

Job Description: Head of Year (non-teaching)

Reports to: Vice Principal - Pastoral leadership team

Salary band: H7

Working hours: 37 hours a week. Term-time + 5 days.

The Role

As Head of Year (non-teaching), you will be responsible for ensuring that the academy provides outstanding pastoral support for all pupils. You will also lead on developing a culture that enables all pupils to maximise their achievements across the spectrum of school life. We believe that with the right support, encouragement and opportunities, all young people have the potential to succeed in education and in life.

Key Responsibilities

Leadership and Management

1. Lead the management of all aspects of daily school life for a year group.
2. Organise and, through a team of tutors and other staff, implement a framework for daily tutor activities, tasks and assemblies in collaboration with pastoral senior leadership.
3. Lead, support and work in collaboration with a group of form tutors.
4. Regularly analyse pupils' pastoral data, reviewing behaviour, attendance and punctuality and take action to improve accordingly.
5. Be proactive in the social, emotional and academic wellbeing of students, in collaboration with other staff members and other external agencies as appropriate.
6. Work in partnership with the DSL on safeguarding for a year group.

Culture and Ethos

1. Set high standards for behaviour and conduct for all students.
2. Contribute to the development of clear systems for behaviour that enable students to reflect on and learn from their mistakes and develop their ability to make good decisions.
3. Lead the organisation and implementation of the rewards and sanctions systems, including detentions and tracking.
4. Work alongside the SLT pastoral leads to co-ordinate the assemblies programme.
5. Induct and train students in routines for the school day so there is a positive climate for learning in every classroom and the school is calm and orderly.
6. Facilitate a positive transition between key stages and years, including induction, options processes and exam preparation.
7. Foster a strong sense of school community and ethos among both staff and students.

8. Work with external agencies as appropriate to support students.
9. Act as a positive role model to staff and pupils, exemplifying and communicating the highest expectations of behaviour, attendance and punctuality.
10. Establish positive working relationships with parents and carers of the year group and communicate regularly with them.
11. Set high expectations so that all students are inspired, motivated and challenged to reach their full potential.
12. Track and support vulnerable individual students and groups within the year group.

Other

1. Carry out other reasonable tasks as directed by the Principal.
2. Undertake first aid duties in collaboration with others, and take part in training as required for this.
3. A Head of Year may be required to take the responsibility for more than one year group, depending on the needs of the school.
4. No job description can be entirely comprehensive and roles develop organically over time. The post holder will be expected to adapt and carry out such duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.
5. Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. To this end both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role.

Person specification

Knowledge, Skills and Experience

1. Experience leading a team and/or working to support the significant success of others.
2. Experience or understanding of how to implement, sustain and improve an effective behaviour policy in a challenging environment.
3. A proven track record of providing excellent pastoral support.
4. Excellent interpersonal, planning and organisational skills.
5. Effective and systematic behaviour management.
6. Knowledge of the national secondary education system.

Personal Characteristics

1. Genuine passion for and a belief in the potential of every student.
2. Deep commitment to ensuring that every student receives an exceptional education, no matter what their starting point or background.

3. Resilient, motivated and committed to achieving excellence to ensure all students succeed.
4. Reflective and proactive in seeking feedback to constantly improve practice.
5. Commitment to equality of opportunity and the safeguarding and welfare of all students.
6. Commitment to regular and on-going professional development and training.
7. Commitment to and understanding of professionalism in line with the expectations of Future Academies.

Other

1. This post is subject to an enhanced DBS check.