



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	Senior Head of Year
JOB PURPOSE	This post is a middle leadership post with responsibility for the pastoral and academic progress and development of a year group within the school and providing support for other Pastoral leaders.
GRADE:	MPS/UPS + TLR 2C (£7,363.00)
RESPONSIBLE TO:	Assistant Headteacher

MAIN DUTIES AND RESPONSIBILITIES

Main duties:

Leadership and Management

Act as Year Head for one year group. This involves but is not limited to:

- Supporting the organisation of events appropriate to the specific year, e.g. Parents' Evening, Options Evening, Student induction, Tutorial programme, tutor interventions etc.
- Monitoring the progress of students within the designated year group, analysing data drops to monitor where issues are arising and ensuring appropriate intervention is initiated
- Leading year group activities and encouraging student participation. This will include the organisation of Year group assemblies and supporting with events/ competitions.
- Ensuring recognition is given to students in the designated Year group who are to be rewarded for excellent conduct
- Overseeing conduct data for a year group and liaise with form tutors and other appropriate staff to improve the attitude to learning and behaviours of students, as necessary
- Monitoring of and following up concerns relating to attendance, punctuality, dress code within the Year group
- Providing guidance and advice to the Form Tutors and ensure their obligations are fulfilled
- Oversee Form Tutors for the year group and ensure high levels of communication
- Oversee the Form Time programme to ensure that this is delivered to a high standard.
- Work with the PD lead on the Form Time programme and the PD lessons.
- Monitor progress of all students within the year group, with particular focus on PP and HPA students leading interventions as appropriate.

Support other Heads of year

- Provide leadership for the HoY team
- Providing a consistent overview of decision making
- Coaching and mentoring less experienced HoY
- Acting as a conduit between KS3 HoY and the member of SLT with responsibility for this area.

School wide responsibilities

- Leading the Transition process from Year 6 into 7
- Setting and overseeing the assembly rota

Supporting and providing leadership for the wider pastoral team

- Providing line management to Pastoral manager(s), as appropriate

Shaping the Future:

- Helping to communicate and implement the shared vision and actively promoting the ethos of the school by modelling the values and vision at all times.
- Making a contribution to the strategic school improvement planning process.
- Developing an awareness of the use and impact of new technologies on teaching and learning and on the day to day management of the school.
- Actively supporting and helping to lead change across the school through inspiring, challenging, motivating and empowering others.
- Developing and using creative and innovative skills to support the school to the next stage of its development.

Teaching and Learning:

- Providing expert teaching
- Maintaining own knowledge about research findings on teaching and learning to inform strategies
- Supporting the delivery of the school performance management system.
- Using appropriate data and information to analyse the performance of individuals, cohorts of pupils and departments and working with departments to improve the outcome of students.

Developing self and others:

- Developing effective working relationships, team working and shared leadership.
- Ensuring continuing professional development for self and other members of staff.
- Fostering an open, equitable culture within the school and effectively managing conflict.
- Building strong relationships with parents and involving them in the reward opportunities in the school.
- Maintaining contact with parents, particularly for vulnerable students and those with progress issues.
- Collaborating and networking within and beyond the school particularly in relation to optimising the use of resources.
- Working with external agencies as appropriate and ensuring that local networks are used effectively.
- Giving and receiving effective feedback and acting to improve personal performance.

Securing accountability

- Developing knowledge and skills in the use of data and a range of evidence to support, monitor, evaluate and improve performance.
- Working with colleagues across the school to ensure the academic, spiritual, moral, social, emotional and cultural development of pupils.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the above list is not meant to be exhaustive. The postholder will be expected to comply with reasonable requests to undertake work of a similar level that is not specified in this job description.

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

Essential	Desirable
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Qualifications and Experience		
Evidence of professional development relevant to the role.	Y	
Masters, NPQ or equivalent		Y
Experience		
Experience as a Head of year a secondary setting	Y	
Excellent understanding of assessment processes and how to use these to support planning and raise student achievement	Y	
Experience of managing teams		Y
Knowledge and Skills		
Knowledge of a wide range of pedagogic approaches to cater for different learning styles and ensure that all students are engaged.	Y	
Effective behaviour management	Y	
Able to support staff and students in maintaining high standards.	Y	
Coaching and mentoring skills		Y
Professional Characteristics		
Positive commitment to individual personal development.	Y	
Suitable to work with children.	Y	
Ability to inspire, challenge and motivate colleagues.	Y	
Adaptable and amenable with respect to working practices.	Y	
Ability to work independently and be a team player.	Y	
Energy, enthusiasm and perseverance	Y	
Special Circumstances		
Capacity to work hard under pressure and meet deadlines.	Y	
A good record of attendance during the last three years	Y	

Signed: _____ Date: _____

Print name: _____