



OUR LADY & ST. BEDE
CATHOLIC ACADEMY

**Job Description
&
Person Specification**

Head of Year

Head of Year

Job Description

SCALE: MPS / UPS + TLR 2B

As in all of our appointments, we are looking for teachers who have a passion for providing an excellent holistic education for students and who would be committed to promoting the school's distinctive Catholic/Christian ethos.

Purpose

The Teacher is accountable for:

- effective classroom practice based on precise schemes of work including differentiation and assessment procedures.
- effective progress and achievement of all students.
- effective contribution to whole school curriculum planning and implementation.
- effective implementation of school policies and legislation.
- effective communication and liaison with teachers, teams, parents, governors and all appropriate bodies.
- effective management of resources including the rooms, area and equipment.

Reporting to: Deputy Headteacher

Responsible for

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Curriculum

- Planning, implementing, reviewing and developing the curriculum within the framework of the National Curriculum.
- Production of schemes of work and records of courses.
- Integrate Literacy and ICT policies within the teaching provision.
- Organising enrichment opportunities for students to extend their subject education outside of lesson time activities.

Student care and achievement

- Ensuring that assessment is both regular and thorough and that full records of student work are kept.
- Monitoring and evaluating the work of students.
- Developing strategies for students' different needs.
- Rigorously monitoring equal opportunity issues within the classroom, having particular regard to curriculum access, assessment and performance.

Resource Management

- Managing the resources of the area.
- Ensure that Health and Safety legislation is followed.

Management

- Attendance at all appropriate meetings including Parents' meetings and liaison meetings.
- Contributing to overall development of the school.

Additional Responsibilities

These will be determined on the strengths and aptitude of the successful candidate but are likely to consist of elements of the following:

Lead and manage aspects:-

- students' spiritual, moral, social and cultural development
- students' pastoral care and their safety
- ensuring an excellent climate for learning in the school
- leading and managing a team of tutors
- liaising closely with Heads of Department and Subject Teachers on school matters
- liaising closely with external agencies and the SEN department to ensure all round support for students
- self-evaluation and development planning in the school
- contributing and evaluating effective policies in relation to the school with the Leadership Team
- To monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to PSHE, citizenship, enterprise and other cross-curricular areas according to school policy.

Generic duties

A person appointed as Head of Year, in addition to carrying out the professional duties of a teacher and the specific leadership and management responsibilities associated with the particular post, must also:-

- play a lead role in promoting and nurturing the Catholic/Christian ethos of the school in their daily work
- play a lead role in helping to ensure that there is an outstanding climate for learning in the school
- be a strong, visible presence during the school day
- undertake responsibilities such as assemblies and duty rota work
- teach in various key stages, as directed, usually in a specialist subject
- contribute to monitoring and developing pastoral care, achievement and the broader life of the school
- build strong professional relationships with all staff and students
- build strong relationships with parents, governors, partner primaries, parishes, Diocesan and LA schools
- contribute self-evaluation and development planning in the school

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils follow this example.
- To continue personal professional development.
- To engage actively in the Performance Management process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Head of Year

PERSON SPECIFICATION Qualifications and Experience

Essential	Stage Identified	Desirable	Stage Identified
<ul style="list-style-type: none"> • A degree in an appropriate discipline/s • Qualified Teacher Status • Ability to teach across the full ability and age range 	AF/C AF/C AF/I/R	<ul style="list-style-type: none"> • Experience of being a pastoral leader or working in a pastoral role. • Experience of teaching in at least two schools. • Participation in a relevant middle leader developmental programme run by a nationally recognised organisation. • Evidence of wider professional learning. 	AF/I/R

Knowledge and Skills

Essential	Stage Identified	Desirable	Stage Identified
<ul style="list-style-type: none"> • Ability to teach high quality lessons to all ages and abilities- lessons that challenge and ensure the progress of all learners • Excellent skills in classroom management • High standard of preparation and marking • Highly developed organisational skills • Ability to contribute positively to a team, and willing to take responsibility and demonstrate good leadership • Highly developed oral and written communication skills • A willingness to partake and share good practice • Ability to form productive relationships with young people • Understanding of how to lead others effectively 	I/R I/R R R AF/R AF/I/R R AF/R I/R I/R	<ul style="list-style-type: none"> • Whole school pastoral experience. • Working knowledge and understanding of current safeguarding procedures. 	AF/I/R

Personal Qualities

Essential	Stage Identified	Desirable	Stage Identified
<ul style="list-style-type: none"> • Professional vision • Ability to enthuse young people • Outstanding role model for children • Ability to respond to change • Ability to relate well to colleagues • Ability to think clearly, calmly and to complete tasks successfully • Willing to be involved in the whole life of the school 	AF/R AF/I/R AF/R AF/I/R I/R I/R AF/I/R	<ul style="list-style-type: none"> • An optimist who brings out the best in people 	I/R

<ul style="list-style-type: none">Fully supportive of the schools' Catholic/Christian ethos and a willingness to promote this ethos at every opportunity	AF/I/R		
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