



Oak Academy

## JOB DESCRIPTION

**POST:** Head of Year

**GRADE:** Please refer to job families catalogue

### RESPONSIBLE TO:

The post holder is accountable to the Principal 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.

### PURPOSE:

To effectively carry out the duties of a teacher and school leader as set out in the current Schoolteachers' Pay and Conditions document and to effectively carry out the leadership role as Head of Year in promoting the High Expectations and ethos of the Academy at all times.

### MAIN DUTIES & RESPONSIBILITIES:

The postholder 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 be carried out.

- Ensure that the students have a pastoral care programme and working ethos which supports their personal, social and emotional development across the Academy and supervise the implementation of this.
- Ensure that individual and whole year group student progress is monitored using data to secure and sustain effective learning.
- Alert teachers, Curriculum Area leaders, individual students and their parents and carers regarding concerns over progress, behaviour, attendance and any other aspect of pupil welfare.
- Monitor student independent learning and homework assignments to ensure that they are set and completed according to agreed deadlines and policies.
- Consistently operate and develop the rewards and sanctions arrangements in place as per the Academy's current behaviour policy.
- Ensure that tutors and staff provide suitable opportunities for students to engage in enrichment activities as part of the Tutor programme, including delivery of SMSC in liaison with other Academy leaders.

- Strategically plan, monitor and evaluate the work of the tutors across the Academic year ensuring that they are effective in their roles.
- Support a smooth transition for students as they join and move phases to, from and through the Academy.
- Promote parental engagement in Academy events and provide a range of opportunities for parents and carers to be involved in supporting their child's learning.
- Promote literacy and numeracy across the curriculum.
- Play an active role in ensuring a consistently orderly, calm and stimulating environment, both in and out of the classroom.
- Monitor the quality of learning experienced by the year group through discussions with staff and students.
- To create a culture of learning through the consistent application of high expectations and the enrichment of the skills of the cohort so they are enabled to learn well.
- Liaise with key staff regarding characteristic groups of students' achievement in year group (e.g. Gender, SEN, vulnerable etc) and the level and type of intervention when required.
- Co-ordinate the organisation and delivery of pastoral Year Assemblies in liaison with other Academy leaders.
- Consistently operate and develop an effective rewards system to promote student achievement.
- Liaise with outside agencies such as (including but not limited to) Authentic Education, other schools, Early Help Teams, Social Services and the police.
- To ensure daily and/or weekly information is collated and communicated to the relevant members of staff.
- To prepare a half-termly report on student attendance and progress within the Year including the impact of staff absence, behaviour, rewards, progress concerns and successes by tutor group and year, enrichment activities and overall highlights.
- To ensure daily and/or weekly information is collated and communicated to the relevant members of staff.
- To lead the effective implementation of the academy's attendance and punctuality policy with the year group.
- To oversee the maintenance of organised and up-to-date student records.

#### **STRATEGIC DIRECTION AND DEVELOPMENT:**

- To be a collaborative, strategic and supportive member for the Senior Leadership Team, playing an important role in the progress of the Academy in its development as an innovative, high performing and emotionally intelligent organisation.
- Support the development and consistent application of Academy policies and practices that promote high achievement and inclusion including a focus on teaching and learning.
- Play a key role in creating an environment within which the students and staff develop and maintain positive attitudes towards each other, the environment, the community and teaching and learning.

- Provide a regular and wide range of opportunities for staff within the year group to work collaboratively, develop independence and grow in confidence in preparation for career progression.
- With the agreement of the Senior Leadership Team, allocate appropriate duties and responsibilities amongst the tutors according to workload, experience and interest.
- To ensure that accurate records are kept of all communications with parents and external organisations regarding students in your Year.
- To keep the Senior Leadership Team and other colleagues advised as appropriate, concerning the provision of resources or concerns about the working environment.
- To co-ordinate the work of the Year team holding regular meetings according to agreed schedules with agendas and minutes circulated.
- Support the Senior Leadership Team to use national, local and Academy data effectively to monitor, evaluate and analyse student progress; working with teachers, inclusion staff and Curriculum Leaders in planning and implementing effective intervention to support all students to achieve highly.
- To develop self-esteem and to inform Academy policies and practices, expectations and teaching methodologies.
- Contribute to the Academy Raising Achievement Plan and the annual cycle of related documentation.
- Liaise effectively with all stakeholders including parents, members of the Academy, Governing Body, feeder schools, secondary schools and colleges, business and community partners, and the wider community as appropriate, all in line with Academy strategic objectives.
- Be involved in networking with other Trust and other local Academies, innovative and high achieving schools and other relevant networks in order to learn more about the ways that other institutions are successfully effecting change and transformation.
- To pursue personal and professional development opportunities to meet the changing demands of the role.
- To engage in cross-Academy events and strategies in order to foster greater awareness of Academy strategic planning.

#### **OTHER DUTIES**

- To organise and encourage appropriate Academy trips/visits linked to the Year and to foster and promote links with schools locally, nationally and internationally;
- To co-ordinate opportunities for students to compete with each other across a spectrum of activities;
- To carry out a share of supervisory duties in accordance with published rotas;
- To participate in the Academy performance management arrangements as appropriate;
- To adhere to published Academy policies and procedures; vi) Attend regular meetings with the allocated Line Manager;

- To undertake such other duties, training and/or hours of work as may well be required by the Principal within a reasonable workload and which are consistent with a Head of Year role;
- To regularly meet with the allocated Family Liaison Officer to secure positive attendance within your year group;
- To complete case studies on high profile students on a termly basis.

#### **GENERAL:**

- To promote and support AE's culture of "Together we are... Courageous, Innovative, 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**

**Together we are... Courageous, Innovative, Excellent**