



**TITLE OF POST:** Head of Year

**REPORTING TO:** Assistant Principal Key Stage 3 or 4

**RESPONSIBLE FOR:** Ensuring the best possible outcomes for all students by:

- Promoting the values and ethos of the college
- Monitoring and responding to the progress, behaviour management and attendance of an allocated year group
- Creating and leading a year group specific tutor programme
- Working with Assistant Head of Years, DSL, teachers, Heads of Faculty, SENDCo, parents/carers and the relevant external agencies

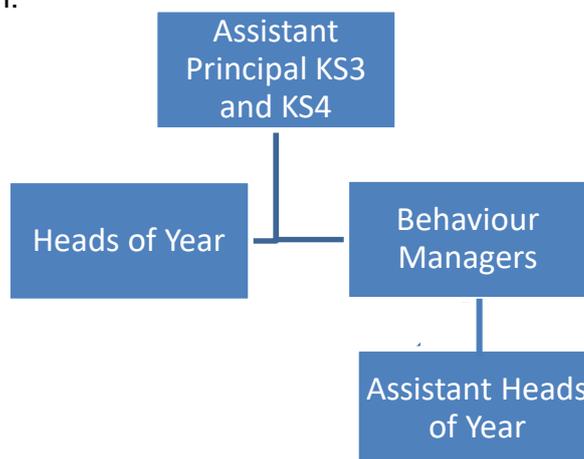
**SALARY:** TLR 2c

**HOURS:** Full Time

**Purpose of role:**

To create a Year ethos which aims to promote and secure the care, wellbeing and academic progress of the students in the year as they continue their five-year journey through the college. Through leading, monitoring and developing a team of tutors, the Head of Year will promote the values and ethos of the college through their leadership and the daily tutor programme. The Head of Year will work alongside the other Heads of Year and Heads of Faculty to ensure appropriate support, stretch and challenge are in place for all students. This will ensure that students will make maximum progress. This will be achieved through regular monitoring, identification of trends in the data and appropriate action. They will ensure that interventions, for those that are falling behind across the curriculum, are in place. In addition, they will deliver, develop, monitor and review their strategy and practice in relation to all students deemed vulnerable, for example those at risk of suspension, suspended students, persistently absent, emotionally vulnerable and physically ill children.

**Organisation:**



**ASPIRE**

## **Duties:**

The duties outlined in this Job Description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

## **Leadership and Management**

- To promote the values and ethos of the college.
- To provide leadership, strategic direction and support to staff that motivates, inspires and ensures that staff are working to achieve the best possible outcomes for every child.
- To influence the work of staff to achieve the best outcomes for children particularly those at risk of breakdown of educational provision.
- To take responsibility for all aspects of suspensions work.
- To support inclusion staff with complex and sensitive cases.
- To ensure suspended students and those with behaviour difficulties are provided support where there are issues relating to previous permanent exclusion or a history of behavioural difficulties.
- To effectively participate in, lead and initiate projects which contribute to inclusion and help reduce permanent exclusions, working with other services and agencies as appropriate.
- To arrange and promote activities within the year group to develop a strong year ethos and identity.
- To lead, manage and develop a team of tutors who together are responsible for the pastoral care and progress of students in the year, ensuring that tutors are fulfilling their essential role as mentor and champion for their tutees.
- To carry out the day-to-day management of the year in line with the policies, practice and procedures of the college.
- To take an active role in decision making and policy development with regards to academic and pastoral support and implementation across the college.
- To routinely monitor tutor time activities and ensure these are of high quality and consistency and support whole college policy and practice (including implementing procedures related to uniform, rewards, lateness and lesson absence).
- To formulate and implement individual year group improvement plans and take part in self-review activities, feeding these into a programme of whole college review.
- To induct new tutors into the tutor team and support the professional development of group tutors and others.
- To attend student year group progress meetings, fortnightly meetings with the line manager from SLT, and meetings with Assistant Principal Key Stage 3/4 and Assistant Principal - Raising Standards Leader as necessary and ensure action points are responded to.
- Ensure tutors are kept informed regarding issues related to their tutees.
- To work with the Behaviour and Inclusion team and respond to urgent issues in the absence of another Head of Year.
- To work with parents and other stakeholders to ensure the safety and wellbeing of all students in the year.

## **Monitoring Student Progress**

- To get to know all students in the year group as well as encourage positive relationships between students and staff.
- To evaluate and monitor the progress of individual students in the year and keep up-to-date records on them including their achievements/contributions to college life.
- To work with the SENDCO to develop action plans (such as Pupil Passports, PSPs and IEPs) as appropriate in liaison with the tutors to support individual students.
- To meet with the SENDCO once per half term to discuss the action plans and students causing concern.
- Refer students, and their parents, to external agencies/support when required.

## **Teaching, Learning and Assessment**

- To work with the Assistant Principal – Raising Standards Leader to co-ordinate the placement of students in curriculum cohorts and classes in consultation with Heads of Faculty.
- To identify issues within the cohort after each whole college data collection window and decide the next steps.
- To monitor and ensure all data is shared with and consistently used by the tutor team to track and monitor student achievement, attendance and behaviour.
- To be aware and monitor the progress of all vulnerable students (SEN, PP, LAC, EAL, YC, M, CSW) within the year group.
- To ensure that where there are identified issues all teachers are made aware so they can plan effectively to meet the individual needs of students and those resources are matched to students needs to make maximum progress.
- To set high expectations for student behaviour and discipline, and to enforce college rules and sanctions and positively reinforce praise.
- To monitor student attendance levels for students within the Year. Where there is a genuine reason for non-attendance, ensure that work is provided for students to keep up to date with their peers.

## **Other General Responsibilities**

- To be flexible and responsive in all aspects of the post, undertaking duties as required.
- To effectively plan the resources required to deliver tutor activities and support for students and staff, resources and accommodation to ensure value for money is delivered.
- To effectively share outcomes of professional learning with colleagues.
- To keep up to date with new pedagogy and new technologies.
- To undertake staff duties in line with college policy.

## **Working Conditions**

- Emotionally stressful and taxing situations in resolving conflicts.
- Display screen user daily.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.



### POST: HEAD OF YEAR

We wish to appoint a candidate who can closely match the following criteria:

	<b>Employee Attributes</b>
<b>1</b>	<b>Academic</b>
1.1	Possession of a relevant degree or equivalent.
1.2	Evidence of recent relevant professional training.
1.3	Literacy and numeracy L2 (GCSE A*-C).
1.4	Good listener.
1.5	Proactive problem solver.
<b>2</b>	<b>Management Experience</b>
2.1	Ability to demonstrate strategic and operational vision and leadership qualities.
2.2	Ability to co-ordinate a range of actions simultaneously and achieve deadlines.
2.3	A proven track record of having contributed to achievement of strategic objectives.
2.4	Proven experience of delivering high standards whilst managing significant change.
2.5	Experience of operational planning and monitoring of performance to set targets and planned outcomes for students and staff.
2.6	Ability to motivate and lead staff to deliver quality improvements and undertake rigorous self-assessment within Year Teams.
2.7	Ability to make effective presentations to both large and small groups.
2.8	Ability to undertake initiatives and projects to improve the attendance and/or behaviour of students.
2.9	Proven ability of effectively managing and leading people to achieve high standards and positive outcomes for students and staff.
2.10	Effective skills in the interpretation and use of data to identify patterns and trends and inform interventions.
2.11	A proven track record of being able to chair meetings with staff, parents and students to achieve desired outcomes.

### ASPIRE

ACHIEVEMENT \* SUPPORT \* PERSEVERANCE \* INDIVIDUALITY \* RESPECT \* EXCELLENCE

2.12	Performance management and staff management.
2.13	Team building, leadership and motivational skills.
2.14	Ability to accept responsibility, work effectively under pressure and meet deadlines.
<b>3.</b>	<b>Learner Journey</b>
3.1	Experience of effectively managing students, staff and parents to achieve high standards of behaviour and attendance.
3.2	Experience of improving student behaviour and attendance.
3.3	Demonstrable experience of quality improvement resulting from rigorous self-assessment process and the delivery of a quality improvement plan.
3.4	Experience and understanding of the safeguarding and child protection framework
3.5	Proven ability in the successful development of student progress.
3.6	Successful experience in supporting learner's additional needs.
3.7	A demonstrable understanding of curriculum developments and the needs of students.
3.8	Successful experience of working with external agencies.
3.9	A commitment to placing the needs of individual learners at the centre of College practice.
3.10	An understanding of current developments in relation to Safeguarding and Prevent Duty.
3.11	Effective skills in the interpretation and use of data to inform management discussions and drive quality improvements.
3.12	Work with students who have experienced difficulties in behaviour, attendance and other areas where ordinary, mainstream schooling has not readily met their needs.
<b>4.</b>	<b>General</b>
4.1	Well-developed written and oral communication skills.
4.2	High level presentational and negotiating skills.
4.3	Ability to influence others for the benefit of children.
4.4	Flexibility and sensitivity to maintain and develop effective partnerships and communication with parents, carers, governors, other Hampshire County Council departments and other relevant agencies to ensure effective joint working.
4.5	Ability to think creatively at a strategic level and to implement change. Proficient in the use of IT appropriate to this post.

4.6	A proven record of achievement and initiative in their current College post.
4.7	A commitment to the values and ethos of team work.
4.8	A commitment to equal opportunities.
4.9	An ability to take responsibility for the progress of students in Behaviour, Attendance and Inclusion.