

Job Description for Head of Year

As: Head of Year

Accountable to: The Vice Principal – Behaviour

Appraisal and Pay: The post-holder will be subject to the Academy's annual performance appraisal process. A pay review will be part of this process.

PART ONE. To effectively carry out the duties of a teacher and school leader as set out in the current Schoolteachers' Pay and Conditions document and to meet the standards expected of a qualified teacher.

Job Purpose

- To ensure that the students have a pastoral care programme and working ethos which supports their personal, social and emotional development across the Academy.
- To ensure students wellbeing is at the forefront of their experience at SAA through each year and key stage.
- To meet regularly with the Vice Principal and AVP and review and report on all aspects within the year group.
- To strategically review, plan and implement interventions to support students' progress in lessons and across the Academy in their education.
- To support and challenge student attendance through robust monitoring and use of Academy systems.
- To implement, review and update the levels of intervention for all students that require it and communicate this information to parents and staff where appropriate.
- To ensure that all students are being monitored through robust and effective assessment schemes across all years which accurately reflect student progress and keep students informed about how to make further progress.
- To alert teachers, Curriculum Leaders, individual students and their parents regarding concerns over progress.
- To ensure students consistently use their Academy planner to support learning and communications between Academy and home.
- In conjunction with the other Heads of Year, to consistently operate and support the development of the "Stars" rewards system.
- To plan and deliver dynamic and exciting rewards assemblies each term that celebrates achievement and promotes good attitudes within the Academy.
- To plan rewards trips that promote positive attitudes and celebrates hard work. This is to be planned using data input from all subjects.
- To strategically plan, monitor and evaluate the work of the tutors across the Academic year ensuring that they are effective in their roles.
- To support a smooth transition for students at Year 7 and at Year 11 as they move phases.

- To promote positive relationships with parental engagement. To ensure regular contact is made and provide a range of opportunities for parents to be involved in supporting their child's learning.

Key Tasks and Responsibilities

Accountability

- To analyse and plan succinct actions for attendance and behaviour which is tracked and evidenced through current systems in place.
- To regularly monitor student attendance and progress within the Year including the impact of staff absence, behaviour, rewards, progress concerns and successes by tutor group and year, enrichment activities and overall highlights.

Strategic Direction and Development

- To support the development of the Behaviour for Learning culture that underpins the behaviour system and ethos of the Academy.
- To be a collaborative, strategic and supportive member of the Pastoral Leadership Team of the Academy, playing an important role in the progress of the Academy in its development as an innovative, high performing, and emotionally intelligent organisation.
- Support the development and consistent application of Academy policies and practices that promote high achievement and inclusion through effective teaching and learning.
- Play a key role in creating an environment within which the students and staff develop and maintain positive attitudes towards each other, the environment, the community and teaching and learning.
- Provide a regular and wide range of opportunities for staff within the year group to work collaboratively, develop independence and grow in confidence in preparation for career progression.
- With the agreement of the Vice Principal, to allocate appropriate duties and responsibilities amongst the tutors according to workload, experience and interest.
- To ensure that accurate records are kept of all communications with parents and external organisations regarding students in your Year.
- In collaboration with the other Heads of Year to allocate duties and support and monitor the work of the Year Manager.
- To co-ordinate the work of the Year team, holding regular meetings according to agreed schedules with agendas and minutes circulated.
- Under the guidance of the Vice Principal, to use national, local and Academy data effectively to monitor, evaluate and analyse student progress; working with teachers, inclusion staff and Curriculum Leaders in planning and implementing effective intervention to support all students to achieve highly, to develop self esteem and to inform Academy policies and practices, expectations and teaching methodologies.
- Contribute to the Academy's Raising Achievement Plan and the annual cycle of related documentation.

- Liaise effectively with all stakeholders including parents, members of the Academy, feeder schools, secondary schools and colleges, business and community partners, and the wider community as appropriate, all in line with Academy strategic objectives.
- Be involved in networking with other Academies, innovative and high achieving schools and other relevant networks in order to learn more about the ways that other institutions are successfully effecting change and transformation.

Career & Professional Expertise Development

- To pursue personal and professional development opportunities to meet the changing demands of the role.
- To engage in cross-Academy events and strategies in order to foster greater awareness of whole school strategic planning.

Other Duties

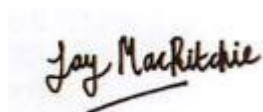
- To organise and encourage appropriate school trips/visits linked to the Year and to foster and promote links with schools internationally.
- To carry out a share of supervisory duties in accordance with published rotas.
- To participate in the Academy performance management arrangements as appropriate.
- To adhere to published Academy policies and procedures
- Attend regular meetings with the allocated Line Manager
- To undertake such other duties, training and/or hours of work as may well be required by the Principal within a reasonable workload and which are consistent with a Head of Year role

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

Signed:

.....**Date:**.....

Postholder



Signed: **Date:**.....

Chief Executive Officer

One copy to be retained by member of staff and one kept on file at Trust.

THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974

AMBITIONS ACADEMIES TRUST IS COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND STIMULATING ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN 2004 GUIDELINES.

Outstanding Achievement for All