



# GREENWOOD ACADEMIES TRUST

## **JOB DESCRIPTION**

Post Title:	HEAD OF YEAR
Purpose:	<ul style="list-style-type: none"><li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils aged 11-19 and to manage and lead a year team.</li><li>• To monitor and support the overall progress and development of pupils as a teacher/form tutor.</li><li>• To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.</li><li>• To share and support the Academy's responsibility to provide and monitor opportunities for pupils' personal and academic growth.</li></ul>
Reporting to:	The Head of School/Deputy Headteacher/Assistant Headteacher.
Responsible for:	The provision of a full learning experience and support for pupils in accordance with the professional duties of a teacher.
Liaising with:	The Chief Executive/Head of School/Deputy Headteachers, teaching/ support staff, external agencies and parents.
MAIN (CORE) DUTIES:	To carry out the professional duties of a school teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.
Operational/Strategic Planning	<ul style="list-style-type: none"><li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your curriculum area.</li><li>• To contribute to the department's development plan and its implementation.</li><li>• To plan and prepare courses and lessons.</li><li>• To contribute to the whole Academy's planning activities.</li><li>• To carry out pre-school, break, lunchtime and after school duties as assigned to you.</li></ul>
Curriculum provision:	To ensure that the curriculum area provides a range of teaching that complements the Academy's strategic objectives.
Curriculum development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Academy's mission and

- strategic objectives.
- Staff development:
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
  - To continue personal development in the relevant areas including subject knowledge and teaching methods.
  - To engage actively in the Performance Management Review process.
- Recruitment/deployment of staff:
- To ensure the effective/efficient deployment of classroom support.
  - To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
- Quality Assurance:
- To help implement Academy quality procedures and adhere to them.
  - To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
  - To seek/implement modification and improvement where required.
  - To review from time to time methods of teaching and programmes of work.
  - To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
- Management information:
- To maintain appropriate records and to provide relevant, accurate and up-to-date information for CMIS etc.
  - To complete the relevant documentation to assist in the tracking of pupils.
  - To track student progress and use information to inform teaching and learning.
- Communications:
- To communicate effectively with the parents of pupils as appropriate.
  - Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
  - To follow agreed policies for communications in the Academy.
  - An ability to converse at ease with all customers and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.
- Marketing and liaison:
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner schools.
  - To contribute to the development of effective subject links with external agencies, primary schools and other secondary schools.
- Management of resources:
- To contribute to the process of the ordering and allocation of equipment and materials.

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- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the pupils.

#### Pastoral system:

- To liaise with the director of achievement/year based support worker to ensure the implementation of the Academy's support systems.
- To evaluate and monitor the progress of pupils and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parents of pupils and with persons or bodies outside the Academy concerned with the welfare of individual pupils, after consultation with the appropriate senior staff.
- To contribute to PSHE, citizenship and enterprise education, according to Academy policies.
- To support the Academy's behaviour management protocols so that effective learning can take place.

#### Teaching:

- To teach pupils according to their educational needs including the setting and marking of work to be carried out by the student in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, literacy, numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of pupils.
- To undertake a designated programme of teaching to fully prepare pupils for all examinations and tests.
- To ensure a high quality learning experience for pupils that meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and the demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

- To jointly plan with any TAs or LMs allocated to pupils in your classes.

Other specific duties:

- To play a full part in the life of the Academy to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To actively promote the Academy's corporate policies.
- To continue personal development as agreed.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.

### **Additional Specific Responsibilities:**

- To manage the transition process for one year to the next.
- To be responsible for the setting and maintaining of the highest standards of behaviour, uniform, attendance and attitude to learning for the year group.
- To lead a team of tutors to effectively monitor and support the overall progress and development of the year group.
- To develop the skills of the tutor team.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.
- To work closely with the Deputy Principal responsible for data and Heads of Department to track and monitor the attainment of each student in the year group.
- To be an active and effective member of the middle management team and to play a part in whole Academy developments.
- To monitor pupils overall academic progress and to challenge and motivate them to be highly successful.
- To support all pupils in the cohort and liase with their parents, subject teachers and Heads of Department.
- To plan and implement a high quality programme of tutor activities and stand-alone PHSE and citizenship days in liaison with other year heads and appropriate members of staff.
- To manage a positive rewards system to encourage pupils in the year group.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks, therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check.

All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation

# PERSON SPECIFICATION

## Head of Year

	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Degree	✓		Application form
Qualified teacher status	✓		Application form
<b>Teaching Experience:</b>			
Relevant classroom experience for the post	✓		Application form; at interview and reference
Ability to teach up to A level		✓	Application form; at interview and reference
Evidence of good or outstanding classroom teaching	✓		Application form; at interview and reference
People management experience		✓	Application form; at interview and reference
<b>Personal and Professional Skills and Attributes:</b>			
Ability to teach at a 'good' or 'outstanding' level	✓		Application form and at interview
Highly motivated and enthusiastic	✓		Application form and at interview
High professional standards	✓		Application form and at interview
Ability to lead and manage a team	✓		Application form and at interview
High expectations of students in terms of behaviour and achievement	✓		Application form and at interview
Ability to sustain a positive working relationship with pupils, parents, staff and the local community	✓		Application form and at interview
Ability to work effectively as a member of a team	✓		Application form and at interview
High quality organisational skills	✓		Application form and at interview
Ability to motivate students	✓		Application form and at interview
Ability to self review effectively and set appropriate targets	✓		Application form and at interview
Willingness to engage in development activities	✓		Application form and at interview
Willingness to play a part in the wider life of the Academy	✓		Application form and at interview

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓
In addition to the above selection criteria, the Greenwood Academies Trust will require the appointed candidate to undertake a Disclosure Barring Service (DBS) Enhanced Disclosure and medical questionnaire in accordance with safer recruitment guidelines	✓