

Job Title:	Head of Year
Location:	Newham
Contract type:	Term Time Only Plus 1 Week
Contract term:	Permanent
Salary:	Support staff Scale 5/6 (£24,008 -£28,191 actual)
Job start:	September 2022 or before if available
Accountable to:	Assistant Principal - Pastoral

Core Purpose:

As we are expanding as a new college, we are seeking to appoint a dedicated and passionate Heads of Year who will support all learners in designated year group to be the very best they can be. The successful candidate will be responsible for the pastoral care of all learners in the Year Group, line manage form tutors and ensuring that the tutor programme is monitored, and quality assured in terms of delivery.

The candidate will deliver effective and impactful college assemblies to the whole year group with emphasis on Spiritual, Moral, Social and Cultural Understanding (Learning for Life). The ideal candidate will have visible presence around the college, support the management system by undertaking college duties as required. The ideal candidate will have the ability to take firm decisions and work calmly under pressure whilst being a caring, considerate and respectful to all.

Main Duties and Responsibilities:

- To monitor, intervene and lead on attendance and punctuality strategies within the year group you are leading
- Meet all learners in conjunction with the tutor team for the designated year group on one to one (121) basis at least once a half term to discuss attendance, punctuality and attitude to learning (ATL)
- To collate information on desired or realised destinations data
- To line manage a group of tutors by having timely meetings (leading them) and ensuring that the tutor programme is created and well delivered
- Deliver year group and if needed whole college assemblies which are effective and impactful
- Organise external speakers to support the education of current events / needs etc.
- To lead strategies and increase parental engagement through "Friends of LDE UTC"
- Lead and ensure that events appropriate to the specific year are organised, e.g. Parents' Evening, learner induction, tutorial programme, tutor interventions etc
- To monitor and support learner progress in partnership with HOFs and SLT member in charge of raising achievement
- Support the HOFs and teachers in raising standards of learner progress and attainment within the year group.
- Implementing the College's Vision, Improvement and Development Plan
- Lead and support learner voice/ learner council within the year group and work collaboratively with other HOYs to organise impactful events.
- Producing an annual report to the Assistant Principal which a) Year Self Evaluation Report and B) Year Improvement Plan for the following year.
- Ensuring that all tutors within the year team effectively implement college policies and procedures
- To support the Educational Visits within the year Group
- To ensure that successes within the year group are recognised and promoted in college marketing, assemblies etc.
- To liaise with CAIEG in order to coordinate the industry mentoring programme.
- To ensure that all learners in the year group are added to UTC hub with the support tutoring team by leading and organising IT services etc.
- To lead envision, mentoring schemes with external agencies
- To ensure that every learner has a learner agreement signed
- To support the Sports programme on a weekly basis.

Job Description

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- To liaise with the Employer engagement team in supporting learners to find their own work experience

Teaching and Learning

- Leading on planning and resourcing tutor time activities within an identified Scheme of Work
- To support / participate in the planning of the Learning 4 Life programme
- Promoting literacy and numeracy through a year group approach – this will include revision skills in designated group
- Leading the assembly programme with emphasis on Learning for life weekly (this can be in a form of small group or whole year group).

Behaviour, Ethos and Safety

- To be visible and available around the building at key times during the day including the start and end of the school day; lesson changeovers; break and lunch times; and during registration (period 1)
- Supporting the management systems of the college by undertaking duties in line with the role, including before and after college duties and being part of the on-call rota
- To lead on the rewards and sanctions behaviour points strategy for your year group
- Liaising with Learning Support Unit (LSU) including attending relevant meetings
- Attend meetings to ensure learners' needs are met either within the college or with the support of outside agencies
- Managing the process of pastoral (behaviour) support plans for learners in liaison with the Assistant Principal.
- To collate and provide work for excluded learners
- To investigate and resolve incidents of bullying including ongoing monitoring
- Engaging with external services where required
- Ensuring that behaviour is monitored, and strategies implemented across the college
- Lead a high vigilant approach to safeguarding across the year group
- Manage the monitoring and follow-up sanctions relating to mobile phones and uniform issues.
- Manage the monitoring and investigation of social media incidents across the school to include incidents outside of the school day.
- Hold individual or group detentions, or other sanctions, as the need arises, informing students and parents respectively
- To be a positive role model for students around the school.
- To monitor and manage the Digi-Sector briefing and ensure that materials are available daily

Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the College's Equality and Diversity policies as applicable to the role.

Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the College's Safeguarding policies and procedures as applicable to the role.

Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- To undertake professional development opportunities to keep abreast of best practice
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

This job description is intended as a guide to the general duties and responsibilities of the post, which will change from time to time according to the needs of the College. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.