



Appointment to the post of Head of Year Information for Applicants

Dear Applicant,

Are you passionate about securing great outcomes for pupils and creating the conditions in which they can overcome obstacles to secure a future they choose?

Ark Acton is a good school and we are on a mission to make it a great school. From a strong sapling to a mighty oak. Be part of our growth.

At Ark Acton we think working in a school is the best job in the world and we want to grow our talent. We are heavily committed to staff welfare and development, and this includes:

- weekly staff training and coaching for staff
- Development through our network of 40 schools
- free use of our leisure centre
- access to the school counsellor

We have high expectations for our pupils – and our staff – but we know that by working as a team and committing to our mission we can shape the future.

We look forward to seeing you at interview

Sarah Donarchy

Principal

Job Description: Head of Year

Reports to: Assistant Principal

Salary: Ark Support Staff Band 8 POINT 19-29, £34,452 - £40,427

Contract: Permanent

Start Date: September 2024

The Role:

The Head of Year is responsible for the leadership of a specific year group, ensuring that we as a school create the conditions for excellent learning. 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 Acton 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:

- Regularly monitor the behaviour, attendance and punctuality of all students, groups and subgroups; and promptly plan, implement and oversee support and interventions to improve each of these
- Leadership of year group form tutors
- Leadership of year group specific transition and induction activities
- Parental engagement for year group
- Evaluating and improving all areas of responsibility over time

Key tasks:

- Model, assess and develop the role of form tutors – in partnership with other Pastoral Leaders
- Produce reports as required on student attendance and behaviour
- Deliver training and coaching to colleagues
- Make decisions on reflection room referrals and suspensions, and manage communication with parents
- Lead reintegration procedures for pupils who have been out of school
- Organise parents' evenings
- Deliver assemblies
- Work with the safeguarding team, SENCo, and attendance team to ensure that students are kept safe, and effective support is in place where required
- Ensure that form tutors lead on frequent and highly effective contact with parents and carers
- 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 Acton Academy effectively to external stakeholders

Other specific responsibilities:

- To support and model the academy's values of Hard Work, Honesty and Kindness
- Actively promote the safety and welfare of our students
- To be alert and active on issues relating to student welfare and child protection
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact, and diplomacy

- Work with Ark Central and other Academies in the Ark Network, to establish good practice throughout the network, offering support where required
- Supervise detentions as required
- Supervise key parts of the school day as required
- To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required

This job description is not an exhaustive list, and the successful candidate will be expected to carry out other reasonable tasks as directed by their line manager.

Person Specification: Head of Year

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualifications up to Level 3 in relevant area. • Qualified to work in the UK. 	<ul style="list-style-type: none"> • Further professional qualifications. • Degree level qualification desirable
Experience	<ul style="list-style-type: none"> • Experience of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes. • Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop. 	<ul style="list-style-type: none"> • Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage. • Successful experience of working particularly with high ability or SEN pupils. • Successful experience of working with KS5 pupils in any setting
Knowledge	<ul style="list-style-type: none"> • An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies. • Knowledge & experience of Safeguarding & Child Protection issues. 	<ul style="list-style-type: none"> • Approaches to teaching and embedding independent study skills. • Approaches to raising and maintaining attendance
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. • The ability to develop positive relationships with all young people. • Well developed planning & organising skills including time management, prioritisation, delegation and administration. • Sound judgement and problem solving skills. 	<ul style="list-style-type: none"> • An ability and willingness to teach across more than one subject. • A proven ability to use data confidently and forensically to inform and diagnose weaknesses that need addressing, and ability to plan effectively in order to raise individuals' and cohorts' attainment. • Competent user of ICT.

Motivation	<ul style="list-style-type: none"> • Willing to be fully engaged in the whole life of the school including extra curricular activities. • Willing to be a form tutor. • Committed to team work and working collaboratively with colleagues. • A commitment to the safeguarding and welfare of all pupils. 	<ul style="list-style-type: none"> • Experience of leading successful enrichment and extracurricular activities, which inspire and motivate learners.
Attributes	<ul style="list-style-type: none"> • A good team player – humility, hunger for work we do and the success of the community we serve, emotional intelligence. • Willingness to receive feedback and act on it, and give feedback to the team as required. • The ability to enthuse and inspire others. • Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. • Confidence and self-motivation to work well and be decisive under pressure. • A high level of honesty and integrity. • Personal stamina & energy including a good record of attendance and health. • A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision. 	

- **This post is subject to an enhanced DBS disclosure.**
- **The post holder must be committed to safeguarding the welfare of children.**

Our diversity and inclusion statement:

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's safer recruitment process:

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](#).