



Job Description: Head of Year (Non-Teaching)

Reports to: Assistant Principal

Salary: Grade 7 point 14-24 £31,840-£37,306

Contract: Fixed-Term (Maternity cover)

Start date: September 2024

The role

The head of year is responsible for the leadership and management of a designated year group. He/she will work collaboratively with the middle and senior leaders on a wide range of issues, and lead and manage a group of form tutors.

The Head of year will lead on the achievement, behaviour and pastoral development of their year group, while playing a part in maintaining high behaviour expectations for all pupils in the school. This role will ensure all pupils at Ark Elvin Academy are able to maximise their learning time, through the consistent application of behaviour systems and routines. The post holder will work very closely with form tutors, teachers and the senior leadership team to develop a holistic approach to pastoral support for pupils across all key stages within the school.

Key responsibilities

- Monitoring and tracking the impact of learning on achievement for year group
- Analysing behaviour & safety data for year group and planning interventions as required
- Leadership of year group form tutors
- Parental engagement for year group
- Evaluating and improving all areas of responsibility over time

Key tasks

- Following assessment points, work with heads of department to change groups and plan interventions.
- Model, assess and develop the role of form tutors – in partnership with other Heads of Learning.
- Take part in termly review of attainment, progress and targets with Principal and Vice Principal = Data & Assessment.
- Manage pupil review processes and procedures, including monitoring of and response to attendance and behaviour data.
- Deliver training and coaching to colleagues.
- Make decisions on internal and fixed term exclusions and manage communication with parents.
- Lead reintegration procedures for pupils who have been out of school.
- Organise parents' evenings.
- Deliver assemblies.
- Make year group referrals to the SENCo regarding additional support required by learning mentors and other adults.
- Liaise with Assistant Principal – Inclusion regarding referrals to external agencies on issues affecting learning and progress.
- Ensure that form tutors lead on frequent and highly effective contact with parents and carers.
- Lead whole school project to improve personal development, behaviour & welfare.
- Be a professional role model for all pupils and colleagues in demeanour, appearance and attitude.
- Monitor standards in their area of responsibility, while evaluating and contributing to the wider self-evaluation of the school.
- To represent Ark Elvin effectively to external stakeholders.



Other specific responsibilities

- Lead a team of form tutors and coordinate year team meetings.
- Attend and contribute to leadership team meetings
- Supervise corrections as required
- Supervise key parts of the school day as required
- Empower form tutors to develop form time content and delivery

Academy Culture

- To support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- To help develop a school/department culture and ethos that is utterly committed to achievement and good discipline
- To be alert and active on issues relating to pupil welfare and child protection
- To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

Other

- To undertake and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake, within reason, other various responsibilities as directed by the Head of Department or Principal.



Person Specification: Head of Year (Non-Teaching)

Qualification Criteria

- Qualified to at least degree level and above

Experience

- Experience of being an exemplary form tutor and of having taken on a wider pastoral role
- Experience of raising attainment in a challenging classroom environment.
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting,
- Experience of having lead and significantly raised achievement in a class, subject area, year group or key stage.
- Experience of raising the standard of behaviour & safety in a school, through the use of embedded routines and whole school systems.

Values

- Genuine passion and a belief in the potential of every young person
- Personal vision is aligned with Ark's high aspirations and expectations of self and others
- Recognition of the importance of smooth administrative systems in supporting outstanding creative outcomes for young people
- Desire to recognise and equally value all types of music and musician

Knowledge, experience, and skills

- Excellent written communication and interpersonal skills
- Comprehensive IT skills, particularly in working with MS Office, cloud-based storage and MS Teams.

Personal characteristics

- Positive and motivated, action-oriented style
- Ability to work methodically/multi-task, thrives in a fast-paced environment
- Confident and capable in managing varying workload, highly organised and prioritising time effectively
- Committed to delivering consistently high-quality work.
- Reflective and emotionally literate
- Professional integrity and resilience
- Highly collaborative and flexible
- Independent

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).