



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Head of Year Recruitment Pack



JOB DESCRIPTION

JOB TITLE:	Head of Year (non-teaching)
RESPONSIBLE TO:	SLT
CONTRACT TYPE:	Fixed Term
END DATE:	Friday 04 April 2024
HOURS:	37 hours per week, Term time plus one week (38 weeks)
SALARY:	Scale 6, Point 18 – 22 Starting salary to be confirmed upon appointment, subject to experience.
PLACE OF WORK:	Laureate Academy, Warners End Road, Hemel Hempstead, HP1 3DW.
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits: <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Cycle to work scheme.• Employee Assistance Programme.• Eye Care Voucher scheme.• Car Benefit Scheme
PROBATION PERIOD:	The post holder will be required to complete a 6-month probation period.

PURPOSE OF THE ROLE

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation.

The function of the Head of Year is to secure the effective care of the social, emotional and learning needs of all individual students within their year group. The overriding role is to remove barriers to learning and to promote the ethos of a happy academy where everyone succeeds.

MAIN RESPONSIBILITIES AND TASKS

LEAD RESPONSIBILITIES

- All aspects of safeguarding to ensure that every student within the year group remains safe: this will involve undertaking child protection investigations, working collaboratively with external agencies and other members of the academy safeguarding team and other duties as required by the Vice Principal, Pastoral Care and Safeguarding. Part of the role requires ensuring that their Level 2 Designated Senior Lead (DSL) qualification is up to date
- Planning interventions around behaviour and key pastoral issues that arise within the year group: this will include supervising Individual Support Plans (ISP), Pastoral Support Plans (PSP), Risk Assessment Management Programmes (RAMPS); and Safety and Support Plans (SSPs)
- Arrangement of appropriate support to be given to individual students with regard to their progress within school, for example: EAL support, places to work out of school hours, one-to-one tutoring, counselling, Connexions advice
- Communication with parents and carers around key behaviour and pastoral issues
- The collaborative planning of an ambitious and appropriate tutoring programme for the year group
- Holding form tutors to account for the quality of the tutoring programme
- Mentoring students within the year group in support of the learning process
- Overseeing the enrolment and induction of new students within their year group
- Leading assemblies when appropriate
- Leading other members of the year team, including form tutors

RESPONSIBILITIES WITH SLT YEAR LINK AND YEAR ACHIEVEMENT LEADER

- Monitoring the progress of each student in the year group to ensure every student makes good academic progress towards meeting or exceeding his/her targets
- Working collaboratively with teachers and Subject Leaders to ensure effective teaching strategies are employed for all students within the year group
- Liaising with the relevant colleagues in order to monitor the behaviour strategies and interventions for all students within the year group; this will include attending fortnightly concern meetings with members of the year team and SLT
- Working with other staff to ensure that students participate in House events
- Monitoring the attendance of members of the year group and intervening to promote high levels of attendance, including conducting home visits

ADDITIONAL DUTIES

- Be a positive role model to students
- Where necessary, supervise students removed from lessons and ensure this time is used to good effect
- Attend year group evening meetings as required. Examples of these include: Student Services meetings; Parent Consultation Evenings; Open Evenings
- Undertake any other task reasonably requested by the Principal.
- Adhere to all Safeguarding and Child Protection Policies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE English and Maths Grade C or above 	<ul style="list-style-type: none"> Evidence of on-going professional development and training relevant to the role Training/qualifications in mentoring Training/qualifications in Child Protection First Aid qualification
KNOWLEDGE, SKILLS AND EXPERIENCE	<ul style="list-style-type: none"> Ability to support students in education environment Ability to effectively use data to support intervention and action to support learning Able to use school data systems e.g. SIMS, CMIS Ability to work with Teaching or Pastoral staff to support attainment Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust Tact, diplomacy, discretion and confidentiality at all times Ability to work to and achieve tighter and/or changing deadlines Excellent organisational skills, ability to prioritise work for self and others Excellent team skills and the ability to network effectively 	
PERSONAL COMPETENCIES AND QUALITIES	<ul style="list-style-type: none"> The ability to remain discrete when privy to confidential information Commitment to safeguarding and promoting the welfare of children and young people Willingness to undergo appropriate checks, including enhanced DBS checks Willingness to undertake further training Have a willingness to demonstrate commitment to the Future Academies values and behaviours Committed to Equality & Diversity 	

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **17:00 on Monday, 02 December 2024**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HR@laureate.futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

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