

**THE BISHOP OF WINCHESTER ACADEMY JOB DESCRIPTION
TEACHING STAFF – HEAD OF YEAR**

**Section One
General information**

Post Title	Head of Year (Teaching)
Post Holder:	
Purpose:	<p>All academy post-holders are expected to support the sponsors’ vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors’ principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>To encourage, guide and support student’s wellbeing and academic achievement at school, ensuring students achieve to the best of their ability to live life to the full. To provide pastoral management to students, working with mentors, teachers and the Academy Leadership Team to implement and ensure that policies, behaviour and procedures are followed by students.</p> <p>General Duties:</p> <ul style="list-style-type: none"> • To manage both the people and resources associated with your designated year group. • To monitor the quality of learning experienced by the year group, liaising with Heads of Departments and offering support and guidance where necessary. • To promote the ethos of the academy. <p>Academic Progress:</p> <ul style="list-style-type: none"> • To monitor the academic progress of the year group in order to secure and sustain effective learning. • To use assessment data (incl CATs, SATs, subject assessments) to inform and analyse individual student progress and collective progress across each class/mentor group and the year group as a whole. • To have an overview of the range of barriers to learning that impact on student progress, with reference to behaviour for learning, both in and out of the classroom. • To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in accordance with teachers, Heads of Department, and the academy’s mantra of ‘high expectations – no excuses’. • To liaise with key staff, including the SENCO, regarding all groups of students’ achievements in the year group. <p>Leadership and Management:</p> <ul style="list-style-type: none"> • To act as a role model for teachers and student support staff by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence. • To ensure all teachers and support staff understand, and are actively implementing,

the key aspects of the school's policies including those for behaviour, attendance and uniform.

- To provide a link for parents, teachers, SENCO, Mentors, Heads of Department, ALT, Governors and external agencies.
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
- To contribute to the organisation of any parent information evenings.
- To monitor student attendance and punctuality on a weekly basis and take all of the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels.
- To monitor student behaviour, attendance and achievement using the school's Management Information System. To consult with key staff to decide on appropriate sanctions, interventions and rewards.
- To play the leading role in the disciplining of students, referring situations to the appropriate member of the Academy Leadership Team when appropriate.
- To contribute to the management of key school events, e.g. induction, transfer arrangements, extra-curricular and social events.

Student Behaviour:

- To support colleagues in a Head of Year capacity to ensure the teaching, learning and behaviour policy is implemented.
- To refer and maintain contact with outside agencies in relation to student behaviour and welfare.
- To support with the 'on-call' rota – providing behaviour support to the Alternative Learning Centre (ALC), student support team, and teachers during lessons.

Other:

- To oversee 'in year' admissions for new students, liaising with the member of staff responsible for admissions, meeting potential students and parents in conjunction with key staff organising timetables and setting.
- To monitor the settling in of new students.
- To support with duties during breaktimes.

This job description is not necessarily a comprehensive definition of the combined posts. The posts will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.

Reporting to:	Member of Academy Leadership Team responsible for Behaviour
Responsible for:	Providing an effective support service to the Behaviour Team, students and the Heads of Year.
Liaising with:	Principal, Vice Principal, Leadership Team, Head of Administrative Services, external agencies as appropriate, staff and students.
Nature of Contract	Teacher's Terms & Conditions
Salary Scale:	MPS/UPS with appropriate TLR
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Performance Management process.

Section Two Professional Duties and Responsibilities

Ethos:	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Curriculum:	<ul style="list-style-type: none"> • To work with others to plan highly effective lessons, Schemes of Work and Curriculum Maps. • To review own lessons and effectiveness of own planning. • To maintain progress at KS3 and KS4 and to implement interventions where appropriate. • To contribute to development of Curriculum, Homework and Enterprise Projects. • To plan with Teaching Assistants to meet individual student needs on AEN/SEN register. • To keep a record of all marking and assessment in line with the Curriculum Area. • To support and develop the competency-based curriculum through cross curricular thematic based project work including collaboration with other subjects beyond the individual teacher's subject specialism. • The role is to contribute to the teaching and other work of the subject area and as a mentor, to undertake the academic tutoring programme and associated monitoring, pastoral and administrative duties in respect of student in your care. Statutory duties in general care of students must be carried out. • To contribute to extracurricular activities.
Teaching and Learning:	<ul style="list-style-type: none"> • To fully implement all academy policies and procedures. • To make effective use of resources, including ICT. • To take part in peer skill exchanges, observations, coaching and mentoring. • To ensure all students can engage and achieve in lessons.
Students' Achievement, Attainment, and Assessment	<ul style="list-style-type: none"> • To ensure students make outstanding progress. • To implement all actions following reviews of student progress. • To fully implement the Assessment Policy and procedures to a high standard. • To plan for assessment for learning in every lesson. • To ensure levelling is accurate.

Self-Development:	To continually seek development opportunities to improve personal performance Line Manager is advised of training needs. Development opportunities are sought/acted upon.
Attitude:	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy Promotion:	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding:	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality:	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility:	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

<p>The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.</p>
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