



JOB DESCRIPTION

Non-Teaching Head of Year

REPORTS TO:	Senior Leader
PAYSCALE:	Band 4 Max Point 24 to 28 (Actual annual salary £33,111.08 - £36,067.40) Starting on Point 24
LOCATION	Royal Docks Academy
TERMS:	Working 37 hours a week, 42 weeks a year (Term time plus inset days and 3 weeks during the school holidays)
CONTRACT:	Permanent, Full Time, start date is negotiable

PURPOSE OF THE JOB

- To ensure the Personal Development of the pupils in a year group.
- To ensure the quality of education they receive and the behaviour is excellent.
- The post will require you to work in partnership with all staff to ensure the continuous improvement of the school and the achievement of pupils.
- To ensure the behaviour is outstanding.
- To lead the transition programme between Years 6 and 7.

Liaison with:

- The post-holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, and transition.

Main Expectations of the role

Oversight of

- All pupils in a year group

Specific Responsibilities

- To lead, manage and provide a vision for the team of tutors in the year group.
- If Year 7 or 11 to ensure the effective transition between year groups.
- Establish constructive working relationships among the team leading by example.
- To provide clear values, expectations for the pupils in the year group and develop positive attitudes to learning.
- To support teachers so all students achieve their potential within an atmosphere in which students feel challenged, valued, and secure.
- To support the raising of attainment of all pupils in the year group working in collaboration with subject teachers, Heads of Department, Senior Leaders, parents and external partners.
- Contribute to the professional development of tutors.
- To be aware of the curriculum your year group is being delivered
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.
- To provide regular progress updates to the SLT link of the year group.
- To support tutors to ensure they understand and implement school policies including Safeguarding, Child Protection, Bullying, Behaviour for Learning, Inclusion and Support.
- To lead the monitoring of the team of tutors reporting to SLT link of the year group.
- To lead on line up's i.e. morning line up, end of break line up and end of lunch line up.
- If Year 7 to Year 9 to lead on phone collection in the morning, where possible to support with phone hand out
- To attend reintegration, manage move, reduce timetable meetings where required
- To attend SLT meetings as requested, Middle Leader meetings and Pupil Welfare meetings.

Management Responsibilities

- To liaise with the Headteacher, SENCO, SLT, Guidance Managers, EWO and outside agencies such as CSS, social services and the police.
- Monitor and follow through interventions to improve attendance.
- Ensure paperwork is completed correctly i.e. FTS, MM, RTT and MTA.
- Ensure report collection and reviews take place weekly.
- Ensure there is a career, enrichment and PSHE offer for the pupils.
- Maintain strong relationships with parents of your Year Group and support colleagues in meetings with parents.
- Co-ordinate events including Parents Evenings; Awards Evenings; Prefects; Proms; Y9 Graduation, or Year 11 transition to Post 16, option evenings.
- To assist in the decision-making regarding pupil groupings across the year.
- To assist in maintaining a positive learning environment at all times of the day.
- To assist with duties before and after school
- Organise and take the lead in assemblies.
- To attend and monitor pupils in detentions.
- Lead on discipline issues within the year group ensuring that appropriate action is taken.
- Ensure parents are informed of issues and incidents, ensuring that appropriate documentation is prepared, circulated and responded to.
- To develop positive attitudes to learning.

1. Shaping The future

- Establishing a vision for the future of the year group.
- Contribute to the self-evaluation of the school and year group.
- Contribute to the identification of key areas of strength and weakness in the year.
- Promote a culture of teamwork, in which views of all members of the faculty are valued and taken into account.
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues.
- Working with other leaders to develop this vision across the school.

2. Leading, Learning and Pupil well being

- Contribute to target setting for the year group.
- Lead on promoting high standards of behaviour, dress and attitudes to school.
- Promote the active involvement of pupils in their own learning, their individual and collective responsibility to the learning of self and others.
- Provide support for colleagues.

3. Developing self and managing others

- Promote and safeguard the safety and welfare of pupils and people in your year group.
- Contribute to the creation of a positive year team ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.

4. Managing the organisation

- Contribute to a regular review of the year team to ensure it meets statutory requirements.
- Contribute to the planning process for events relevant to the year group to ensure the event provides the appropriate information and support for pupils and parents.
- Being a presence in the school corridors at the start/end of the day, lesson change over, break and lunch times.

5. Securing Accountability

- Work alongside the Headteacher and line manager to secure improvement through Performance Management; take responsibility for the performance management of staff you directly line manage.
- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups.

6. Strengthening Community

- Contribute to strengthening partnerships with year groups in other schools within BMAT.
- Contribute to policies and practices, which promote equality of opportunity and tackle prejudice.
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement.

Additional duties:

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

- To develop a calm learning atmosphere by completing duties each week as required by the Headteacher.
- Actively promote reading for pleasure.

Other specific duties:

- To continue personal development as agreed.
- To assist with the carrying out of risk assessments as appropriate.
- To ensure that Health and Safety policies and procedures are followed.
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Headteacher not mentioned in the above.
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of the responsibilities for all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and ensure that any suspected data loss or theft is reported immediately, as directed

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the CEO & Headteacher to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Head of Year

		Essential	Desirable
Qualifications and documentation	Honours Degree		X
	Enhanced DBS and validated references	X	
	Eligibility to work in the UK	X	
	Evidence of further professional development relevant to the post	X	
Experience	Proven pastoral record of achievement and high expectations.	X	
Knowledge Skills / Competencies	Good knowledge of Microsoft Office	X	
	An understanding of the expectations of Ofsted	X	
	Framework regarding effective Behaviour and Personal Development	X	
	Best practice relevant to the Job Description	X	
	Current developments within all phases of education	X	
	Understanding of safeguarding requirements	X	
	Delivering and implementing change	X	
	Knowledge of effective strategies to include, and meet the needs of all pupils, in particular, underachieving groups and pupils with PP, EAL and SEN	X	
	High quality teaching skills	X	
	Ability to make a difference to the culture and ethos of the Academy, including:		
	high expectations for all and committed to equalities	X	
	challenge underperformance and supporting improvements	X	
	be open, honest and firm but fair	X	
	Ability to lead and manage a range of responsibilities by:		
	articulating clearly to others what they want to achieve	X	
	developing robust plans to implement change	X	
	monitoring/evaluating with rigour, including own performance	X	
holding others to account	X		
Supporting others to develop	X		
Demonstrating a high level of interpersonal skills and confidence in public speaking and leading school assemblies.	X		
Personal Qualities	Characterised as:		
	Professional working attitude	X	
	Shows initiative and demonstrates a 'can do' approach	X	
	Sensitivity to the needs of others	X	
	Flexible and adaptive approach to work	X	
	Reliable and trustworthy	X	
	Committed to safeguarding children	X	
Values and behaviours suitable for working with children and young people.	X		

	Committed to equal opportunities	X	
	Commitment to the overall success of the school	X	
	Reputation for firm and fair behaviour management.	X	
	Proactive, enthusiastic, optimistic and innovative.	X	
	Reliable and resilient with a strong sense of gravitas.	X	
	A role model for others with a high degree of integrity and professionalism.	X	
	Emotionally intelligent and self-aware	X	
	Calm under pressure and flexible in approach.	X	
	A belief in the ability of children and young people to achieve and to overcome obstacles to their learning.		