



Head of Key Stage 3

Role:	Head of Key Stage 3 (to be combined with a teaching subject)
Location:	Ashford, Kent
Salary:	UL Academy Teacher Pay Scale with TLR for Head of Key Stage
Contract type:	Full Time
Contract Term:	Permanent
Start date:	September 2024
Application deadline:	11 th March 2024
Interviews:	W/C 18 th March 2024

Responsibilities:

Key Stage Leaders are responsible for the Pastoral and Academic overview of their Key Stage. They need to be role models in terms of conduct, dress and professionalism and in the way colleagues and students are treated. This should be with respect and courtesy.

A. Pastoral/Disciplinary

1. Assume overall pastoral responsibility for Key Stage 3 students.
2. Assume responsibility for the welfare of students; follow up incidents; maintain detailed records and student files; have meetings with parents during or after the school day as required, sometimes with other senior staff members; arrange sanctions where appropriate; communicate with parents; chair Tutor Team meetings and attend Pastoral Team meetings
3. Attend weekly meetings with the SLT
4. Manage and lead a team of tutors meeting with them both formally and informally on a regular basis in order to coordinate their work
5. Support the tutors by both counselling and sanctioning students as and when appropriate
6. Line manage a team of non-teaching Pastoral and Inclusion Officers.

B. Academic

1. Monitor and evaluate the standards of achievement and progress by using student data and information
2. Organise and lead progress meetings with tutors after internal exams
3. Monitor the rewards system across the Key Stage including rewards assemblies and events and the recording of tutor targets
4. Plan and organise the distribution of Certificates of achievement to students following internal exams and progress meetings

C. Home Academy Communication and Record Keeping

Principal Designate: Mr Jon Rutland

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1. Respond to parental enquiries by telephone, letter or email as appropriate
2. To keep accurate records of all communication with parents, all sanctions issued and any other pertinent pastoral information relating to students within the key stage in student files

D. Tutor Group System

1. Coordinate the delivery of a year group Tutor Time each morning
2. Working in conjunction with the Tutor Team, plan, resource and evaluate the content of the Tutor Period
3. Support the Tutor Team in their delivery of the Tutor Time curriculum
4. Regularly visit the Tutor Team during form time
5. Manage and lead morning line ups for all year groups with support from tutors.
6. Monitor the use of Tutor Time and report back to the Assistant Principal
7. Monitor student attendance across the key stage in liaison with the tutor and report any issues to the Assistant Principal
8. Organise and lead parents evening during the academic year
9. Assist with admissions by deciding on the tutor group for new students and ensuring that new students are allocated a 'buddy' to assist with their settling in
10. Manage any minor tutor group changes throughout the Academic Year and ensure that there is an induction programme in place for students entering the school during the academic year.
11. Organise the composition of tutor groups for students entering the key stage.
12. Chair Tutor Team meetings producing agendas and minutes
13. Ensure that tutors are performing tasks such as recording merits, setting tutor targets, signing homework diaries weekly and general administration

E. Reports and Assessments

1. Ensure all tutors have completed tutor comments on school reports
2. Monitor and evaluate standards of achievement and progress following internal exams by chairing Progress Meeting with tutors
3. Monitor agreed actions identified within Progress Meetings

F. Other Tasks

1. Organise and lead Year Group/Key Stage Assemblies
2. Liaise with and support the Assistant Principal with House events
3. Support any whole Year trips
4. Support and liaise with the Curriculum Coordinator in the planning and implementation of the GCSE Options Programme

General Matters:

To assist in such duties and activities relating to the general functioning of the School as the Principal and Local Governing Body shall, from time to time, reasonably require.

Explanatory Notes

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This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description and allocation of particular responsibilities will be reviewed on appointment. Such a review will take place as part of the appraisal cycle and at any other time on request.

This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete particular duties set out above.

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