

Job Description

Job Title: Head of Year (Teaching)

Location: Sir Herbery Leon Academy

Hours of work: Full Time

Reports to: SLT

Purpose of the Role:

To support all students in the year group to make academic and personal progress that enables them to access ambitious futures.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities

- Responsible for ethos, behaviour, attendance, personal development and achievement of the year group.
- Duties may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.
- Staff Management
- Support a team of form tutors relevant to a specified year group
- Support the quality of tutor time
- Ensure that form tutors run their tutor group sessions effectively
- Liaise with the additional educational needs team in respect of supporting students with additional needs

Student behaviour, punctuality, attendance and achievement

- Work for ongoing improvement of pupil behaviour, using and developing our praise systems, and taking all necessary steps to deal with misbehaviour and prevent recurrences, making contact with parents as agreed or directed by the KS Director
- Take part in and help organise parents' evenings
- Lead, prepare and hold year assemblies which promote positive behaviour and SMSC/Spirituality and celebrate achievement and good attendance/punctuality.
- Support the Vice principal with information to help them to prepare for progress panels as appropriate
- Support and promote student progress, good attendance and punctuality as agreed or directed by VP.

Working closely with the Student Support Leader to:

- Keep reports of student behaviour
- Liaise with outside agencies
- Support attendance & punctuality

Other duties and responsibilities

- Role model: uphold, support and promote academy expectations especially those outlined in the school's behaviour and attendance policies
- Promote and uphold all of the schools Safeguarding standards as outlined in the LA/FPA Safeguarding Policies.
- To complete, in conjunction with members of the A and I team, administration related to behaviour and take shared responsibility for the management of behaviour reporting across a specific year group.
- Communicate with all staff to ensure all inclusion and behaviour is effectively dealt with and managed at all times.
- Challenge all negative behaviour and ensure appropriate sanctions are carried out in line with the Academy Policies & guidelines.
- Promote and support achievement and positive behaviours of a year group through assemblies, progress panels, celebration of Achievement Events and other events as appropriate
- Contribute to on call as required
- Contribute to duties as required
- Get to know all students in the year group as well as possible
- Keep in contact with parents of all students in the year group
- Take steps to prevent bullying and support victims of bullying
- Ability to perform Emergency First Aid on students if required.
- Resource allocation and deployment: to allocate and be responsible for any funding appropriate to Year group activities

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of **Teachers' Pay and Conditions.**
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Head of Year (Teaching)

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree in your teaching subject • Evidence of a commitment to own professional development. 	<ul style="list-style-type: none"> • Ability to teach Maths, Business, Music, Drama, Spanish.
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Excellent understanding of the components which comprise outstanding teaching and learning • Excellent interpersonal and communication skills • Developing high quality learning strategies and monitoring learner progress to raise attainment • Evidence of high achievement in teaching across the Key Stages 	<ul style="list-style-type: none"> • Experience of leading teaching and learning initiatives beyond their own classroom • Proven ability to raise standards in classrooms other than their own
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	Forward and strategic planning	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A



	Abilities	<ul style="list-style-type: none"> ● Be an excellent classroom practitioner ● Be able to evidence how they have raised attainment and challenged high achieving students to obtain the best grades ● Excellent interpersonal, planning and organisation skills ● Be able to lead and manage your own work effectively ● Have excellent time management skills ● Excellent IT Skills ● Ability to work effectively as part of a team 	●
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> ● Be committed to the pursuit of high standards, both academic and behavioural ● Possess excellent behaviour management skills ● Reflective practitioner, open to feedback and training to establish outstanding classroom practice ● A commitment to and understanding of professionalism in 	





		line with the National Teaching Standards	
	Values	<ul style="list-style-type: none"> ● Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> ● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check ● Right to work in the UK ● Show a commitment to promoting the welfare and safeguarding of children and young people ● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff 	

