



STANCHESTER ACADEMY



JOB DESCRIPTION

The Stanchester Academy Culture reflects that of our sponsor.

The success of the Stanchester Academy will be underpinned by two fundamental tenets:

Students come first: First and foremost, the role of the Trust is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the Trust. It also drives the Trust's recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Trust shares this philosophy.

All staff employed at the Trust are team players: Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Trust. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Trust in its wider community.

PERSONAL PROFILE

The success of the Stanchester Academy rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values of student centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy. This post is not about building empires. It is about espousing and promoting corporateness. Like any other post in the Academy, it is about valuing people, working in partnership with others and supporting individual progression and achievement.

Crucially the post holder must have a commitment to comprehensive education and training. S/he will believe passionately in the entitlement of individuals of all ages to learning.

JOB DESCRIPTION

Head of Year

Stanchester is driven by the core value of every child achieves and the overarching vision to nurture a culture with **Ambitious learners who are knowledgeable and literate.**

Core purpose

The post is a key role within the Academy staffing structure which drives pastoral support. This post is responsible for securing the key strategic objectives of the Academy in terms of student outcomes, progression and well-being.

The post holder is required to:

- Support the Academy Leadership Team securing the agreed objectives for the year group.
- Execute exemplary qualities of leadership and management skills at all times to establish a highly effective Pastoral Team.
- Contribute to the curriculum leadership of the Academy to ensure the Academy continually aspires to the highest standards.
- Motivate and work with others to promote a positive culture that promotes personal excellence, equality and high expectations of all members of the Academy.
- Provide a productive learning environment which is engaging and fulfilling for all the young people.
- Act at all times in accordance with the agreed Values and Ethos of the Academy.
- Engage critically and effectively in evaluating the performance of the Year group and forming plans for further development.

Key accountabilities of the post

- To organise and deliver Year Assemblies. To organise enrichment and extra-curricular activities for the year group.
- To ensure effective induction of new staff in line with school procedures in all matters relating to pastoral care (including their role as a tutor).
- To meet regularly with and work effectively as part of the Heads of Year Team.
- To support the school's ethos and objectives through monitoring of the effective delivery of the school's rewards and sanctions policy.
- To strategically plan for the needs of the students in the year group.
- To attend meetings as required.
- To be responsible for the day to day management and operation of staff within the year team, making appropriate arrangements including appropriate cover work for tutor groups when form tutors are absent.
- To implement an effective tutorial programme including: drop and read, raising attainment, revision strategies and career provision.
- Liaise with colleagues to implement appropriate intervention strategies.

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- To regularly monitor academic progress of the year group (Using 4 Matrix); identify students and liaise with tutors and subject areas to take appropriate action on issues arising from data, systems and reports. To monitor the regular setting of targets and review progress on these actions regularly.
- To use the information gathered on academic progress and present a termly report to senior leadership team detailing the interventions that have been implemented to raise attainment.
- To communicate with parents / carers, colleagues, the Local Authority and all appropriate outside agencies as required to ensure students have access to appropriate support and guidance.
- To liaise with the Senior Leadership Team, Curriculum Team Leaders and other staff to follow up and monitor student progress ensuring that individual student's curricular needs are met.
- To ensure that the relevant section of the school self-evaluation process is completed and reviewed regularly, resulting in the completion of an action plan.
- To keep up-to-date with National developments, within the student services area and to actively monitor and respond to developments and initiatives at national, regional and local levels.
- To ensure the monitoring of accurate up-to-date information concerning student's academic attainment and behaviour on the school system (SIMS).
- To ensure registration is effectively carried out by form tutors.
- To regularly analyse and evaluate attendance within the year team and to work with colleagues to track and implement appropriate action for individual students.
- To review the daily record of behaviour & rewards and meet regularly with the Head of Student and Family Support and other colleagues to develop and implement strategies to affect a positive change including Restorative Justice approaches.
- To oversee the relevant celebrations of effort and achievement and Parents Evenings (and other whole year events as required).
- To ensure that year events and relevant information are effectively publicised through the use of the year group notice board, plasma screens and school newsletter.
- To monitor the Year Team budget and ensure appropriate allocation of resources.
- To contribute to the completion of action plans, IBPs, PSPs, IEPs, student files and other reports as required.
- To follow school Policies regarding Safeguarding and Child Protection / LAC issues.
- To contribute to the Anti-Bullying / Racist and Homophobic log as necessary.
- To liaise with the Academy Nurse to ensure Medical plans are in place for students as appropriate.

Other Requirements

- Attends mandatory training, for example, for child protection
- Responsible for the health, safety and welfare of themselves and others.
- To be responsible for the safeguarding and promotion of the welfare of children.
- To be a team player and contribute within your own capabilities towards the Academy vision
- The post-holder may from time to time be required to carry out other duties commensurate with the role

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Personal Attributes

- To role model the fundamental philosophy of Stanchester Academy, namely that:
 - Students come first
 - All colleagues work collaboratively and cooperatively together
- Have exceptional communication skills
- Have outstanding organisational skills
- Have exemplary interpersonal skills
- Have the ability to be flexible and adaptable to meet the changing needs of the Academy
- Have the ability to plan strategically and execute those plans accordingly
- Have a high degree of professionalism, discretion and able to maintain confidentiality
- Committed to continuous professional development, seeking opportunities to constantly improve their practice

Education

- Essential - You will need to have a minimum of 5 GCSEs (or equivalent) at Grade C or above, including English and Maths
- Essential - You will be educated to Degree level and have QTS
- Desirable – Post Graduate Degree, NPQML or Further Qualification

Experience

- Essential – you will have experience of working with students
- Desirable – you will experience of working with students in a pastoral role and dealing with behaviour