**Job Description – Teacher and Head of Year**

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| **Role:** | **Head of Year** |
| **Post Holder:** |  |
| **Job Purpose:** | Hold a teaching role within the Academy whilst assuming responsibility for the behavior, well-being and progress of a specified year group |
| **Accountable to:** | Senior Assistant Principal |
| **Responsible for:** | To provide inspirational teaching and learning and to lead on the provision of highest quality student welfare, progress, achievement and behaviour. |
| **Key Tasks:** | 1. Assume overall pastoral responsibility for a year group, including their attendance, welfare, behaviour and progress. 2. Liaise with staff, students and parents/carers to safeguard the physical and emotional wellbeing of students and ensure that school policies are being adhered to. 3. Display the highest standards of professionalism in your teaching and relationships with parents/carers, academy colleagues and external agencies |
| **Core Purposes:**  (in addition to those required of a qualified teacher) | * Establish and maintain productive dialogue with parents/carers * To work in partnership with other Year Heads and the SLT to embed culture of high expectation and aspiration * Motivate students and promote excellence through the Academy Rewards system (including organizing end of term/annual reward events) * Respond to parental enquiries by telephone, letter or e-mail as appropriate and keep effective records of all communications. * Present learning in an inspiring manner with due regard to the ability of the students and the curriculum targets of the particular year group * Engage in the continuous assessment of the students, tracking progress and informing teaching and learning to ensure the highest standards of attainment are realised * Plan, administer and mark students’ work in line with the Academy policy * Oversee the organization of Progress Evenings for your Year group * Hold to account a team of tutors ensuring Academy expectations with regard to attendance, behavior and uniform are upheld as well as effective home-school communication * To co-ordinate and support Tutor-time activities within the year Group. * Write reports, liaise as appropriate with parents and attend Parents’ Evenings as required * Promote a sense of belonging and active citizenship through enrichment activities such as community or charity events within your year group * Act as figure head for student ambassadors within your Year group to ensure student voice is confident and effectively listened to * Ensure the work of other academy-wide post-holders such as the CEIAG Lead is supported by effective communication within your Year team and tutors return info/surveys etc promptly * Ensure the smooth transition of your Year Group into the next academic year * Attend meetings and participate in continuous professional development * Participate in academy day and evening activities and duties * Contribute to extra-curricular life of the Academy * Undertake any other reasonable duties assigned by the Principal   **These job details are guides to the duties, professional responsibilities and core competencies. They do not form part of the Contract of Employment.** |

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| **General requirements** | All Academy staff are expected to:   1. Work towards and support the Academy vision and the current objectives outlined in the Academy Development Plan 2. Contribute to the Academy’s programme of enrichment activities 3. Support and contribute to the Academy’s responsibility for safeguarding students 4. Work within the Academy’s health and safety policy to ensure a safe working environment for staff, students and visitors 5. Work within the Academy’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective 6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues with a focus on your year group. 7. Engage actively in the performance management/talent development process 8. Adhere to policies as set out in the Academy Trust’s Regulations and staff handbook 9. Undertake other reasonable duties related to the job purpose required from time to time 10. As and when necessary and reasonable, contribute equitably to the Academy’s provision for the supervision of colleagues classes, duties and activities in the event of unforeseen absence |
| **Specific Responsibilities** | 1. Ensure high standards of academic attainment at all levels are realised within your individual teaching groups and Year group you are responsible for 2. Create an environment in which children enjoy learning, where standards of discipline and behaviour are at the highest level 3. Actively promote the academy and inspire children to achieve their potential through excellent attendance 4. Ensure parents/carers’ views are able to be heard and clear channels of effective communication enable issues to be resolved in a timely fashion |
| **Review and Amendment** | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

