

## Job Description: Head of Year 7

<b>Reporting to:</b>	Member of the SLT
<b>Location:</b>	Ark Putney Academy
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Full time
<b>Pay Points:</b>	Ark MPS or UPS (Inner London) £37,667-57,313 depending on experience.
<b>TLR:</b>	TLR 1A: £9,272

### The Role

As Head of Year 7, you will be responsible for ensuring outstanding pastoral support for all students, fostering a culture that enables students to maximise their achievements across the spectrum of school life. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

### Key Responsibilities

#### Leadership and Management of Year Group

- Facilitate leadership of year group, managing the Year Team staff and students to ensure rigorous behaviour systems are sustained and students are making good academic progress
- Lead, support and hold accountable a professional community of form tutors
- Lead the management of all aspects of academy life for the year group
- Coach, observe and motivate teachers within the key stage
- Regularly analyse student performance data, reviewing attainment, progress and behaviour, including the performance of specific groups within the year group, especially children in receipt of free school meals, pupil premium funding, or looked after children, and act accordingly
- Organise and, through a team of tutors, implement a framework for daily tutor activities, tasks and assemblies
- Be proactive in the social, emotional and academic wellbeing of students, in collaboration with other staff members and other external agencies, as appropriate

#### Year Group Ethos and Culture

- Foster a strong sense of school community and ethos among both staff and students
- Establish positive working relationships with parents and carers of the year group and communicate regularly with them
- Act as a positive role model to staff and students, communicating the highest expectations of behaviour, attendance and punctuality
- Implement and reinforce a consistent behaviour policy and system of rewards and sanctions, characterised by consistent, orderly behaviour and caring, and respectful relationships
- Supporting the Year 6 to 7 transition process

#### Teaching & Learning

- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
- Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and cultivate every student's intellectual curiosity
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes

- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

### Other

- Actively promote the safety and welfare of our children and young people
- 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

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

## Person Specification: Head of Year 7

### Qualification Criteria

- Qualified to teach and work in the UK
- Degree in relevant teaching subject

### Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Experience leading a team and/or working to support the significant success of others
- Experience or understanding of how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Experience of interpreting complex student data to drive lesson planning and student progress
- A proven track record of providing excellent pastoral support as a form tutor
- Excellent understanding of both subject and general teaching pedagogy
- Be or demonstrate the potential to become an outstanding teacher
- Knowledge of the national secondary education system, examinations and curriculum

### Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*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](#).*

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*