



## JOB DESCRIPTION

POST TITLE:	Head of Year
GRADE:	Grade 8 (£30,095 - £34,373)
HOURS:	37 hours per week, Full Year
RESPONSIBLE TO:	Deputy Headteacher responsible for Pastoral and Personal Development and the Headteacher
RESPONSIBLE FOR:	<p>The development and implementation of a clear vision for the year group.</p> <p>The implementation, monitoring and evaluation of appropriate strategies for student progress tracking, target setting and mentoring within the year group.</p> <p>Contributing to the leadership and management of pastoral care in liaison with other pastoral leaders. Pastoral care of a year group including the promotion of behaviour for learning, motivation of students and good administration.</p> <p>The management of issues relating to the year group e.g. induction and identification of target groups.</p> <p>The line management of the whole year team of form tutors including organising, leading and motivating this large team.</p>
JOB PURPOSE:	<p>To manage the pastoral care of a year group and to contribute to effective behaviour for learning management across the school.</p> <p>To contribute to the ethos of educating the whole child. To contribute to the principles of a Specialist Arts College.</p>
LIAISE WITH:	Members of the Senior Leadership Group, relevant year team, other schools, external agencies, parents, the school child protection officer.

### MAIN DUTIES AND RESPONSIBILITIES:

#### *Operational/Strategic Planning and Implementation*

- To manage issues related to the year group, e.g. induction, CAT testing, primary liaison, monitoring and managing performance, planning/developing strategies and policies.
- To contribute to the delivery of the School Improvement Plan and school improvement strategies.
- To lead on the development of parental events for the year group, including parents' evenings and review days.

#### *Staffing*

- To promote team work and to manage and motivate a large and diverse team of form tutors.

- To participate in and contribute to the Performance Management process as an appraisee and appraiser.

#### *Quality Assurance*

- To ensure that school policies and procedures are effectively implemented by the year team.
- To develop and contribute to the school and year team self-evaluation process.
- To monitor, evaluate and review the effectiveness and achievement of learning in the year group and develop and implement intervention strategies as required.

#### *Management Information and Administration*

- To monitor group and individual student progress of the year group and engage in target setting, mentoring etc. as and when required. Liaison with primary schools to assess and challenge levels of attainment of students within the year group.
- To identify underachievement and direct other staff as appropriate to provide effective support and intervention in order to raise achievement.

#### *Communications*

- To communicate effectively with all members of the school and the wider community, in particular, on matters concerning student pastoral care.

#### *Pastoral System*

- To contribute to the leadership and management of the Pastoral System, to ensure that an effective student support framework is in place which meets the school's mission statement.
- To be responsible for the pastoral care and welfare of the year group.
- To contribute to the implementation and monitoring of the behaviour management system to ensure that effective learning can take place and barriers to learning are removed.
- To manage the arrangements for parents' evenings for the year group.
- To keep up-to-date and accurate records for each student and to carry out any other administrative tasks associated with the year group.
- To organise assemblies for the year group and to deliver assemblies as part of the published rota.
- To provide support for individuals and groups as required, liaising with external agencies where appropriate.
- To engage with parents and provide support as appropriate.

#### **OTHER SPECIFIC 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 students to follow this example.
- To promote actively the school's corporate policies, e.g. Health and Safety, Equal Opportunities, Racial Equality etc.
- To supervise groups of students as required.
- To participate in a designated duty team.
- To participate in out of school hours activities.
- To supervise students in the isolation room as and when required.

Date: April 2022

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the grade and job title.

### PERSON SPECIFICATION

POST TITLE: Year Manager / Head of Year

GRADE: Grade 8

HOURS: 37 hours per week, Full Year

#### SCHOOL ETHOS:

##### Essential

- Commitment to working with students in a climate of mutual respect.
- Commitment to the development of the whole child.
- Commitment to the principles of a Specialist Arts College.

#### EXPERIENCE, QUALIFICATIONS AND TRAINING:

##### Essential

- Several years' relevant experience of working with children/young adults in a professional capacity at HLTA level or above.
- GCSE (grade C or above) or equivalent in Maths and English
- NVQ Level 4
- Degree or equivalent

##### Desirable

- Youth mediation experience.
- Counselling or equivalent experience.

#### SKILLS / KNOWLEDGE / QUALITIES

##### Essential

- Able to plan and devise systems to implement, monitor and improve the activities of pastoral care.
- Positive role model for students.
- Ability to relate to and work with others as both a leader and member of a team.
- Excellent management skills and experience of managing, organising, leading and motivating a large team.
- Demonstrate a commitment to promoting and achieving equal opportunities for students.
- Full working knowledge of all relevant policies / codes of practice / legislation
- Effective use of ICT packages.
- Ability to communicate with a wide range of people.
- Influencing/Negotiating skills.
- Ability to contribute positively to change.
- Understanding of pastoral care systems.
- Commitment to improvement through self-evaluation.
- Proven focus on the needs of young people.
- Ability to analyse and interpret complex information and identify issues and devise strategies.
- Ability to deliver objectives and targets within agreed timescales.
- Ability to identify, assess, recommend and develop remedial action in situations relating to pastoral care.

- Ability to think creatively.
- Willing and able to work evenings when required.
- Ability to work in partnership and develop the trust, respect and co-operation of others.
- Ability to present to a large audience.

**Desirable**

- Knowledge of current educational initiatives and developments.
- Report writing and presentational skills.
- Knowledge of behaviour management systems.

PERSONAL QUALITIES
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**Essential**

- Tact, diplomacy and a sense of humour.
- Excellent attendance and punctuality over the past two years.
- Confidence.
- Resilience.

APPLICATION
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- Accurate completion of school application form.
- Letter which addresses person specification, evidence in letter and application.
- High standards in grammar and presentation.