

## Job Description

**POST:** Head of Year (Teaching Position) – September 2024 start

**RESPONSIBLE TO:** Head of Department

**SALARY:** MPS / UPS + TLR

**LOCATION:** The Telford Priory School

**WORKING PATTERN:** Full time

**DISCLOSURE LEVEL:** Enhanced

**KEY RELATIONSHIPS:** Senior Leadership Team, Heads of Years, Teachers, External Agencies, Parents and Pupils

### Principal (Core) Responsibilities

This is a leadership post. The Head of Year is the lead carer and mentor for their students. They should be the most significant figurehead and leader for their Year. The Head of Year is responsible for developing Year identity and ensuring achievement and success. They are key to ensuring all Year members, both staff and students, are proud to be part of their Year.

#### SPECIFIC RESPONSIBILITIES:

- To contribute to the formulation of the school's aims and policies and ensure that they are translated into action in the Year.
- To be accountable for leading, managing, and developing the Year in terms of student progress (including groups such as MA, PP, SEND) and achievement and the development of a Year identity.
- Liaise with Assistant Headteacher to ensure methods of recording and reporting improve student progress, learning behaviour, and achievement.
- To effectively lead, manage, and deploy teaching/support staff.
- To ensure the effectiveness and quality of day-to-day Year provision.
- Strategic direction and development of the team.
- Student progression & achievement.
- Coordination of effective interventions for the year group (both academic and pastoral).
- Contributing to an effective, innovative, and motivating rewards system across the school which supports the GC drive.
- To work closely with the attendance team to monitor, target, and impact positively on attendance for your year group ensuring that other agencies are involved appropriately.
- Ensure that the Teaching Excellent Behaviour sequence is expertly led and taught across the year group and school.
- Ensure that there is equity, robustness, and transparency built into the behaviour sanctions so that students and staff work towards a goal where students manage their own behaviour effectively.
- Developing a Year identity.
- Facilitating and developing student engagement in Year competitions and other Year events.
- Model excellence in day-to-day leadership acting as a positive role model for all.
- Liaise with Assistant Headteacher to ensure methods of recording and reporting improve student progress, learning behaviour, and achievement.

- Lead Year Assemblies which ensure the Spiritual, Moral, Social, and Cultural aspects of learning are met in the frame of the PRIORY values and the GC vision.
- Contribute to the direction of the school plan as part of a team of Middle Leaders.
- Work with staff to ensure the Year reflects the school's ethos and aims.
- Develop a strategic view for the Year which supports the vision, ethos, and policies of the school.
- Support the creation and implementation of the school improvement plan, especially as it relates to the Year group and to take responsibility for appropriately delegated aspects of it.
- Use National, Local, and school management data effectively, to monitor standards across the Year.
- Monitor the progress made towards achieving annual plans and targets and use the information to plan future developments.
- Ensure that parents are well informed about the curriculum, targets, children's progress, and attainment within their appropriate year groups.
- Takes responsibility for a strand of horizontal pastoral care in conjunction with all other Heads of Years.
- To constantly explore improvement, innovation, and personalization.
- Contribute to our international dimension

## Person Specification:

	Essential	Desirable
<b>Qualifications</b>	<p>Good honours graduate</p> <p>Qualified teacher status</p>	
<b>Experience, Skills and knowledge</b>	<p>Proven high standards of classroom practice</p> <p>Teaching experience across an ability and age range</p> <p>Competence in the effective use of ICT on a day to day basis</p> <p>Evidence of relevant professional development relating to school management and current educational developments</p> <p>Proven record of raising standards of achievement and sustaining improvement through self-evaluation and strategic planning</p> <p>Experience of building and maintaining effective relationships with parents, carers, partners and the community</p> <p>Experience of working with SLT and other stakeholders</p>	<p>Successful leadership experience in a secondary school</p>

<p><b>Personal Qualities</b></p>	<p>Excellent attendance and punctuality record</p> <p>High level of commitment to inclusive education and Equal Opportunities</p> <p>Committed to raising standards for all students in pursuit of excellence</p> <p>High level of integrity, honesty and fairness</p> <p>High professional standards</p> <p>Demonstrate high levels of energy and ability to work under pressure</p> <p>Ability to lead, inspire, motivate and manage people</p> <p>Committed to effective working relationships, giving and receiving support from others</p> <p>Lead by example and model excellent practice</p> <p>Ability to communicate as an active listener, orally and in writing</p> <p>Good reasoning powers and the ability to make considered decisions in a variety of situations</p> <p>Readiness to reflect on practice</p> <p>Self-motivated and able to work with initiative</p> <p>Demonstrate effective time management skills</p> <p>Strong commitment to the school ethos</p> <p>Committed to developing the global dimension of the school</p> <p>Has a real presence and personal impact within school</p>	
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<p><b>Leadership and Management</b></p>	<p>Consistently demonstrate and actively promote a commitment to safeguarding and promoting the welfare of children and young people in a safe, secure and healthy school environment</p> <p>Monitor and evaluate own and others work, acknowledging excellence and challenging poor performance</p> <p>Assess impact of work on outcomes for students and stakeholders</p> <p>Share and develop commitment to the school ethos and vision. Inspiring, challenging and empowering others to carry the vision forward</p> <p>Show a clear knowledge and understanding of the implication of current educational developments and legislation relevant to specific areas of responsibility</p> <p>Implement and manage change to effect improvement</p> <p>Challenge, influence and motivate others to set appropriate and challenging targets.</p> <p>Promote the development of staff and to build capacity</p> <p>Commit to developing and managing high performing teams</p> <p>Work with other agencies for the well being of all students and their families</p> <p>Use comparative data for benchmarking and target setting purposes and develop relevant strategies for performance improvement Use comparative data for benchmarking and target setting purposes and develop relevant strategies for performance improvement</p>	
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<b>Other</b>	<p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Willingness to undergo appropriate checks, including enhanced DBS checks</p> <p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
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