

**JOB TITLE:** Head of Year

**DEPARTMENT:** Pastoral

**SECTION:** Secondary School

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**Qualifications and Experience**

- Qualified Teacher
- Experience of teaching at KS3 & 4 – Maths and/or computing would be desirable.
- Tutor/Pastoral Experience

**Knowledge and Understanding**

- Excellent knowledge and awareness of current pastoral developments
- Awareness of inclusion and SEN issues

**Skills and Abilities**

- An enjoyment of working with young people
- An ability to build excellent relationships with students coping sensitively with difficulties which arise
- Demonstrates resilience in working with challenging behaviour
- Effective time management; able to prioritise workload in order to meet deadlines and targets
- An excellent team player, genuinely committed to working in partnership with staff, students, parents and governors as well as the wider community
- Demonstrate the ability to lead, develop and support an effective team of tutors with a common sense of purpose
- An excellent communicator to a variety of audiences including parents other agencies and groups of young people
- Able to inspire and motivate
- Be able to interpret data and work with staff and students to raise achievement and attendance
- A leader who can challenge underperformance
- Experience of leading initiatives and able to plan for change
- Experience of evaluating impact of initiatives and changes led
- Ability log and record information using SIMS
- Experience of mentoring students both individually and within groups
- Able to foster a sense of community and identity for the year group

## **Personal Qualities**

- Enthusiasm, optimism and resilience
- High expectations and energy
- Innovative in thought and practice
- Good interpersonal skills and emotional intelligence and an understanding of the intellectual, personal, social, and emotional needs and expectations of students

## **Equalities**

- Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

*Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance 'Keeping Children Safe in Education'.*