



HORNCHURCH

HIGH SCHOOL

EXCELLENCE FOR ALL

Head of Year

TLR 2D £6,709 pa

Full time, Permanent

Start Date: January 2020

We are seeking to appoint an enthusiastic and dedicated Head of Year. Heads of Year are an integral part of our Pastoral system and are supported by an established team. You will be expected to drive standards forward to ensure that all students are encouraged to achieve their best; whilst offering support to those students who find school challenging. You will have excellent management and communication skills, be calm under pressure and have a flexible but professional attitude.

We have recently secured a considerable investment in terms of materials and new buildings, which are due to open in 2020. We hope to mirror the expansion of our accommodation with an increase in staffing over the coming months and years. We were recently inspected by Ofsted and secured a 'good' judgement. Our results have improved consecutively for the past four years and we anticipate that this trend will continue.

We offer excellent training, exciting links with other school partners and provide opportunities for personal development. We have a vibrant work place with friendly, supportive colleagues and an excellent work/life balance.

This is an exciting time to be joining Hornchurch High School; we have an innovative curriculum that ensures students experience a wide range of subjects and opportunities in and outside of the classroom, as well as a new pastoral structure to support our students and their families. We are an aged 11-16 mixed comprehensive with good pupils, supportive parents and an excellent staff.

We welcome visits to the school and if you would like to arrange a tour please contact Ann Tyler on 01708 691441 or email atyler@hornchurchhigh.com

If you think you could be the right person for us, please download an application form from the school website www.hornchurchhigh.com and return it to Ann Tyler atyler@hornchurchhigh.com

Internal applications are also welcome

Closing Date: Friday 25th October 2019

Interviews: Week Commencing Monday 28th October 2019

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be expected to undertake an enhanced Criminal Disclosure.

We welcome applicants regardless of age, gender, ethnicity or religion.

Headteacher: Ms V Masson

Hornchurch High School is part of the Partnership Learning Trust





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Head of Year Job Profile

Overview:

- 1) To monitor, assess and regulate the behaviour of all students within the year group to adhere to the Behavioural Policies and expectations of the school.
- 2) To lead a team of Tutors to oversee the effective and smooth management of the year group.
- 3) To promote a safe, nurturing and inclusive learning environment for all students.
- 4) To monitor and improve upon the punctuality of students to school and to lessons.
- 5) To liaise with HODs to ensure the highest standards of preparation to/discipline within lessons are adhered to.
- 6) To monitor year group academic attainment and enact procedures and systems to support departments/parents in tackling underachievement.
- 7) To liaise with the SENCO and Welfare team to ensure the maximum inclusive and provision for students within this remit.
- 8) To promote student achieve and reward systems.
- 9) To encourage and support students in their holistic, extra-curricular development and inclusion.

Behaviour (including duties):

- To set, monitor and reinforce high standards of behaviour and civility in all aspects of school life.
- To regulate and enforce the school disciplinary policy and utilise to full affect a team of Form Tutors to support in this task.
- To identify and tackle patterns of poor behaviour within the school community and set an example of mutual respect among all stakeholders.
- To create a standard of behaviour within the year group conducive to positive and constructive classroom learning.
- To attend all assigned duty positions and oversee the smooth execution of student break times and transition to/from lessons.
- To attend and monitor attendance to detentions for behaviour and punctuality violations of all students within the assigned year group.
- To promote, execute and encourage positive praise, reinforcement and rewards within all departments and wider school activities.
- To distribute appropriate positive praise for students via email, staff briefings, Parent-Mail, Parents' Evenings, Academic Review Day, Assemblies and the "Buzz".





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Tutors:

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors.
- To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding.
- To set the agenda for tutor meetings which should include a development item.
- To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff INSET.

Academic review:

- To monitor the academic progress of the year group in order to secure and sustain effective learning, with particular reference to the proportion of students and groups of students on track to attain their respect target grades.
- To use assessment data such as CATs, termly and annual assessments to inform an analysis of individual student progress and collective progress across each tutor group and the year group as a whole.
- To have an overview of the range of barriers to learning that impacting on student progress, with reference to behaviour for learning, in and out of the classroom.
- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department, with particular reference to the proportion of students and groups of students not reaching their target grades.
- To monitor the effectiveness of these interventions and report to SLT termly on the progress being made by students in the year group.
- To liaise with key staff, including the SENCO, regarding all groups of students' achievement in the year group.
- To report to the line manager on the progress of the year group and individuals.
- To monitor the regular setting and quality of homework by managing the regular checking of planners.
- To ensure adequate recognition of DP students both academically and extra-curricularly on a daily/weekly basis.





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Administration:

- To organise and, through a team of tutors, implement a framework for daily tutorial activities with the assistance of the Citizenship SLT liaison. This includes both day-to-day administrative tasks (signing of planners, correct uniform and equipment, punctuality standards) as well as whole school initiatives such as references, GCSE options, careers interviews and preparation for mock exams.
- To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities.
- To maintain individual student records as necessary and ensure that they are kept up to date.
- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions (IYFAP, Attendance and Admissions), meeting potential students and parents and in conjunction with key staff organising timetables and setting (where appropriate/necessary).
- To monitor the settling in of new students.
- To oversee the completion of progress checks as appropriate.
- To oversee the completion of Tutor reports for Academic Review Day and Parents Evenings.
- To work with form tutors to ensure appropriate follow-up to reporting procedures and to play an important part in the evaluation of reporting procedures.
- To ensure that all communication between tutors/staff and parents/guardians is duly recorded and the appropriate follow-up actions are administered.
- To have an involvement in policy development and decision making across the school.

