



STONE LODGE
SCHOOL

**Head of Year with Geography/Religious Studies/Design
Technology specialism**

Salary: MPS/UPS (incl London Fringe allowance)

Plus, TLR 2b – 2a, £4,783 to £7,017 pa

(dependent on year group size)





Job Description

Job Title	Head of Year with Geography/Religious Studies/Design Technology specialism
Salary	MPS/UPS (incl London Fringe allowance) plus TLR 2b – 2a, £4,783 to £7,017 pa (dependent on year group size)
Responsible to:	SLT Line Manager

Overall Job Purpose

It is the responsibility of all our teachers to contribute to creative and responsive schemes of work and to deliver high-quality teaching and learning opportunities to students of all abilities, thereby improving student outcomes in all key stages. As Head of Year you will be responsible for:

- Raising standards of student attainment and achievement within the whole curriculum area and to monitoring and supporting student progress.
- To monitor the quality of learning experienced by the year group, liaising with heads of departments and offering support and guidance where necessary.
- 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 ensure students wellbeing, safeguarding and social development is closely monitored.

Main Duties and Responsibilities

To meet all requirements as appropriate of the Teachers' Standards.

Teaching & Learning:

- To teach students according to their educational needs, including the setting and marking of differentiated work to be carried out by the student in class or as homework.
- To assess, record and report on the progress, development and attainment of students.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the curriculum.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work, and independent study.
- To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies and departmental and whole school procedures.
- To mark, grade and give diagnostic feedback within the guidelines of the departmental and whole school expectations.

Operational/Strategic Planning & Quality Assurance:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies for the department.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, the department, and the students.
- To contribute to the department's development plan and implementation.
- To contribute to enrichment activities and whole school's planning activities.
- To contribute to the process of monitoring and evaluation of the department in line with school procedures.

Curriculum Provision and Development:

- To ensure that the curriculum area provides a range of teaching which complements the school's vision and aims.
- To assist in the process of curriculum development and change, to ensure continued relevance to the needs of students, the needs of the exam awarding bodies, and our school's vision and aims.

Staff Development, Recruitment & Wellbeing:

- To take part in the school's Professional Development programme.
- To continually enhance personal and professional development including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings; Parents Evenings; and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
- To engage in the performance review process and continuous professional development.
- To promote the general progress and well-being of individual students and of the Tutor Group.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants.

Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">▪ Good degree and teaching qualification▪ Qualified teacher status▪ Evidence of professional development relevant to the role	
Experience and skills	<ul style="list-style-type: none">▪ An excellent classroom practitioner with a Geography/ Religious Education/ Design Technology specialism▪ Understands how they can improve student outcomes▪ Excellent understanding of assessment processes and how to use these to support planning and raise student achievement▪ Experience of working with other teachers and supporting professionals to extend their understanding of educational issues▪ Ability to lead own professional development	<ul style="list-style-type: none">▪ Ability to offer another subject▪ Desire to lead extra-curricular activity
Knowledge and skills	<ul style="list-style-type: none">▪ Knowledge of current curriculum development in their subject▪ Knowledge of a wide range of pedagogic approaches to cater for different learners and ensure that all students are successful▪ Sound understanding of excellent classroom culture▪ To be able to effectively interpret, analyse and use data▪ Excellent interpersonal and communication skills (including written, oral and presentation)▪ Excellent organisational skills	<ul style="list-style-type: none">▪ Coaching and mentoring skills
Special aptitudes	<ul style="list-style-type: none">▪ Strong written communication▪ Effective behaviour management▪ Reliability and integrity▪ Capacity to work hard, under pressure, to meet deadlines▪ Adaptable and amenable with respect to working practices▪ Possesses a Growth Mind-set	