

Dear Applicant

Thank you for your interest in the position of **Head of Year, Dean Trust Ardwick, 345 Stockport Road, Ardwick, M13 0LF.**

**Employment start date: 1<sup>st</sup> September 2018**

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [thethedeantrust.co.uk](http://thethedeantrust.co.uk).

#### **Method of Application**

The preferred method of application is electronically via email to [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

#### **Closing Date**

Applications received after the closing time of **10am Wednesday 17<sup>th</sup> January 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Mrs S Taylor  
**HR & Payroll Manager**

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Cecil Avenue Sale Cheshire M33 5BP  
t: 0161 973 1179  
e: [thedeantrust@aom.trafford.sch.uk](mailto:thedeantrust@aom.trafford.sch.uk)  
w: [www.thedeantrust.co.uk](http://www.thedeantrust.co.uk)

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# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Head of Year (TLR 2c = £6,515)</b>
<b>Reporting to</b>	<b>Senior Leadership Team</b>
<b>Main purpose of job</b>	To undertake the strategic pastoral and academic lead for a named Year group
<b>Key responsibilities:</b>	
<b>Leadership &amp; management</b>	
<ul style="list-style-type: none"> <li>To be responsible for the progress of the Year Group</li> <li>To promote high expectations of all pupils and staff teaching within a Year group</li> <li>To ensure that all Form Tutors have the highest possible expectation of their pupils and that the school's standards are well embedded within the Year Group</li> <li>To create the Year Group ethos and identity, establishing and maintaining high standards across the Year Group</li> <li>To identify and promote pupil leadership opportunities across the Year Group</li> <li>To lead a team of Form Tutors, establishing best practice as a lead tutor and coordinating and managing the Year Group tutorial programme</li> <li>To effectively line manage Pupil Support Managers and deploy their skills effectively to support pupils</li> <li>To contribute to and implement short, medium and long term plans set for the year via contribution to the School Improvement Plan</li> <li>To contribute to the school's self-evaluation process</li> <li>To coordinate and evaluate activities within registration periods to meet SMSC criteria</li> <li>To coordinate and contribute to the delivery of the assembly and Form Tutor programme for the Year Group</li> <li>To be a primary point of contact for parents along with the Form Tutor and Pupil Support Manager</li> <li>To assist in the establishment and management of effective administrative systems</li> </ul>	
<b>Improving the quality of teaching and learning</b>	
<ul style="list-style-type: none"> <li>To support the Senior Leadership Team and Heads of Faculty in improving the quality of teaching and learning within the Year group</li> <li>To be responsible for teaching groups (and movement between groups) within the Year Group in liaison with Head of Faculty and SLT</li> <li>To be responsible for the achievement of groups of pupils within the Year group</li> <li>To liaise with Heads of Faculty regarding progress of pupils and intervention groups</li> </ul>	
<b>Assessment, reporting and recording</b>	
<ul style="list-style-type: none"> <li>To ensure the efficient management and organisation of school events such as Information evenings and Parents' Evenings.</li> <li>To review and analyse assessment and reporting for a target group of pupils.</li> <li>To lead in the academic reviewing of groups of pupils, and produce information for faculties, SLT and all other parties regarding pupil progress.</li> <li>To contribute to the management of transition arrangements and data between year groups</li> <li>To make efficient use of prior attainment and current academic information for their target group(s) to create additional reports for parents, when relevant.</li> </ul>	

- To promote and monitor effective use of pupil planners as a means of planning, communication and recording.
- To provide information to parents, school, governors and external bodies on request

### **Behaviour for learning, pastoral care and standards**

- To ensure the safeguarding of all pupils within the year group
- To ensure effective pastoral care for all pupils within the year group
- To lead by example as an outstanding role model for staff and pupils reflecting Dean Trust standards
- To have responsibility for Behaviour for Learning and attendance and punctuality within the year group
- To coordinate rewards activities for the year group and support the development of a coherent whole school reward scheme
- To contribute to the leadership of the school's sanction system, ensuring that sanctions are effective
- To ensure the development of pupils' individual and collaborative study skills necessary for them to become independent learners, through structured tutor time activity
- To lead and ensure outstanding quality of assemblies, which reflect the standards and expectations of the school and year group
- To ensure that Form Tutors play a lead role in supporting whole school Behaviour for Learning strategies
- To liaise with Pupil Support Managers and SENDCO to identify and report patterns of behaviour or learning difficulties, and suggesting strategies for intervention
- To monitor behaviour through SIMS analysis, generate regular reports and develop any necessary intervention strategies for individual pupils or groups
- To develop effective pupil discussion as a tool for whole school improvement
- To be flexible in approach and be appreciative that this is a new school and as the school grows the job description will reflect the changes in the school and school community

### **All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive & Academy Principal and Headteacher

The job description will be updated where appropriate in consultation with the post-holder.



## Person Specification

<b>Education and qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Qualified Teacher Status</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Second subject qualifications</li> </ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Proven excellence as a classroom teacher including teaching to GCSE level</li> <li>• Contribution to the leadership of a Year group</li> <li>• Good understanding of how pastoral systems work and link to standards and achievement</li> <li>• Excellent Form Tutor practitioner</li> <li>• Work with external agencies</li> <li>• Experience of interaction with parents and carers on a variety of matters</li> <li>• Good working knowledge of safeguarding issues</li> <li>• Experience of developing effective strategies to ensure outstanding behaviour, attendance and punctuality</li> <li>• Leadership or contribution to effective rewards and sanctions systems</li> <li>• Led trips and visits</li> <li>• Led assemblies</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• To have worked as an Assistant Head of Year or similar</li> <li>• Led a Year group through transition of a Key Stage</li> <li>• Experience in developing a health and well-being strategy</li> <li>• Contributed to or led a whole school project</li> <li>• Contribution to the school's improvement plan and SEF</li> <li>• Experience in developing successful community links</li> </ul>
<b>Knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Full working knowledge of the curriculum requirements at KS 3 and 4 for a specialist subject</li> <li>• Ability to analyse and use data effectively to improve pupils' progress</li> <li>• Ability to identify early on in pupils the need for early intervention regarding progress or welfare</li> <li>• Ability to work alongside key Middle Leaders to provide effective interventions for individuals and groups of pupils</li> <li>• Ability to ensure outstanding provision for all pupils, including vulnerable and disadvantaged pupils, and those with EAL</li> <li>• To be able to lead a team successfully and work as a member of a team</li> <li>• Excellent oral and written communication skills</li> <li>• Excellent behaviour management of pupils</li> <li>• Ability to contribute to the school's weekly themes and assemblies programme</li> <li>• Good knowledge of SIMS and ability to use data intelligently</li> <li>• Knowledge of current educational issues</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Effective strategies which enable pupils with EAL to fully access the curriculum</li> <li>• Good knowledge and understanding of the cultures and faiths of the local community, and the opportunities the school's location brings</li> </ul>

<p><b>Leadership and Management</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Be able to motivate, support and inspire trust in others</li> <li>• Be a strong leader who can lead others in a shared vision</li> <li>• Be able to work successfully as part of a team</li> <li>• Ability to formulate, monitor, evaluate and review plans and policies</li> <li>• Think quickly and calmly, and be able confront and resolve problems successfully</li> <li>• Ability to lead others successfully through change</li> <li>• Be an effective decision maker and problem solver</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Led whole school staff training</li> <li>• Presented reports to Senior Leadership Team and governors</li> </ul>
<p><b>Attributes</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Possess a passion for working with young people</li> <li>• High personal and professional standards</li> <li>• Have an interest and commitment to working with all members of the school community and working as part of a team</li> <li>• Commitment to driving forward the school's vision</li> <li>• Commitment and loyalty to the school and the Dean Trust</li> <li>• Desire and willingness to contribute to school events and duties</li> <li>• Desire to support other schools and staff within the Dean Trust</li> <li>• Possess honesty, integrity and discretion</li> <li>• Have a strong presence</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Ambitious to develop career beyond this point</li> </ul>