motivate them to have the high aspirations which drive a desire to achieve more than they thought possible. Our students are respectful and purposeful in their learning. Heads of Year should be role models to their colleagues and learners promoting a climate of mutual respect.

Heads of Year are expected to support the school's ethos and values at all times and will liaise closely with the Assistant Head for Behaviour and Conduct and the Deputy Headteacher in the first instance.

Line Management

Assistant Head responsible for Behaviour and Conduct and Deputy Head Teacher

Key responsibilities of a Head of Year:

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

To lead and inspire a year group of 180 learners

- To take care of the pastoral and academic needs of learners in the year group.
- To lead on the implementation of the School Behaviour & Rewards Policy.
- To monitor and analyse the cohort's academic and pastoral targets and progress.
- To monitor student attendance and develop appropriate interventions where necessary.
- To develop an understanding of students as individuals in order to maximize their potential.

- To plan and co-ordinate academic and pastoral interventions to ensure no student falls behind and realises their potential.
- To consult with the Assistant Head of Behaviour and Conduct on issues pertinent to the progress and development of students and the effectiveness of interventions.
- To develop the roles of tutors, including through classroom observation and review, in order to support individual and team development.
- To embed Glebe Farm values into the day-to-day life of the year group.
- To care for students in order that they may learn, develop and grow in a secure, challenging and happy environment.
- To praise achievement whenever possible.
- To support all staff in maintaining the highest standards of behaviour and discipline.
- To collate and record information received from staff and contacting parents when appropriate about matters related to behaviour and discipline.
- To plan, lead and attend Assemblies with their Year and to assist the SLT in carrying out its duties regarding collective worship as laid down in the Education Acts of 1986 and 1988 and SMSC.
- To lead, plan and deliver an outstanding lifelong learning curriculum which enables learners to develop the skills needed for a successful adult life.
- To enhance students' learning in the relevant year groups by promoting activities beyond the classroom.
- To ensure that parents are fully involved and actively engaged in the life of the school and feel informed about the progress of their child.
- To organise, chair and attend meetings associated with this role as required. Manage allocated budgets effectively and stay within set budget allocation.
- Create an orderly, yet inspiring, environment in which the school's culture and ethos is upheld.
- To work with members of the senior leadership team to promote and secure the profile of our school in the wider community.

Pastoral

- To assume overall pastoral responsibility for the year group.
- To shape the pastoral systems in a new and developing school, to make sure they are fit for purpose.
- Resolve behaviour issues swiftly, in line with the school Behaviour & Rewards policy.
- Support the school attendance strategy.
- Support the school reward systems.
- To work with external agencies where necessary to provide appropriate tailored support for identified students.
- To collaborate with other staff in delivering a high standard of pastoral care throughout the school.
- To ensure appropriate record keeping in the Year's tutor groups. Registers must be kept in accordance with legal requirements, authorised and unauthorised absences recorded and notes of explanation filed, suspected truancy to be reported immediately to appropriate staff.

- Ensure that updated and effective information for learners is available, circulated and used by tutors and the wider staff.
- Assume responsibility for the welfare of learners; follow up incidents; maintain detailed records and files; have meetings with parents; arrange sanctions where appropriate in consultation with the Assistant Head/Deputy Headteacher.

Academic

- To liaise with staff in the use of assessment data to identify and challenge underachievement, following and analysing trend patterns and considering how well gaps are closing between the academic performance of different groups of students in the school and compared to students nationally; this will include the learning and progress of identified groups of learners.
- Play a key role in the school self-evaluation and ongoing improvement strategies.
- To play a key role within curriculum development and its implementation across the year group.

Safeguarding

Heads of Year are expected to uphold school policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners

Professional Skills and Experience:

- Possess a degree and QTS.
- Be an excellent teacher with the ability to inspire students to become effective, self-directed learners.
- Have the skills and experience necessary to achieve outstanding examination results.
- Possess a thorough understanding of the requirements and opportunities of the secondary curriculum.
- Have experience of teaching a range of year groups including examination classes.
- Show evidence of having developed the learning capacity of students.
- Be an enthusiastic and effective form tutor who is fully committed to embracing Glebe Farm vision.
- Show evidence of continued professional development.
- Have relevant experience of working in comprehensive and multicultural environments.
- Have sound understanding of strategies to raise attainment.
- Possess strong leadership and management skills.
- Have the capability to lead others in successful school improvement and innovation.
- Demonstrate the ability to set up and operate effective self-evaluation systems.

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People, Relationships and Communications:

- Be committed to maintaining the distinctive and inclusive ethos of Glebe Farm School.
- Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible.
- Have qualities which earn the trust and respect of students, staff, parents, governors and the wider community.
- Possess integrity, optimism, credibility, resilience and calmness.
- Possess excellent written and verbal communication skills.
- Have the ability to relate positively to parents and other stakeholders and engage them successfully in the life of Glebe Farm School.
- Be able to build constructive working relationships with local schools and colleges, employers, the local community and the local authority.
- Appreciate the balance between the academic, social and emotional development of young people needed to create an outstanding school.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.