



Head of Year (Director of Learning) **Responsible to: A member of the Senior Leadership Team**

Core Purpose of Head of Year

In addition to the generic responsibilities of teaching staff, you will be responsible for raising the standards of attainment for all students in the specific year groups and contributing to whole school improvement at a strategic level.

The successful candidate should have a passion for learning and caring for students and have the drive and ambition to maintain and raise standards in this popular and respected school.

We are looking for an aspirational leader of a year group. Someone with a passion for the role, a desire to succeed and an ambition to ensure their year group becomes a central part of Townsend.

We want someone who has a genuine desire to better the life chances of young people. Candidates with all levels of experience will be considered – those with significant teaching or Year leadership experience, people looking for a new challenge, those returning to the profession, or those looking for their first step to leadership - but primarily the post should attract those who are wanting to further raise standards, who enjoy working as part of a team, have a creative mind, a commitment to young people and a willingness for flexibility.

We will consider any teaching subject.

Applicants should be resilient and flexible, have good communication skills and be willing to commit the time and effort to the position. The post will involve overseeing a year group and involve the responsibility for each child's personal, social and academic growth. It will include leading a group of form tutors, liaising with subject staff, supporting the planning and delivering of our Learning for Life programme - including statutory and non-statutory elements of PSHE/RSE, through form time as well as dedicated lesson time, and communicating frequently with parents/carers.

The successful candidate will be required to work closely with the SENCO and other members of staff responsible for pastoral support to ensure that each child has the opportunity and support to achieve the very best they can while at Townsend. The role includes both academic and pastoral elements. We want you to be concerned for the 'whole child' and we want student's life chances to be enhanced because you were their Director of Learning. Liaising with external agencies will also be required.

To succeed in this role, you must be an exceptional classroom practitioner, have the ability to lead, motivate and inspire students. We offer an excellent Continuing Professional Development programme for all staff. We are committed to developing high-quality and effective teachers. Continuous training and professional development are embedded within our school culture and ethos.



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Job Specification

- To academically monitor and evaluate pupil progress to identify and lead strategies to combat underachievement to make a measurable contribution to whole school targets.
- To support all students in their emotional and physical wellbeing to promote good behaviour and encourage positive character development.
- To provide quality teaching in a subject offered at the school.
- To contribute to Personal, Social, Health, Careers and Relationships Education as determined (PSHCE/RSE) by our curriculum.
- To engage all form tutors in the creation, consistent implementation and improvement of tutor work that encapsulates key school learning strategies.
- Promote the ethos of the school through leading high-quality assemblies with elements of worship and our tutor programme.
- To ensure all tutors understand, and are actively implementing, the key aspects of the school's behaviour, uniform and other policies.
- To build partnerships with parents/carers and external agencies to support pupil academic progress and social development.
- To act as a role model in leading tutors in their own high-quality pastoral care and academic monitoring of pupils, continuous professional development and professional presence in the Year Team.
- The post holder is responsible for ensuring that the school safeguarding/child protection policy and wellbeing are adhered to in the year group, and concerns are raised in accordance with this policy.
- To contribute to the development of the whole school's strategic planning and policies.
- To carry out tasks as reasonably required by the Headteacher.
- Flexibility, flair, resilience and a sense of humour.

Safer Recruitment

1. This role will require the post holder to have an enhanced DBS check.
2. It is the individual's responsibility to promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.

General

1. Play a full part in the life of the school community; support the school's priorities and ethos and encourage students to follow this example.
2. Undertake continued personal professional learning activities, as agreed with the line manager / CPL coordinator.
3. Participate in subject team activities arranged for open evenings.
4. Undertake duties as per the published rota.
5. Undertake a reasonable share of cover lessons in accordance with the published cover policy.
6. Undertake any other responsibilities or tasks as reasonably requested by the Headteacher.



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Upper Pay Spine

1. In addition to the above, teachers who have progressed to the Upper Pay Spine will be expected to undertake additional responsibilities. The scope of these should increase along with UPS progression.
2. Teach consistently good or better lessons, to improve the delivery of an increasing number of outstanding lessons.
3. Contribute to developments within the subject/year team and lead on appropriate aspects, as agreed by their line manager.
4. Undertake induction, coaching and mentoring of identified staff or trainees, in line with the school's policy.
5. Contribute to the whole school's professional development programme as appropriate.
6. Provide guidance, support and mentoring for identified students, as agreed with their line manager.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



Head of Year (Director of Learning) Person Specification

Attributes	Essential	Desirable	Evidence
Qualifications & Experience			
QTS (or training towards QTS)	✓		A
Successfully completed Induction Year	✓		A
Evidence of recent Professional Development	✓		A
Further study or qualification		✓	A
Evidence of contribution to staff training and development		✓	A
Knowledge & Skills			
Excellent classroom practitioner	✓		IP
Ability to articulate characteristics of effective teaching	✓		IP
Knowledge and understanding of current and future initiatives in education		✓	A/IP
Understanding of the learning needs of all students	✓		A/IP
Ability to lead and implement new ideas	✓		A/IP
Use of ICT, particularly to promote teaching and learning	✓		A/IP
Ability to enthuse, inspire and motivate others	✓		A/IP
Experience of, ability to, use student performance data to raise achievement		✓	A
Excellent people management skills and the ability to build a team		✓	A
Ability to communicate effectively with a range of audiences	✓		A
Good administrative and organisational skills	✓		A



Personal/Professional Qualities			
Self-motivated, with ability to use initiative	✓		R/IP
Approachable, caring, flexible and supportive	✓		R/IP
Ability to contribute to and be part of a team	✓		R
Can work under pressure, with a high level of commitment and determination	✓		R
Ability to lead by example, and make decisions	✓		R
Commitment to extra-curricular activities	✓		A/R
Safer Recruitment			
Knowledge and understanding of requirements and responsibilities for safeguarding and promoting the welfare of children and young people (including an enhanced DBS check)	✓		A/R/IP
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		A/R/IP
Emotional resilience in working with challenging behaviours	✓		A/R/IP
Appropriate motivation to work with young people	✓		A/R/IP

A = Application Form

IP = Interview Process (this will include teaching a lesson)

R = Reference

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____