



PERSON SPECIFICATION:HEAD OF YEAR

SALARY RANGE: GRADE G (SCP 23-28)

WEEKS PER ANNUM TTO + 5 DAYS

RESPONSIBLE TO: ASSISTANT HEADTEACHER - ATTITUDES AND ETHOS



JOB PURPOSE: To have responsibility for the pastoral support of a Year Group cohort including monitoring and supporting the overall progress and development of all students in the year. You will offer pastoral support and guidance to the group including tracking rewards, behaviour, attendance and punctuality of your group. When issues arise in liaison with parents and appropriate staff at College you will set targets for improvement. You will also, through our data systems monitor academic progress of the group and set appropriate targets for student improvement.

COLLEGE VALUES: The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

EDUCATION/QUALIFICATIONS/MEMBERSHIP OF PROFESSIONAL INSTITUTIONS	
● GCSE or equivalent including Mathematics and English at grade C or above	E
● GCE Advanced Level or equivalent qualification	D

EXPERIENCE	
● Experience of dealing with a variety of people	E
● Experience of communicating orally and in writing	E
● Experience of working in an educational setting	D
● Experience of supporting young people to achieve their potential	E

KEY SKILLS:	
● Good communication skills; verbal and written	E
● Good administrative skills	E
● Ability to present information to a variety of audiences	E
● Ability to relate to students, teachers, parents and other professionals	E
● Ability to work as part of a team	E
● Ability to manage time effectively, prioritise and be well organised	E
● Ability to develop systems to improve efficiency	D
● Skills using ICT	E
● Attention to detail	E
● Confidence and good interpersonal and networking skills	E

● Enthusiasm	E
● Initiative and self motivation	E
● Flexibility and creativity	E
● Stamina and capacity for hard work	E
● Ability to be reflective and self-critical	D
● Understanding of/familiarity with education and schools	D
● An understanding of educational issues	E
● A belief that everyone can benefit from and has entitlement to high quality educational opportunities	E
● A personal commitment to lifelong learning and continuous professional development	E
● Commitment to high standards, best value and continuous improvement	E
● A can do approach and positive attitude to innovation and change	E

PERSONAL QUALITIES:

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| ● Assertive | E |
| ● Support the school values | E |

SPECIFIC RESPONSIBILITIES (Resources):

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| ● Operate relevant equipment relevant ICT packages | E |
| ● Provide advice and guidance to staff, students and others | E |
| ● Undertake research and obtain information to inform decisions | E |
| ● Assist with marketing, ethos and promotion of the school | D |

SPECIFIC RESPONSIBILITIES (Whole School):

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| ● Comply with and assist the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |
| ● Be aware of and support difference and ensure equal opportunities for all |
| ● Contribute to the overall ethos/work/aims of the school |
| ● Establish constructive relationships and communicate with all staff, other agencies/ professionals |
| ● Attend and participate in regular meetings |
| ● Participate in training and other learning activities and performance development as required |
| ● Recognise own strengths and areas of expertise and use these to advise and support others |

- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage students to follow this example
- To actively promote the college's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development process

Category (E) – ESSENTIAL – without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES – which would normally enable the successful candidate to perform the duties and tasks better and more effectively than one who did not have the qualification, training, experience etc.

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-college staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.