
JOB DESCRIPTION

JOB TITLE	Teaching Head of Year
LOCATION	Energy Coast UTC, Blackwood Road, Lillyhall
SALARY	MPS/UPS + TLR 1A (£9,272)
RESPONSIBLE TO	Head of KS4

OVERALL PURPOSE OF JOB

To support, hold accountable and develop a team of tutors focusing on high standards of social, personal and academic development of students so that:

- The large majority achieve target grades.
- Students have a good attitude to learning, respect for themselves and others and are safe at the UTC.
- To lead both the team of form tutors and cohort of students for the given year. This involves giving a clear vision and direct to work, identifying key areas for improvement and planning appropriate actions to meet them.
- To manage both the people and resources associated with each year group.
- To work with the Head of Key Stage 4 to monitor the quality of learning experienced by the year group.
- To promote the ethos of the college through leading high-quality assemblies.
- To head, in your given year group, on the rigorous use of performance and tracking data to ensure that every student is tracked against target on a half termly (as a minimum) basis. Monitor particular groups including Pupil Premium and SEND.
- To ensure, in your given year group, that appropriate interventions are put into place to ensure all students achieve target grades.

DUTIES AND RESPONSIBILITIES

Teaching

- As a subject teacher, maintain a thorough and up-to-date knowledge of the teaching of your subject and take account of wider curriculum developments, which are relevant to your work.
- Teach students according to their particular needs, including the planning, differentiation, preparation and assessment of work in line with the policies of the UTC.
- Assist in the smooth delivery of your subject area at the UTC as directed by the Head of Department.

- Implement and maintain good classroom management and follow UTC policies for behaviour management.
- Plan lessons and sequences of lessons to meet students' individual learning needs.
- Use a range of appropriate strategies and follow UTC policies for teaching and behaviour management.
- Assess, monitor and record the progress of students in your teaching and tutorial groups; give them constructive feedback, targets and advice; and report their progress to, and discuss their progress with, their parents/carers.
- Ensure that, as a result of your teaching, your students achieve well relative to their prior attainment, making progress as good as or better than similar students nationally.
- Within the framework of the UTC's performance management and CPD policies, take responsibility for your own professional development and use the outcomes to improve your teaching and your students' learning.
- Make an active contribution to the policies, aspirations and plans of your year, your curriculum/student performance team and the UTC.
- Contribute to extra-curricular activities.

Head of Year- Academic Progress

- To monitor the academic progress of the year group in order to secure and sustain effective learning, with particular reference to the proportion of students and groups of students making good progress.
- To use assessment data to inform an analysis of individual student progress and collective progress across each tutor group and the year group as a whole.
- To have an overview of the range of barriers to learning that impact on student progress, with reference to behaviour for learning, in and out of the classroom.
- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department, with particular reference to the proportion of students and groups of students making good progress.
- To monitor the effectiveness of these intervention and report to the LT termly on the progress being made by students in the given year group.
- To liaise with key staff, including the SENCO, regarding all groups of students' achievement in the year group, with particular reference to the proportion of students and groups of students making good progress.
- To report to your line manager with the progress of the given year group and individuals, with particular reference to students making good progress.

Head of Year- Leadership and Management

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.
- To lead and manage a team of form tutors and maintain regular formal and informal contact with tutors.
- To ensure that all form tutors understand, and are effectively implementing the key aspects of the college's policies including those of behaviour, attendance, uniform and safeguarding.
- To set the agenda for form tutor meetings which should include a development item.
- To make a significant contribution to the induction of form tutors referring any individual training needs to the member of the LT with responsibility for staff INSET.
- To have an overview of all the different care and guidance for students' eg SENCO, teaching assistants, external agencies etc.
- To provide a link for parents, form tutors, SENCO, teachers, LT and external agencies.
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
- To contribute to the organisation of any parent information evenings and monitor parent attendance to these events.
- To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that the attendance and punctuality of students in the given year group are at the highest levels.
- To monitor student behaviour, attendance and achievement using the school's SIMs and, with consultation with key staff, decide on and implement appropriate sanctions, interventions and rewards.
- To create appropriate behaviour management plans and update accordingly.
- Take a leading role in the re-integration process following a student exclusion.
- To oversee students on report and make contact with parents, when necessary.
- To play the lead role in the disciplining of students referring situations to the appropriate member of the LT when appropriate.
- To contribute to the management of key school events; for example induction, transfer arrangements, outings, open evenings, extracurricular and social events.

Head of Year- Administration

- To organise and, through a team of form tutors, implement a framework for daily tutorial activities. This includes both day to day administrative tasks (checking absences etc) and year specific tasks (preparation for exams, learning conversations etc).
- To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities.

- To maintain individual student records as necessary and ensure that they are kept up to date.
- To oversee “in year” admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in the conjunction with key staff organising timetables and setting.
- To monitor the settling in of new students.
- To oversee the completion of progress checks as appropriate.
- To oversee the completion of school reports for the given year group.
- To work with form tutors to ensure appropriate follow up reporting procedures and to play an important part in the evaluation of reporting procedures.
- To have an involvement in policy development and decision making across the college.

OTHER SPECIFIC DUTIES

- To continue personal professional development as required.
- To understand the implications of the Freedom of Information Act and the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required.
- To adhere to the UTC’s policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety.
- Lead by example and set a professional tone for behaviour, both as a role model and by supporting the culture of mutual respect between students and colleagues.
- Understand the Safeguarding requirements of the UTC and ensure compliance with the policy.
- The person undertaking this role is expected to work within the policies, ethos and aims of the UTC, to carry out such other duties as may reasonably be assigned by the Head of School, and to play a full part in the life of the UTC supporting its distinctive mission and encouraging staff and students to do the same.

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