

Teaching FULLBROOK Job Profile

Head of Year, 12 and 13

The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions document and, where appropriate, supplemental to the Job Profile for a Classroom Teacher. It may be modified to reflect or anticipate changes in the job, commensurate with the salary and job title.

This job description details the additional duties relating to your TLR

| Key accountabilities |
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| <ul style="list-style-type: none"> ▪ Provide a clear direction and a sense of purpose to the year group, leading and developing the aims and ethos of the School and Fullbrook 6 ▪ Provide strong and supportive leadership of the tutor team and student cohort to ensure the highest possible standards of achievement, progress, personal development and well-being ▪ Provide effective leadership to a team of tutors and guide and support them in their roles and duties ▪ Monitor student progress, behaviour and attendance and work closely with tutors, to improve student achievement ▪ To own set-piece events relevant to a year group, including information and parent evenings |
| <p>To oversee the progress of students within the year group by:</p> <ul style="list-style-type: none"> ▪ Enabling a welcoming and supportive transition process including enrolment, registration and induction for all students ▪ Reviewing regularly the achievement and commitment of students to their studies in the light of anticipated performance from GCSE results and using other data as appropriate. Monitor students' development through the use of progress reports, reviews, teacher comments and target setting ▪ Maintaining accurate records with particular reference to: course changes, academic support, safeguarding, learner progression, destinations, 'at risk' students and mid-year leavers ▪ Carrying out weekly attendance checks across the tutor groups and ensuring that strategies are developed to support good attendance and learner retention ▪ Ensuring a calm, purposeful delivery of tutor time and academic mentoring, with tutors owning the outcomes of their students ▪ Maintaining effective contact with parents ▪ Conducting support meetings with students, producing action plans as appropriate |
| <p>Help in maintaining student discipline by:</p> <ul style="list-style-type: none"> ▪ Supporting, encouraging and guiding students. ▪ Ensuring that the standards of behaviour and appearance are impeccable. ▪ Welcoming and integrating new starters to a year group, ensuring they are aware of the standards expected and that they make excellent progress immediately. ▪ Operating disciplinary procedures for students fairly and consistently and in accordance with Fullbrook 6 policy |

Expectation of Tasks:

Daily:

- Own what happens to your students and who they become
- Be present; walk the job
- Liaise with Director of F6, tutors and teachers
- Liaise with parents

Weekly:

- Check attendance and instigate action
- Meet parents
- Update reports; review where you are at with Students of Strategic Concern
- Make 5 praise calls
- Attend relevant meetings

Fortnightly:

- Speak to every student in the year
- Schedule an hour for career development
- Meet with the Inclusion Officer

Half Termly:

- Respond to data, implementing effective systems of monitoring, tracking and intervention
- Deliver assembly
- Celebrate your students and tutors
- Plan ahead by half a term for the next big event
- Formally meet with panel team
- Career review

Annually:

- Meet every student in your year group and review how their year has gone, and what their ambition and aims are going forward
- Organise transition and hand-over
- Learn names/faces of your new year
- Visit another school to experience best practice
- Induct new tutor team

This job description may be amended at any time in consultation with the postholder.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I agree that I am able to perform the essential job functions as outlined.

Postholder's signature: _____ **Date:** _____

Name: _____

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job profile. You should indicate clearly how you meet these requirements with examples of impact when you fill in your application form and supporting statement.

The person appointed will be expected to have:

- A commitment to be a role model – to staff and students alike – energetic, positive, optimistic.
- A commitment to improving standards and raising student achievement
- The ability to lead and motivate a team of Tutors
- An empathy with young people and an understanding of the needs, worries and concerns of students.
- The ability to encourage students and inspire them to fulfil their potential
- A pro-active, flexible, 'can-do' attitude and approach including the ability to implement change within a team of tutors
- Good interpersonal, organisational and ICT skills