



KINGS'

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POST TITLE	Deputy Head of Year
Purpose:	<p>This job description reflects the vision for Kings' School. There is an expectation from the Governing Body that the Deputy Head of Year at least achieves, and aspires to exceed, the Hampshire Careers Expectations Framework for Teachers with TLR (at the relevant pay scale).</p> <p>The core purpose of the Deputy Head of Year is to provide professional leadership in the management of learning and pastoral provision within the school. This will promote a secure foundation from which to achieve high standards of pupil learning, primarily in their year group of responsibility. The Deputy Head of Year must play a lead role in establishing a culture that promotes excellence, equality, and high expectations for all pupils and staff in their year group.</p> <p>The Deputy Head of Year is accountable to the Headteacher. The Deputy Head of Year assists in providing vision, leadership and direction for the year group and helps to ensure that it is managed to meet our school's aims and targets. Working with the Headteacher and others, the Deputy Head of Year will lead the evaluation of the year group's performance to identify the priorities for continuous improvement and raising standards, ensuring equality of opportunity for all and developing policies and practices.</p> <p>The Deputy Head of Year will take a shared responsibility for ensuring the safety and wellbeing of all, and in their year group, for creating a productive learning environment which is engaging and fulfilling for all pupils and staff.</p>
Reporting to	Headteacher and Deputy Headteacher / Assistant Headteacher
Working Time	Full time
Salary/Grade	TLR 2a
Teaching	To undertake an appropriate programme of teaching commensurate with the role, in accordance with the duties of a classroom teacher
Specific responsibilities/ accountabilities (to be reviewed and adjusted annually)	<p>To lead the year group, together with the Head of Year, to achieve the school improvement priorities:</p> <ol style="list-style-type: none"> i. Lead the pastoral development of pupils so they develop exceptional character and are increasingly able to achieve academic excellence ii. Develop a deep and comprehensive knowledge of the most effective evidence informed practice regarding welfare, culture and character (behaviour and attitude; personal development) iii. Improve the quality of pastoral provision in your designated year group so that all pupils' are improving their personal safety, wellbeing, resilience, responsibility, participation and sense of belonging to our community iv. Ensuring that the pastoral curriculum is coherent, focused and learned; and is responsive to emerging needs v. Prioritise the professional growth of the adults in your teams: investing in developing their knowledge, understanding and effective application of this this so your tutor team continuously improve their practice vi. Proactively and rigorously monitor and evaluate pupils' welfare, safeguarding, culture, character (attendance, behaviour and attitudes, and personal development) and academic performance through data, observations, stakeholder voice etc. Be perceptively responsive to this in order to improve the quality of learning / character development / tutoring.





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	<p>vii. Build strong and productive relationships with all stakeholders e.g. parents, tutors, other schools, external agencies and utilise their support and expertise</p>
<p>Leadership roles across Kings' School to realise our vision</p>	<p>Shaping the Future</p> <ul style="list-style-type: none"> • Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all stakeholders • Demonstrate the vision in your everyday work and practice • Motivate and work with others to create a shared culture and positive climate • Ensure that strategic planning takes account of the diversity and experience of the school and community • Take a leading role across their year group, through a deep knowledge of new and emerging research and evidence, to enhance and extend the learning and pastoral experience of pupils and adults • To ensure creativity, innovation and the use of appropriate technologies to achieve excellence <p>Leading Learning and Teaching</p> <ul style="list-style-type: none"> • Demonstrating consistent application of all school policies and providing an exemplar model of the application of policies in your practice where appropriate • Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education across the school • Demonstrate a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning • Establish creative, responsive and effective approaches to teaching and learning • Implement strategies which secure high standards of behaviour and attendance • Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework in specified areas • Monitor, evaluate and review classroom practice throughout the school and promote improvement • Promote and develop a culture of continuous self-improvement amongst colleagues, underpinned by a (low threat, high challenge) coaching culture.





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- Challenge underperformance at all levels and provide support to improve performance
- Ensure a consistent and continuous school-wide focus on pupils' achievement and character development, using data and benchmarks to monitor progress in every child's learning

Developing Self and Working with Others

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Actively contribute to building a collaborative learning culture, where all continuously strive to improve their practice
- Through a visible presence on a day-to-day basis and at school events, create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- On a day-to-day basis, provide guidance and leadership to ensure the highest possible standard of pupil care, record keeping and communication
- Take a lead role in managing pupil behaviour across school and additionally by consistently modelling and implementing the agreed policy for pupil behaviour
- Take a lead role in the pastoral care of all staff by supporting the Headteacher to develop positive working relationships and sustain motivation, with and between all staff
- Support the Headteacher in ensuring effective planning, allocation, support, and evaluation of work is undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets, and take responsibility for your own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

Managing the Organisation

- Help all staff to understand and fulfil their statutory responsibilities through observation, feedback, support and modelling





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- To produce and implement clear, evidence-based improvement plans and policies for school improvement
- Line manage and act as Performance Management reviewer for staff identified by the Headteacher
- Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and set an example of high professional standards and leadership
- Support the Headteacher to ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all and provide value for money
- Communicate relevant information to all staff in a timely and organised manner
- Undertake other reasonable duties related to the day-to-day administration of the school as requested by the Headteacher

Accountability

- To uphold and develop our school ethos in which everyone works collaboratively, shares knowledge and understanding, celebrates success and accepts responsibility for outcomes.
- To ensure that individual colleague accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation
- Support in the development of and present a coherent, understandable, and accurate account of the school's performance to a range of audiences
- Reflect on personal contribution to school achievements, professional growth and performance of colleagues; and take account of feedback from others

