

JOB DESCRIPTION	
Post Title:	Classroom teacher or relevant support role
Responsibility:	Head of Year
Contract:	N/A
Grade:	Main/Upper Pay Range (Inner London) for teachers OR Grade that reflects existing support role and Head of Year responsibilities (HoY responsibilities form 50% of overall role)
Responsibility Allowance:	TLR1B (for teaching staff) An equivalent grade uplift (for support staff)
Year group:	To be determined each academic year
Responsible to:	Senior Leader
Responsible for:	The progress and the personal development, behaviour and welfare of all students in the year group. The Pastoral Team for the year group: Assistant HoY, year tutors and co-tutors
Liaising with:	Executive Principal, Senior Leadership Team, other Heads of Year, Directors of Learning, teachers, support staff, parents, colleagues across the Mulberry family of schools and external parties.
Date:	November 2018

MAIN PURPOSES OF THE JOB

1. To raise standards of student attainment within the year group and to monitor and accelerate student progress.
2. To secure all students' personal development, build their confidence and scholarship and ensure they make full use of educational opportunities.
3. To communicate high expectations and encourage students' high aspirations.
4. To ensure high-quality learning and teaching in PHSEE and the year group's tutorial programme.

5. To liaise with, and report to, parents regarding students' progress, behaviour and well-being.
6. To lead and coordinate the work of the Pastoral team and to line manage the Assistant Head of Year.
7. To effectively manage and deploy human, financial and physical resources to support the year group and key stage.
8. To manage all aspects of Social Inclusion within the year group, including Child Protection and safeguarding matters.
9. To be accountable for students' progress, personal development, safety and well-being.
10. To be accountable for leading, managing and developing the year group and Pastoral team.

MAIN RESPONSIBILITIES

Teachers are required to carry out the duties of a schoolteacher as set out in the Schoolteachers' Pay and Conditions Document.

Non-teachers are required to carry out agreed responsibilities from their current role.

It is anticipated that the Head of Year responsibilities will form approximately 50% of the role.

The Head of Year role will carry with it the following responsibilities:

Strategic and operational direction and development

1. Develop and implement policies and practices for the Year Group, which reflect the Academy's commitment to high achievement, effective learning and teaching and high standards of behaviour and engagement.
2. Work with the Pastoral Team and SLT to formulate strategic plans for the year group and the key stage, which are relevant to the needs of students and contribute to the aims, strategic plans and priorities of the academy.
3. Contribute to the spiritual, moral, cultural, mental and physical development of all students and prepare them for the opportunities, responsibilities and experiences of adult life.
4. Monitor student progress, scholarship, behaviour and attendance and lead the planning and implementation of strategies to address underachievement or poor engagement.
5. Analyse and interpret all available data on the year group to inform policy, practice and action plans and report on the year group in line with academy procedures.
6. Ensure the implementation all academy policies, procedures and relevant practices, in particular those relating to Health & Safety of staff, students and visitors.

7. Ensure that Risk Assessments and Health & Safety practices comply with national requirements and are continually updated.

Ethos

1. Ensure the work of the Pastoral team supports the Academy's aims and objectives.
2. Develop and support a positive ethos and sense of community responsibility through assemblies, rewards, celebrations and other events and activities.
3. Promote visible student leadership and social action within the year group, including the effective engagement of the Community Leaders.
4. Lead assemblies that uphold the academy's values and meet relevant statutory requirements.

Student behaviour, safety and welfare

1. Lead, support and monitor the consistent implementation of Behaviour Management systems within the Pastoral team and across the year group so that effective learning can take place.
2. Lead celebration and promote rewards within the year group.
3. Monitor students' attendance and punctuality, and its impact on their progress, and implement strategies for improvement across the year group.
4. Uphold academy safeguarding procedures and take individual responsibility for safeguarding and promoting the welfare of students in the year group.
5. Manage all aspects of Social Inclusion within the year group, including Social Inclusion Panel referrals, working with academy support services and external agencies to provide advice and guidance to students.
6. Support students with additional learning needs through the Inclusion Panel and Pastoral Support Plan process.

Curriculum provision and development

1. Lead the delivery of an appropriate, comprehensive citizenship, tutorial and Personal, Social, Health, Economic Education (PSHEE) programme.
2. Ensure the delivery of the academy's Careers Education Advice and Guidance strategy as relevant to the year group.
3. Keep up to date with local and national developments in tutorial and PSHEE provision and teaching methodology.
4. Contribute to the development of whole-academy curriculum strands, focuses and themes.
5. Contribute to the development of extra-curricular provision and promote and monitor students' participation.
6. Contribute to the development of the curriculum for the year group/key stage and to support students' understanding of and engagement with choices they have within it.
7. Lead the development of initiatives, curriculum experiences and learning opportunities within the year group which ensure student engagement and progress over the key stage.

Learning and teaching

1. Promote and monitor students' scholarship in line with academy standards and support the development of students' independent learning and collaborative learning skills.
2. Monitor and support student overall progress and development.
3. Establish common standards of practice within the Pastoral team and develop the effectiveness of learning and teaching in Tutor time
4. Contribute to academy procedures for lesson observation, formally monitoring and supporting the development of Tutors

Staffing

1. Lead and manage the Pastoral team, creating a positive working ethos, and ensuring their impact fully reflects the academy's aims.
2. Undertake the day-to-day management of staff within the Pastoral team, as related to their role as Tutor, following the Academy personnel procedures.
3. Line manage the Assistant Head of Year.
4. Contribute to agreed performance management reviews.
5. Work with SLT to ensure that staff development needs are identified and that appropriate programmes are in place to meet those needs.
6. Develop of the role of the tutor and monitor and support the team's consistent practice.

Quality assurance and management information

1. Ensure the maintenance of accurate and up-to-date student information and data.
2. Agree challenging targets for the year group and work towards their achievement.
3. Monitor and evaluate the year group and Pastoral team in line with agreed academy procedures, including progress, attainment, homework, scholarship, behaviour, attendance, extended leave, extra-curricular participation, exclusions.
4. Implement the pastoral Monitoring Evaluation and Review cycle.
5. Identify and lead timely action on issues arising from analysis of data and review its impact.
6. Report on the year group as required

Communication and promotion

1. Ensure that all Pastoral team members are familiar with the year group's aims and objectives.
2. Ensure effective and timely communication and consultation with parents/carers, including reports and Parents' Evenings.
3. Lead the year group's links with feeder and partner schools, higher education, industry and community groups and organisations.
4. Ensure active and effective contributions from the Pastoral team to all promotional activities.

Management of Resources

1. Promote the effective and efficient use and organisation of learning resources.

2. Ensure an effective and stimulating environment in tutor bases.
3. Establish and maintain a safe working and learning environment in which all risks are properly assessed.

Additional Duties

1. Play a full role within the life of the academy community, support its ethos and encourage all staff and students to follow this example.
2. Promote and support all academy policies.
3. Continue personal professional development.

In addition to the above, specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Principal.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the academy's Equal Opportunities policies and ensure anti-discriminatory practice within the Pastoral team.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade, as determined by the line manager or Principal.

SAFEGUARDING

Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

HEALTH AND SAFETY

The Health and Safety at Work Act (1974) places duties on all employees:

- to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- to co-operate with the Principal to enable her to carry out her duties as key manager and comply with all relevant Health and Safety legislation;
- not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- to care for and oversee the appearance of the building;
- to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

This job description is correct at 18 June 2018 and may alter over time as the needs of the academy change. The job description will be discussed as part of the academy's appraisal policy and may be amended after discussion with the post holder.

Signed _____ **Date** _____
Postholder

Signed _____ **Date** _____
Responsible Officer/Principal

PERSON SPECIFICATION

Post Title:	Head of Year
Education, Qualifications & Experience	<ol style="list-style-type: none"> 1. Relevant qualifications for your teaching or non-teaching role outside this responsibility. 2. Significant experience of working with young people of secondary school age and supporting their personal development and well-being. 3. Experience of leading a team, developments or initiatives. 4. Recent and relevant professional development.
Knowledge, Skills & Understanding	<ol style="list-style-type: none"> 5. Knowledge and understanding of current academy and national approaches to pastoral care, student development and well-being and raising achievement. 6. Commitment to, and understanding of, inclusion, equality of opportunity and safeguarding. 7. An understanding of the curriculum for the relevant key stage and factors contributing to students' learning experience. 8. Knowledge of the use of data, tracking, target setting and intervention to raise achievement. 9. Proven ability to work with parents/carers, external agencies and the wider community. 10. Ability to lead, and work as part of, a team, valuing the contribution of all members. 11. Ability to communicate effectively, both orally and in writing, with a range of audiences, especially parents/carers. 12. Proven administrative and organisational skills. 13. Flexible, able to work under pressure and meet deadlines. 14. Understanding of the importance of confidentiality.
Planning, Teaching & Class Management	<ol style="list-style-type: none"> 15. Proven ability to innovate and manage change positively 16. Commitment to, and understanding of, the wider aspects of student development, including tutoring and PSHEE. 17. Commitment to building student leadership and to drawing on student voice to develop practice and provision 18. A good understanding of SEN and Inclusion issues. 19. High disciplinary standards and ability to manage difficult behaviour. 20. Sets high expectations of self and others.
Monitoring, Evaluation & Review and Accountability	<ol style="list-style-type: none"> 21. Skills and aptitude to lead and manage the students in the Year Group and the Pastoral team. 22. Ability to monitor and improve student and staff performance. 23. Ability to create strategic plans and evaluate progress against their objectives. 24. Understanding of the accountabilities of this post and Middle Leadership in the academy.
Other Professional Requirements	<ol style="list-style-type: none"> 25. A willingness to initiate and participate in extra-curricular activities, and to be involved in all aspects of school life. 26. Determination to promote a culture that celebrates success. 27. A strong role model for staff and students, including having excellent attendance and punctuality.

This post is subject to an Enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.