

JOB DESCRIPTION

JOB TITLE:	Head of Year	JOB NO: Arena Academy HOY
SCP:	MPS + TLR1a	SITE: Arena Academy
START DATE:	September 2018 or earlier	CLOSING DATE: 15 th February 2018 by midday
INTERVIEW DATE:	16th February 2018	NO OF POSTS: 1

Arena Academy is committed to ensuring successful outcomes for all students. Here at the Academy we ensure that every student has opportunities to succeed.

We are looking to appoint a Head of Year. You will be joining an academy team whose sole aim is to ensure that all students get the very best support, care and guidance that enables them to achieve their very best. Please view the website to learn more about us.

It is vital that everyone within the organisation plays their part. The ability to be flexible and versatile will be fundamental within this role.

Arena Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) check is required for all successful applicants.

How to apply

An application form can be downloaded from www.perrybeechesacademytrust.co.uk/vacancies/ or www.arena-birmingham.academy/vacancies. Alternatively, you can contact the Academy Trust HR Department on 0121 289 3944 or email vacancies@pb-theacademy.co.uk.

Please submit your application form, a letter of application and any supporting documents, to vacancies@pb-theacademy.co.uk.

Only those applicants submitting the appropriate application form will be considered.

Please note that Birmingham City Council application forms will not be accepted.

Post Requires Police / DBS Clearance:	Yes
Is the job exempt from the Rehabilitation of Offenders Act?	Yes
Is the post exempt from job share	Yes

1.0 JOB PURPOSE

- 1.1 To work with the Assistant Headteacher, and other Heads of Year, to deliver outstanding behaviour for learning.
- 1.2 To carry out the functions of a teacher at Arena Academy, in accordance with the stated aims.
- 1.3 To support Arena Academy, to achieve its improvement objectives and implement decisions.
- 1.4 To be committed to safeguarding and promoting the welfare of our young people.

2.0 DUTIES AND RESPONSIBILITIES

Academic Progress:

- 2.1 Monitoring the quality of learning experienced by the year group through discussions with staff and students.
- 2.2 Monitoring of academic progress in order to secure and sustain effective learning. Using assessment grades, traffic lights, reading age scores, reports and data to inform us of both individual student progress, and collective progress across each teaching class and the year group as a whole.
- 2.3 Liaise with key staff regarding all groups of students' achievement in year group (e.g. Gender, SEN, vulnerable, etc.) and the level and type of intervention when required.
- 2.4 Report to LT links on progress of year group and individuals.
- 2.5 Monitor the regular setting of homework. Regularly check that planners are well used and brought to school.
- 2.6 Regularly visit lessons for pupils of your own year group. If a class is on report then Heads of Year should support teaching staff and carefully monitor those students.
- 2.7 Monitor Student voice – Lead School Council meetings and promote student leadership.

Leadership and Management:

- 2.8 Lead and manage a team of tutors and extended staff. Heads of Years to provide guidance, training and encouragement to tutors. Set the agenda for pastoral meetings, which should include a development time for them. Tutors to be monitored both informally and formally by the Head of Year to inform the school's performance management process.
- 2.9 Have an overview of all the different care and guidance for students eg LAC, PP, SENCO, TAs, behaviour and attendance manager.
- 2.10 Providing a link for parents, tutors/mentors, SENCO, teachers, Heads of Departments, Leadership Team and external agencies.

- 2.11 Monitor pupil behaviour in line with the behaviour policy, attendance and achievement and in consultation with key staff decide on appropriate, sanction, intervention and reward where appropriate.
- 2.12 To implement strategies to support repeat offenders.
- 2.13 The Head of Year will oversee students on report, and make contact with parents when necessary.
- 2.14 Advise the Assistant Head and Deputy Headteacher when there is a need for a fixed term exclusion.
- 2.15 Provide a varied and proactive range of assemblies. Supervise the entry of students to assembly.
- 2.16 Work as part of the Care and Guidance team: share good practice and information acquired from courses.
- 2.17 Promote British Values within their year group.
- 2.18 Use the schools reward system to promote student achievement and self-esteem.
- 2.19 Attend Pastoral Board meetings and whole staff meetings and CPD opportunities.
- 2.20 Organise extra-curricular activities within their year group such as educational visits.
- 2.21 Organise effective registration activities.

Administration:

- 2.22 Organise a framework for daily tutorial activities. This includes both day to day administrative tasks (signing planners, checking absences) and year specific tasks (preparation for exams, options, self- monitoring of achievements). To ensure that tutors have access to all relevant materials in order to carry out these tasks.
- 2.23 Manage “in year” admissions for new students in accordance with School policy. This will include meeting potential students, parents and organising timetables and setting (liaising with appropriate key staff).
- 2.24 Take part in Managed Moves if required.
- 2.25 Co-ordinate events such as Parents Evening, Options Evening, Open Evening.
- 2.26 Have an involvement in policy development and decision making across the school.

**OBSERVANCE OF PERRY BEECHES THE ACADEMY TRUST
EQUALITY POLICY WILL BE REQUIRED**

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	SCP	NO OF POSTS	LEVEL OF SUPERVISION*

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

PERSON SPECIFICATION

JOB TITLE: Head of Year

SALARY: MPS + TLR1a

EFA DEPARTMENT:

SITE: Arena Academy

Method of Assessment (M.O.A.)

AF = Application Form I = Interview T = Test P = Presentation

TT = Teaching Task

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A.
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • Excellent communication skills – both written and oral • Good honours degree + QTS • Excellent skills in the subject • Knowledge of current educational issues • Relevant professional development over the last two years • Up to date knowledge of relevant issues in the teaching of the subject 	<ul style="list-style-type: none"> • Evidence of successfully managing a budget • Evidence of building and maintaining community links 	AF/I
TEACHING	<ul style="list-style-type: none"> • Experience and expertise in the subject • Evidence of outstanding teaching 		AF/I
PROFESSIONAL ATTRIBUTES	<ul style="list-style-type: none"> • Successful experience of leading a team • Professional persona • Evidence of wider professional effectiveness 		TT
RELATIONSHIPS WITH YOUNG PEOPLE	<ul style="list-style-type: none"> • Be committed to and be able to actively demonstrate safeguarding and promoting the welfare of children • A commitment to extra-curricular activities 		TT
ASSESSMENT	<ul style="list-style-type: none"> • Evidence of effective use of assessment for learning to enhance progress 		I
PLANNING	<ul style="list-style-type: none"> • Innovative with the drive to see developments and initiatives through to a conclusion • Excellent personal organisation, including the ability to delegate effectively 		TT/I

PERSONAL QUALITIES	<ul style="list-style-type: none"> • Able to lead and inspire others, and develop colleagues and students • Able to monitor, manage , challenge and support staff in the department • Able to fully support the ethos of Perry Beeches, The Academy 		TT/I
OTHER			

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO PERRY BEECHES THE ACADEMY TRUST
EQUALITY POLICY**

COMPILED BY HR

DATE

AGREED BY

DATE

SIGNED

DATE