



THE GREY COAT HOSPITAL

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS



Head of Year

Brief

The aim of Grey Coat Hospital School is to 'enable students to take charge of their learning, make decisions based on Christian values, live in the world as independent women, and meet the challenges of the twenty first century'.

The successful candidate will be one who is able to sustain and improve the quality of education offered to the students in the school, through actively initiating creative educational opportunities with a thorough approach to every aspect of the job. We are looking for a dynamic, charismatic leader who will recognise the importance of their role in shaping, steering and promoting academic progress by fostering a strong and positive community spirit.

Line Manager

Deputy Head teacher

Person Specification

- Creative - showing, imagination and resourcefulness in developing and fostering a successful year group identity
- Highly organised and efficient, having the ability to work in a self-directed manner
- Articulate and persuasive in a public setting
- Effective and inspiring leadership

Aims of post of responsibility

The Head of Year holds a key position as a middle manager and is responsible for the development and well-being of all students. Together with the tutor team, the Head of Year builds an all-round knowledge and promotes the academic progress of each student by creating a stimulating learning environment under-pinned by the Christian ethos of the school.

- To encourage and promote academic progress by fostering a strong and positive community spirit engendering the ethos of the school
- To sustain and improve the quality of education offered to the students in the school through promoting educational opportunities, equality of opportunity, and an appropriate working environment for both students and teaching staff
- To promote the ethos of the school through participation in the construction of the school development plan and in relevant working parties



Duties (Staff)

To lead, support and monitor a team of tutors by:

- Organising the delivery of PSHCE and the citizenship curriculum (in consultation with the PSHCE and Citizenship co-ordinator) and providing relevant materials for tutor time and PSHCE lessons
- Informing tutors of the expected standards of behaviour in the classroom (e.g. all students sitting at desks, all non-uniform items automatically confiscated, etc.) and the recommended structures for registration, form time and PSHCE lessons
- Ensuring the quality of PSHCE and form time through regular visits to form rooms at the beginning of the day and formal observations of PSHCE lessons (at least one observation per tutor per year) requesting cover if necessary
- Ensuring that all tutors are adequately trained in the conduct of academic tutorials
- Monitoring the attendance of tutors at assemblies
- Helping tutors to monitor attendance and punctuality through regular (at least weekly) checks of registers
- Working with the Attendance and Punctuality Officers to ensure that all school procedures are followed accurately and consistently
- Ensuring that student diaries are signed by tutors through regular checks of diaries in each tutor group
- Sharing all information with tutors by giving copies of all letters sent to students and informing tutors of all incidents involving their tutees and of relevant conversations with students

Duties (Students)

To have an oversight of the academic, social development and welfare of each student by:

- Having a thorough knowledge of each student's background by reading all files
- Using assemblies and tutor time to encourage positive attitudes towards effective learning including homework
- Helping to maintain sound discipline within the school's agreed procedures by greeting the students in the entrance hall at the beginning of the day, checking form rooms before registration, having a presence in the playground and corridors at break and lunch time and, in the case of lower school, lining up the year group at the end of lunch
- Following up (in consultation with tutors and members of SLT responsible for attendance and punctuality and in accordance with agreed school procedures) those students whose attendance and/or punctuality is giving cause for concern
- Ensuring that bullying, is dealt with effectively and immediately in accordance with the agreed school procedures
- Fostering positive attitudes amongst students through the organisation charity collections and events, form competitions, etc. in order to ensure social and ethnic cohesion and mutual respect
- Being responsible for the intervention and support for children in difficulty and involving where necessary the relevant support staff and agencies (e.g. child protection officer, school counsellor, LSAs, EWO, Educational Psychologist, learning mentor, etc.)
- Organising Year group charity events

Duties (Academic Achievement)

To work with Heads of Departments, subject teachers, tutors and support staff to improve performance and achievement across the curriculum by:

- Identifying all underachieving students using base line data and tracking information and circulating lists of these students to Heads of Departments
- Developing and implementing strategies to improve the performance of underachieving students
- Liaising with SENCO, G & T Co-ordinator and other support staff to monitor provision and promote academic progress for identified SEN and Gifted & Talented students
- Planning and organising academic tutorial days
- Ensuring that tracking and reports are completed on time and to a high standard
- Informing parents in writing of any students whose performance is a cause for concern and arrange a meeting with parents in school
- Identifying a system for recognising and rewarding students whose performance is outstanding

Duties (Communication)

To provide the following lines of communication:

- Arranging agendas for and chairing all pastoral meetings as set out in the school calendar
- Using the new e-mail system for all communications and ensuring that tutors follow up e-mail messages where necessary
- Circulating the minutes of these meetings to Heads of Department, the Head teacher and the Deputy Head in charge of the building
- Conducting weekly year assemblies
- Informing parents immediately of any concerns
- Attending Head of Year meetings and taking charge of the agenda, the minutes and chairing the meeting on a rota basis
- Liaising with SENCO and relevant members of the senior management in order to assess the need for the use of external agencies
- Promoting the school ethos and home school agreement

Duties (Record Keeping)

To ensure full and accurate records are kept involving all pastoral matters by:

- Taking written notes of all meetings with students and/or parents and delivering them to office staff for filing
- Circulating all written records to tutors and interested staff
- Ensuring that copies of tracking are filed regularly in each student's folder
- Liaising with office staff to ensure that records are regularly filed
- Having access to up-to-date National Curriculum levels for all students in the year group in core subject areas via the staff pool

Education and Qualifications

- Degree or equivalent
- Qualified teacher status
- Recent and relevant leadership and management development

We are committed to diversity and inclusion and welcome applications from all communities

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

An enhanced DBS disclosure is required for all posts.

Canvassing any employee, or member of the Governing Body, directly or indirectly is prohibited and will be considered as a disqualification.

