



## Northumberland Church of England Academy Trust

### JOB DESCRIPTION

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|------------------------|---------------------|
| <b>JOB TITLE:</b>      | Head of Year        |
| <b>SCHOOL:</b>         | Dukes Secondary     |
| <b>SALARY:</b>         | Band 5              |
| <b>RESPONSIBLE TO:</b> | Assistant Principal |

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

### PURPOSE OF JOB:

The purpose of this role is to work under the guidance of the Assistant Principal and within an agreed system of supervision, to create a climate within the year group which enables 'teachers to teach' and 'learners to learn'.

### MAIN RESPONSIBILITIES:

#### Support for learners

1. Be responsible for the care and behaviour of learners within the year, promoting self discipline and positive behaviour in accordance with Academy policy
2. Manage learner review processes and procedures at [*specify Key Stage*]
3. Be familiar with the minimum expected progress of individual students
4. Monitor the progress of individual learners and ensure that parents/carers are well informed
5. Through pastoral support ensure that every student makes progress liaising where appropriate with subject leaders and class teachers to develop and implement group and/or individual intervention strategies
6. Coordinate end of year reports
7. Liaise with other schools to arrange learner transfers and placements

8. Manage the induction of new students ensuring that they are appropriately prepared for life in the Academy
9. Arrange and promote activities within the year group
10. Celebrate learner achievement and promote the values of the Academy through everyday routines and practices
11. Play an active role in the management of assemblies and raise the profile of good attendance
12. Oversee registration procedures in the year group, To monitor attendance across the year group and liaise with attendance workers, parents, carers and other agencies as directed by the Director of Key Stage
13. Keep reports of learner behaviour
14. Ensure that student files are kept up to date
15. Meet regularly with the Key Stage Director to review individual and year group concerns
16. Get to know all learners in the year group as well as possible
17. Liaise with the Student Support Team and the LSU about the specific needs of individual students
18. Take steps to prevent bullying and support victims of bullying
19. Work with the SENCO to ensure that individual learners receive appropriate support
20. Ensure effective support and care for all learners in the year group, ensuring that learners have an accurate view of what they need to do to improve their performance in all areas of learning and providing emotional support when appropriate;
21. Attend case conferences on learners and liaise with external agencies as appropriate and to prepare reports and documentation for such meetings
22. Liaise with the careers co-ordinator as appropriate for advice for specific learners for the option selection process and Work Experience
23. Work closely with the Key Stage Director and Primary Managers to effect a smooth transition from the primary to the secondary phase of learning
24. Ensure learners' views are represented on the Academy Council

#### **Support for staff**

1. In partnership with the Key Stage Director support and monitor the learning and progress of individual learners in the year group
2. Support subject staff and others in the management of student behaviour
3. Contribute to the development of the CAF for individual students

#### **Support for parents/carers**

4. Establish a partnership with parents to involve them in their child's learning
5. Act as the first point of contact for parents/carers holding meetings and conducting home visits as appropriate

#### **Support for the Academy**

1. Develop and maintain an ethos within the year group that sets high expectations for learners in all aspects of their work in the Academy
2. Ensure the very best standards of behaviour and attendance

3. Maintain a highly level of presence during periods of student movement around the building including before and after school, at break and lunchtime and between lessons
4. Manage the lates system including detentions
5. Promote and adhere to whole Academy policies regarding rewards, assessment, homework, behaviour and uniform.
6. Take part in and help organize parents' evenings
7. Comply with all Academy policies relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - Confidentiality and data protection.
8. Participate in training and development, and activities that contribute to the management of performance.
9. Assist with the management of learners outside the classroom e.g. lunch times and outside the Academy e.g. school trips as directed by the Key Stage Director or other senior staff
10. Attend and participate in regular meetings
11. To undertake other duties and responsibilities as required commensurate with the grade of the post

Any other duties as may be required which are specific to the year group e.g. Liaison with the college, supervision of behaviour during exams

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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| Person Specification: Head of Year  | Essential  | Desirable |
|---|--|-----------|
| <p><b>Experience and Knowledge: The person appointed should be able to demonstrate:</b></p> <ul style="list-style-type: none"> <li>● Understanding of the principles of effective parenting</li> <li>● Understanding of the needs of parents/carers of children with special or additional educational needs or disabilities</li> <li>● Full working knowledge of policies relating to health and safety, behaviour, attendance, equal opportunities, child protection</li> <li>● Participated in training relevant to the post e.g. Child Protection, CAF training</li> <li>● A proven track record of working successfully with learners, families and different agencies as well as staff</li> <li>● Experience of working with young people with challenging behaviour</li> <li>● A sound working knowledge of safeguarding legislation and practice</li> <li>● Experience of working with young people</li> <li>● Willingness to participate in development and training opportunities</li> <li>● Has a proven ability to work under pressure</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |           |

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| <p><b>Skills: The person appointed must be able to:</b></p> <ul style="list-style-type: none"> <li>● Excellent organisational and influencing skills</li> <li>● Excellent communication skills</li> <li>● Ability to manage own workload and work with a range of people</li> <li>● Is well-organised and has the capacity to meet deadlines</li> <li>● A positive role model to parents/carers and learners</li> <li>● Good understanding of the principles of child development and the learning process</li> <li>● Can actively self evaluate learning needs and seek out learning opportunities</li> <li>● Can work as a member of a team</li> <li>● Is able to make sound judgments which support the needs of learners and their families</li> <li>● The ability to demonstrate initiative and negotiate appropriate solutions</li> <li>● Has shown skill in managing conflict between learners</li> <li>● Ability to remain positive under challenging circumstances</li> <li>● Ability to manage emotional demands of working with young people with a wide range of behavioural, social and emotional problems</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |  |
| <p><b>Qualifications: The person appointed will have:</b></p> <ul style="list-style-type: none"> <li>● Is literate, numerate to Level 2</li> <li>● Evidence of relevant FE study</li> <li>● HSAW First Aid Certificate or equivalent;</li> <li>● Willingness to participate in development and training opportunities</li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/>   | <input type="checkbox"/><br><br><input type="checkbox"/> |