

JOB DESCRIPTION

POST: Head of Year

GRADE: TLR 2.1

RESPONSIBLE TO:

The Principal and all members of the Senior Leadership Team in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

RESPONSIBLE FOR:

As Line Manager, you have the responsibility to all members of staff within your team. This appointment has additional responsibilities in addition to those set out in the pay and conditions document and the job description of a class room teacher.

PURPOSE:

To ensure that the curriculum is challenging, exciting and engages all pupils in their own learning. To ensure the educational success of the year team within the overall framework of the Academy's Raising Achievement Plan (RAP) and Multi Academy Trust's strategic plan.

The Head of Year is accountable for supporting the Principal to develop and ensure the quality of teaching and learning, the internal organisation, operational management and for supervision over teaching and support staff. The post holder should create a culture of constant improvement within a collaborative professional learning environment and be an inspirational leader, committed to the highest achievement for all in every area of the Academy's work.

MAIN DUTIES & RESPONSIBILITIES:

To carry out effectively the duties of a teacher and school leader as set out in the current School teachers Pay and Conditions document and to meet the standards expected of a qualified teacher.

The Head of Year would be expected to carry out the following duties and to recognise that the list is only indicative and that there might be other, similar duties which might be required to carry out.

Teaching & Learning

- Maintain up to date subject knowledge and demonstrate good classroom practice.
- Secure and sustain effective teaching and learning throughout the Academy by monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement. This should include pupils with SEND or linguistic needs in order to set and meet challenging, realistic targets for improvement.

- Keep abreast of any new initiatives and developments in the teaching and learning and assessment of children and be able to disseminate information and initiatives to all members of staff and Local Academy Board as required.
- Lead regular team meetings where data is scrutinized and planning is undertaken.
- Ensure the curriculum in the year group covers the curriculum and is broad and balanced.
- Review and report on Teaching and Learning in accordance with the Academy self review programme.
- Actively promote the Social, Moral, Spiritual and Cultural and British Values agenda throughout the school community.
- Support the Principal and SLT (Senior Leadership Team) by contributing to the whole school and in particular development e.g. School Improvement Plan, policy development.

Lead and Manage pupil development

- Provide guidance, support and motivation for the whole year team and beyond by being a positive and outstanding role model.
- Actively promote the SMSC and British Values agenda through the year group.
- Adhere to the Academy Safeguarding procedures when dealing with concerns regarding children and families.

Educational progress of pupils other than the teacher's assigned class

- Liaise with colleagues across all year groups on relevant issues such as planning, assessment and target setting.
- Monitor planning, curriculum coverage, subject teaching and attainment plus identifying areas for improvement. Plan and lead strategies for improvement. Review and evaluate the curriculum on a regular basis.
- Liaise with other staff and SLT to address key issues identified.
- Coordinate school events on behalf of the team e.g. Christmas production etc.
- Other duties determined and agreed with the Principal to be appropriate and in keeping with the level of responsibility of the post.

Lead, develop and enhance the teaching practice of other staff

- Actively participate in the school's self-evaluation, including updating the Academy's information for outside agencies such as OFSTED.
- Support SLT to carry out the Appraisal cycle for both teaching and non-teaching staff where appropriate.
- Where required lead meetings and act as a lead in whole school meetings.
- Take a lead in your own CPD while supporting other members of staff's CPD opportunities.
- Attend all staff meetings and whole school inset training as well as attending SLT meetings as required.

Be a member of the SLT

- Attend SLT meetings when requested.
- To be a role model across the Academy.
- To lead whole school assemblies when requested.
- To undertake whole staff training when requested.
- To manage year group budget.

- To liaise with parents of children in the Academy.
- To have a strategic vision for the year group that is conveyed via a year group RAP.

Accountability for Year Team

- Establish strong teaching and learning and behaviour management across the year group.
- To ensure events are properly planned, promoted and celebrated.
- To ensure year group reports are completed as per guidance from SLT.
- To ensure team is prepared adequately for parent's evenings and support them with this.
- To support and induct new members of staff in their team.
- To arrange and ensure risk assessments and arrangements for off site visits are in accordance with the Learning Outside the Classroom policy.

GENERAL:

- To promote and support Authentic Education's culture of being "Courageous, Innovative and Excellent" and encourage staff and pupils to follow this example. To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed:

Date:

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974