

St. John Bosco College

Job Profile: Head of Year (with English Teaching)

Purpose: To serve the mission of St. John Bosco College by ensuring that every student in the year group benefits from the highest quality Catholic education and is enabled to achieve his or her full potential. To secure and promote the welfare, development and achievement of every member of the year group. To lead staff in achieving these aims

Salary: Main Scale or Upper Pay Spine plus TLR 2

Responsible to: The relevant member of the Leadership Team

Person Specification

- Commitment to supporting the distinctive nature of a Catholic school and promoting the educational principles of St. John Bosco
- Good Honours Degree
- Qualified Teacher status and evidence of at least “good” teaching in English and/or media
- Recent and relevant professional development
- Ability to enthuse, inspire and develop staff and students under the Catholic ethos
- Ability to challenge, motivate and empower staff and students
- Proven track record of raising standards
- Successful experience of whole school responsibility at middle leadership
- Proven experience in recognising and meeting the needs of groups of staff and students
- Demonstrable experience of effectively managing and implementing change
- Ability to manage resources efficiently
- Genuine enjoyment of working with young people
- Understanding of and commitment to inclusion for all
- Commitment to excellence and the ability to lead by example in terms of teaching and learning
- Excellent communication skills and commitment to working as a team player
- Boundless enthusiasm and a positive outlook
- Capacity to work very hard under pressure
- Personal integrity and the drive to do what is best for the students
- Ambition and potential to move on to Senior Leadership
- Sense of humour
- Commitment to ensuring that St. John Bosco College becomes the best school in the country

Responsibilities

In addition to the duties laid out in the latest edition of the School Teachers Pay and Conditions Document and those detailed in the general job profile for teachers, the Heads of Year will be expected to:

- Be accountable for standards in every area relating to the year group
- Monitor, evaluate and develop the quality of learning and teaching for the year group
- Ensure that every student in the year group makes excellent progress and achieves highly
- Promote high expectations and secure standards in terms of student behaviour and safety
- Develop the skills of Form Tutors and associate staff working with the year group
- Secure the objectives of the School Development Plan where relevant to the year group in question
- Lead and secure success by ensuring the effective implication of school policy
- Provide a significant presence around the College at all times throughout the day
- Develop and promote excellent relationships with parents and carers

Furthermore the Head of Year will be expected to:

Ethos & Inclusion

- Ensure that all students in the year group are happy, safe and secure at St John Bosco College
- Monitor, evaluate and develop all the pastoral work for the year group
- Arrange and promote activities within the year group
- Deliver assemblies, including a collective act of worship policy reflecting the Gospel reading of the week
- Secure excellent attendance from all students and liaise with the Educational Welfare Officer
- Where appropriate liaise with primary schools, other Heads of Year or Head of Sixth Form to ensure smooth transition of students
- Liaise and work effectively with the Learning Support Department, SENCO, EAL lead and Inclusion Manager
- Liaise and work effectively with the Chaplain
- Develop an effective rewards system for all students in the year group
- Implement the safeguarding policy and work collaboratively with the Child Protection Officer

Achievement & Standards

- Ensure that every member of the year group community achieves to their full potential
- Liaise and work effectively with the Heads of Department
- Set, monitor and evaluate academic targets for all students in the year group
- Secure excellent academic results from all students and staff who work with the year group
- Monitor and evaluate all streams of data and implement subsequent action plans
- Monitor the progress of individual students and take appropriate action
- Review students' reports and identify students requiring additional support
- Report to the Leadership Team half-termly and the governors annually on student progress
- Ensure that there is a rigorous system of self-evaluation for all aspects of the job profile
- Work effectively with parents to ensure high standards and achievement for every student in the year group
- Organise Parents Evenings

Leadership of Staff

- Lead training for tutors providing induction for tutors new to the role
- Monitor, assess and develop the roles of the tutors to support the Development Plan
- Update tutors of changes to school policy and ensure that they are fully supported
- Ensure that tutors run their tutor sessions effectively
- Ensure that work relating to the theme of the week is delivered appropriately and regularly
- Support the professional development of tutors and other staff working with the year group
- Line manage the tutors and ensure their professional development needs are met

Other Responsibilities

- Organise other events and activities specific to the particular year group according to the school calendar
- Carry out other duties as directed by the headteacher