



Chipping Norton School

Advert

Chipping Norton School is looking for the right person to take on the role of:

Head of Year (with teaching commitment)
Permanent post
Full time
MPS-UPS (£23,720-£39,406) (+ TLR1a £7,853)

The Pastoral Department are seeking to appoint a dynamic and forward thinking Head of Year. The successful applicant must have high aspirations, enthusiasm and commitment, with regards to raising students' achievements and wellbeing across the year group. This is an exciting opportunity for an ambitious and innovative individual who wants to make a real difference. We need you to demonstrate a commitment to improving the lives of young people and the ability to make inclusion a reality for all students.

If you are interested, please complete an application form and include a letter (no more than two A4 sides) outlining your reasons for applying and your suitability for the role. We would like you to consider the following questions, and outline your responses in your letter of application.

- How will you work with your team of tutors to ensure that all students in the year group are achieving their potential?
- What positive, inclusive, strategies would you adopt in order to support those students whose interactions with staff are becoming increasingly negative?
- What do you understand by the term 'Character Education'? How would you set about embedding this with your year group?

Application forms and details are available on the school website or from Morag Robinson (01608 649500/office.4010@chipping-norton.oxon.sch.uk). The closing date for receipt of applications is 29 March 2019. Visits, by arrangement, are warmly welcomed.

Chipping Norton School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role. Chipping Norton School is an equal opportunities employer.

CHIPPING NORTON SCHOOL – JOB DESCRIPTION			
Job Title	Head of Year		Department
Reporting to	Deputy Headteacher		Weeks per year
Hours per week	32.5	Grade	MPS/UPS

JOB PURPOSE

- To extend the leadership of the Headteacher
- To lead on pastoral issues within the school, in accordance with school policies.
- To develop an effective, consistent and inspiring year team

OBJECTIVES

To be accountable for:

- Raising standards of student achievement at all levels
- Fostering students' enjoyment, satisfaction and aspiration
- Staff confidence and competence in tutoring.

PRINCIPAL RESPONSIBILITY AREAS

A Teaching and Learning

- Support the quality of teaching and learning across the year group, through monitoring and evaluation, including learning walks, drop ins and assemblies.
- Support the needs of all learners, supports the school's values and drives forward whole school development priorities.
- Manage behaviour and its impact on learning, in accordance with whole school policies.

B Achievement and Standards

- Ensure teachers set challenging targets for students, based on data provided for each student.
- Evaluate and track student progress through the use of assessment and regular analysis of data.
- Report on the progress and attainment of learners to the Headteacher, LT link and governors as required (including analysis of data captures).
- Plan, deliver and measure the impact of intervention activities for students who are underachieving in liaison with LT link, HoY, tutors, SENCO and any other appropriate agencies or personnel.
- Ensure timely communication with parents and carers in relation to achievement and behaviour.
- Liaise with Exams Officer to ensure that all students are entered for the appropriate examination and tier, and that any examination information is effectively communicated to students, teachers and parents.
- Monitor attendance in liaison with the school and external agencies

C Personal Development and Well-being

- Ensure effective assessment for learning, provides appropriate information, advice and guidance about progression within the subject and its place in the wider world.
- Develop opportunities for students to extend their learning e.g. through trips, visits and extra-curricular activities and House events etc.

D Leadership and Management

- Lead by example, creating a positive ethos and modelling high standards of professional behaviour.
- Lead the strategic direction of the year team, in line with whole school priorities, including writing, costing and reviewing year team development and action plans.
- Liaise with other Heads of Year, LT link and Governors to meet school and department development plan objectives, including taking an active part in middle leader meetings.
- Monitor and ensure the consistent application of whole school policies and systems within the team and challenge underperformance.
- Lead and support the professional development of all staff within the team, in accordance with the school's Appraisal Policy, including induction of new staff
- Monitor the health and well-being of the team; intervene and refer where appropriate to support the needs of colleagues.
- Contribute to the appointment of staff and manage the deployment of tutors ensuring that the needs of learners are taken into account
- Manage the budget effectively, ensuring that expenditure is linked to raising achievement and strategic priorities.
- Liaise with Site Staff to ensure an inspiring and safe learning environment throughout the school day and ensure that all the department are aware of current Health and Safety guidelines and procedures.
- Ensure representation at relevant school events.
- Produce effective and inspiring publicity materials as required (eg Options Booklet, prospectus etc.).
- Lead the transition process through key stages to ensure that students feel supported at these key times

Head of Year Person Specification

Qualification and Experience

Essential

- Degree and Teaching Qualification
- Enhanced relevant CRB
- Ongoing CPD portfolio
- At least three years' teaching experience in a Secondary School
- Evidence of successful experience of tutoring and pastoral support
- Experience of successfully managing an aspect of school improvement

Desirable

- Experience of more than one secondary school
- Further degree or diploma

Knowledge, Skills and Abilities

Essential

- An experienced and strong classroom practitioner
- Understanding of the characteristics of high quality teaching and effective learning
- Evidence of successfully planning and implementing pastoral developments
- Knowledge of current whole school developments in education/pastoral issues
- Evidence of leadership skills
- Proven ability to work helping improve classroom practice
- Ability to build and work with an effective team
- Excellent written, verbal and non-verbal communication skills
- Ability to see tasks through to a successful conclusion
- Ability to work under pressure, meet tight deadlines and pay attention to detail
- High level of interpersonal skills with the ability to maintain a positive profile with pupils, staff and parents
- Good ICT skills

Desirable

- Evidence of having had a positive impact in a middle management role

Personal Attributes

Essential

- Patient and persistent
- Tactful, respectful and sensitive to the needs of others
- Enthusiastic with a positive and optimistic outlook and a sense of humour
- Personal attributes: Positive, enthusiastic, tolerant, committed to excellence and high expectations, respectful, enjoys hard work, resilient and determined

