



QUEEN'S PARK ACADEMY

HEAD OF YEAR JOB DESCRIPTION

Responsible to: Principal

Responsible for: As Line Manager, you have the responsibility to all members of staff within your year 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 of the Role:

1. To ensure that the curriculum is challenging, exciting and engages all pupils in their own learning.
2. To be accountable to the Principal for ensuring 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. He/she 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. The Head of Years are line managed by the Principal.

Main Duties and Responsibilities

A. Focuses on Teaching & Learning

- Maintain up to date subject knowledge and demonstrate good classroom practice
- Effectively implement Multi-Academy Trust policy as agreed with the Associate Principal
- 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 AAC as required
- Lead regular team meetings where data is scrutinized and planning is undertaken

- Ensure the curriculum in the year group covers the new curriculum 2014 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 Associate Principal and SLT (Senior Leadership Team) by contributing to the whole school and in particular development e.g. School Improvement Plan, policy development

B. 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

C. Has an impact on the 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 Associate Principal to be appropriate and in keeping with the level of responsibility of the post

D. Involve leading, developing and enhancing 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 (Primary Leadership Team) 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

E. 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

F. Accountability for Year Team

- Establish strong teaching and learning and behavior management across the year group
- To ensure event 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