

Job Description & Person Specification Head of Year

JOB DESCRIPTION

POST: Head of Year

RESPONSIBLE TO: Principal, under the day to day management and leadership of a member of the Principal's Leadership Team – Assistant Principal, Behaviour & Attitudes

RESPONSIBLE FOR: Year group and Assistant Head of Year

GRADE: TLR 1B £9,930

KEY RELATIONSHIPS: Academy Leadership Team; Lead Teacher, relevant teaching and support staff; LA representatives; external agencies; parents; local community; other Oasis Academies and Oasis Community Learning central staff

LOCATION: Oasis Academy Brightstowe

WORKING PATTERN: Full-time and as described in the School Teachers' Pay and Conditions Document.

JOB PURPOSE: To ensure high quality pastoral provision and effective teaching and learning across the curriculum and to carry out the professional duties of a qualified teacher in accordance with the current DCFS Academy Teachers' Pay and Conditions document.

Disclosure Level: Enhanced

Main Purpose

To lead the Year team in Oasis Academy Brightstowe, creating a strong sense of identity connected with the Oasis Values and high levels of behaviour and achievement. To provide outstanding pastoral care and guidance for the students in the year through robust systems ensuring that every student achieves their full potential.

AREAS OF ACCOUNTABILITY:

Visioning and strategies

To communicate and lead whole Academy vision so that:

- Students are calm and orderly when moving around the Academy
- Systems and policies are followed by students and staff so that consequences are applied consistently and fairly.
- There is a relentless focus upon improving student attendance and punctuality so that opportunities for learning are maximised
- A positive and respectful culture is cultivated within the Academy
- Students feel safe because bullying, discrimination and peer-on-peer abuse – offline or online – are not accepted and are dealt with quickly
- Students understand the high expectations for their behaviour and conduct and demonstrate high levels of self-control and possess consistently positive attitudes to their education.

- To work closely and proactively with the other Heads of Year to ensure that all the plans and activities for the house are complementary and work in an integrated way to deliver an overall outstanding provision for the Academy
- To develop and champion the use of students in positions of responsibility to drive as far as possible the leadership, management and running of the year to the student body

Intervention, Monitoring and Evaluation

Ensure that there are robust plans in place, and that these are monitored and evaluated, to improve:

- the quality of teaching and learning for all students in the year including lesson observations and learning walks
- the impact of tutor time, including academic tutoring and peer coaching
- the participation of students in extra-curricular activities
- the extent to which students feel safe from different forms of harassment and bullying and to the extent to which they feel respected and listened to in the Academy
- the conduct of students in lessons and around the school
- incidents of students' poor behaviour, including exclusions and especially any incidents relating to racism and bullying.
- the extent to which students lead healthy lives, including the uptake of meals, participation in extra-curricular activities and knowledge of the dangers of harmful substances
- student attendance and punctuality and especially those students with attendance below 90% and 80% as subgroups

Specific Duties

- Liaise regularly with parents of students in the year group
- To take year assemblies
- To plan the organisation of all parents evenings as requested
- To be 'on call' and available for the students throughout the day
- Creation and management of all student PSPs
- Management of all aspects of external exclusions
- Ownership of all CP issues and LACs

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Health and Safety Statement

So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies and codes of practice.

Safeguarding Statement

Oasis Community Learning is committed to the safe guarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Executive Board to ensure the safety of all young persons within its care. Person Specification.

Oasis Academy Brightstowe

Transforming lives and communities



PERSON SPECIFICATION - Head of Year

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • A degree in relevant or related subject • Evidence of a commitment to own professional development • Recent relevant training in the Leadership of learning 	<ul style="list-style-type: none"> • additional leadership qualification • DSL or advanced safeguarding
Experience, Skills & Knowledge	<p>Successful experience of:</p> <ul style="list-style-type: none"> • Achieving good student outcomes across Key Stages 3 and 4 • Developing Schemes of Work across Key Stages 3 and 4 • Highly effective work as a Form Tutor being able to demonstrate strong care guidance and support for groups and individuals • Involvement in school improvement initiatives • Making effective use of Assessment for Learning to engage students as partners in their learning • Leading a development within a team • Use of assessment and attainment information to improve practice and raise standards • An thorough understanding of key Literacy Strategies to boost low attaining students • Good understanding of the Ofsted inspection framework and of subject-level self-evaluation processes 	



	<ul style="list-style-type: none"> • Use of strategies to promote good student relationships and high attainment in an inclusive environment • An understanding of Emotional Literacy developments to support learning and teaching • Ability to plan and resource effective interventions to meet curricular objectives • Ability to assess the performance of others and respond appropriately • Ability to form and promote positive relationships with staff, students, parents, the local community and outside agencies • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Commitment to the value and promotion of work related learning • Willingness to undergo appropriate checks, including enhanced CRB checks. • Motivation to work with children and young people • Ability to form positive and productive relationships with students, colleagues, parents/carers and other stakeholders • Active participation in Academy developments • Commitment to leading extra-curricular activities/ educational visits/out-of-hours learning • A willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	