



Job Description & Person Specification (Non-Teacher)

Title: Head of Year

Salary P02 (subject to evaluation)

Working time 35 hours per week / Term Time only + 1 week (40 weeks)

Responsible to: Deputy Head Teacher - Inclusion

As the leader of a year group and team of tutors, the role of Head of Year is of crucial importance here at Forest Hill School. Our Head of Year team is responsible for ensuring consistently high expectations across all of our year groups, so that respect, courtesy and scholastic excellence permeate all aspects of the school. The role of Head of Year includes overall responsibility for the academic progress, behaviour for learning, student attendance and social and emotional well-being of all students in a year group.

Responsibilities:

Leadership	<ul style="list-style-type: none"> • Provide overall year team leadership, setting priorities and direction. Generate a team ethos of high expectations, foster team building and a corporate approach • Lead across the school in matters involving their year group in consultation with the SLT Line Manager and according to whole school priorities • Lead the tutor team, ensuring quality pastoral care and academic monitoring through the development and training of tutors in the team.
Students and families	<ul style="list-style-type: none"> • Monitor student progress and attainment across the year group • Lead in the development and implementation of criteria for identifying underachieving students and in the implementation and evaluation of an intervention strategy for selected groups of students and individual students • Advise SLT and Faculty Leaders on the most effective groupings and organisation of students • Maximise inclusion through liaison with Inclusion and learning support and outside agencies to best meet the needs of all students e.g. managed moves • Provide opportunities for the development of student voice through the development of Year and School Council • Maximise parental engagement through liaison with parents to support progress and behaviour for learning • Oversee the planning and organisation of events for parents
Teaching and learning, behaviour for learning	<ul style="list-style-type: none"> • To be a role model for promoting pupil progress, setting high expectations and fostering a climate for learning. • Promote high levels of attendance and punctuality • Lead the year team in ensuring the consistent application of the whole school behaviour policy and ensure that all incidents of bullying and harassment are effectively resolved and properly recorded • Ensure impeccable student behaviour both inside school and in the local community • Establish and promote good relationships with every student in the year • Be familiar with and use restorative approaches to resolve incidents where harm has been caused or relationships fractured on an individual or whole class basis • Take the lead with regard to overseeing the behaviour points allocated to students in a year group



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Curriculum	<ul style="list-style-type: none"> • Maintain a 'big picture' overview of the curriculum within the year group and its contribution to the whole school curriculum; take a key role in communicating this to parents • Lead year assemblies and extra-curricular opportunities to contribute towards student learning and development • Lead on the delivery of a tutorial programme of PSHCE that supports student, academic, social and emotional development
Assessment, recording and reporting	<ul style="list-style-type: none"> • Ensure and provide detailed and systematic data analysis. Scrutinise performance trends, identify interventions needed and implement strategies to close gaps; evaluate the success of intervention strategies • Ensure the tutor team is following whole school protocols with regard to responses to data and rewards (epraise) or sanctions • Set performance targets with milestones and benchmarks and track progress for students • Undertake annual performance review for the year group • Celebrate student success
Quality assurance and self-review	<ul style="list-style-type: none"> • Design and undertake appropriate Quality Assurance taking action as required • Undertake a formal year team self-review of: <ul style="list-style-type: none"> • Standards and attainment • Behaviour for learning • Attendance and punctuality • Quality of pastoral curriculum • Student guidance and support • Leadership and management • Intervention strategies • Quality of learning • Evaluate the impact and effectiveness of new initiatives, triangulating evidence where appropriate
Planning	<ul style="list-style-type: none"> • Contribute to the School Improvement Plan • Devise, lead, coordinate, monitor and evaluate the Year Improvement Plan
Duties	<ul style="list-style-type: none"> • Assist with the running of the Year Group/Late detentions and other sanctions • Supervise students at break time, lunchtime and at after school activities • Carry out the duties and responsibilities necessary for the smooth running of the school as directed by the Head Teacher
Safeguarding	<ul style="list-style-type: none"> • Work closely with the school's Designated Child Protection lead to ensure that all students within the year group are safeguarded and protected. • Contribute to the school's safeguarding and child protection systems including attending meetings, making referrals and providing information as requested

Year specific responsibilities

Individual year group responsibilities will be agreed with the successful candidates.

Selection criteria (Skills, knowledge, experience etc. required):

Knowledge and Understanding	<ul style="list-style-type: none"> • Degree or equivalent qualification • Experience of working in a school in this role or similar • Evidence of further professional development
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	<ul style="list-style-type: none">• Awareness and understanding of current issues and developments in leading students' learning
Skills and Abilities	<ul style="list-style-type: none">• Evidence of setting ambitious, challenging goals and targets• Evidence of working as a team member and leading teams• Ability to form good working relationships with colleagues and families• Excellent communication, organisational and administrative skills• Ability to meet deadlines and show excellent attention to detail• Ability to undertake tasks related to monitoring and evaluation• Ability to work with colleagues to accelerate the quality of learning and teaching• Commitment and ability to work with colleagues to improve classroom effectiveness and significantly raise achievement• Commitment to equal opportunities• Excellent ICT skills
Safeguarding	<ul style="list-style-type: none">• The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status, then they will be required to complete an application only if recruited to this post.