



## JOB DESCRIPTION & Person Specification

<b>POSITION</b>	Assistant Head of Year
<b>SALARY</b>	Main Teacher's Pay Scale + Mossbourne Allowance £1,600 + TLR / UPS + TLR
<b>HOURS</b>	40 hour per week
<b>FULL TIME EQUIVALENT</b>	Full Time, 52 weeks per annum
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	Head of Upper School, Head of Lower School
<b>RESPONSIBLE FOR</b>	Assisting the Head of Year with the attendance, welfare, organisation and discipline of a Year Group
<b>LOCATION</b>	Mossbourne Victoria Park Academy
<b>KEY WORKING RELATIONSHIPS</b>	ELT, Teachers, Students and Parents

### Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

### Mossbourne Victoria Park Academy

At Mossbourne Victoria Park Academy we are continuing to build on the Federation's ethos of providing an exceptional education for all our students. With children at the heart of everything we do, Mossbourne Victoria Park Academy continues to raise expectations and achievement in Hackney and its neighbouring boroughs, with the belief that all students can fulfil their true potential. Our students receive great lessons, enjoy a vibrant enrichment programme and have access to our oratory specialism. Our outstanding teaching staff work in a rewarding environment where everyone pulls together for the same thing; the best possible deal for our students.

If you want to be part of the team that is improving the future of our students, then read on!

### THE PASTORAL TEAM

The Pastoral Team consists of a Vice Principal, the Extended Leadership Team Pastoral Leads, the Pastoral Liaison, the Head of SEN Inclusion, the Heads of Year, and the Pastoral, Safeguarding and Academy Liaison Officer. The Pastoral Team are essential in maintaining the purposeful and disciplined environment in which Mossbourne students excel. The Pastoral Team support the daily smooth running of the academy and contribute to the longer term strategy for maintaining outstanding progress and attainment, academically. The Pastoral Team are also intrinsic in supporting the moral and social development of the students in our care. The Pastoral Team are highly visible at all times around the academy and form the Safeguarding Team (Designated Safeguarding Leads) at the academy.

### JOB SUMMARY

The Assistant Head of Year will assist the Head of Year in maintaining the purposeful and disciplined environment within which Mossbourne students excel and gain first-hand experience of and exposure to the rewards and rigours of leading a year group at the academy. The Assistant Head of Year will work alongside and support the Head of Year to lead a team of form tutors and is responsible for the organisation, welfare and discipline of the year group and identifies those students who require help, guidance and support. Assistant Heads of Year report directly to the Head of Year they assist.

### MAIN DUTIES AND RESPONSIBILITIES

#### General Duties

- To attend Form Tutor meetings and understand school policy on all pastoral matters
- To attend assemblies and support registration
- To ensure that students' individual planners are properly kept and signed every week by both Form Tutors and parents.
- To assist Form Tutors
- To ensure that students line up calmly outside the building and enter the Academy in an ordered and sensible manner at the start of every

day

- When requested, to meet parents, external agencies/other professionals, when necessary, alongside the HoY
- To model, in everything you do, the Academy's values of courtesy, hard work, integrity, resilience and excellence
- To take part in the Academy's wider curriculum offer including PSHCERSE, Bourne Scholar and Enrichment as required

**Record Keeping and Administration**

- To co-ordinate the keeping of written records of individual children
- To ensure that other teachers in the school are fully aware of students' individual problems and health difficulties

**Parents**

- To relate warmly to and establish supportive, professional relationships with students and their parents
- To maintain flexible and appropriate communications: have the ability to draft a circular letter that is warm and clear, can be understood by parents and establishes the right tone
- To listen to parents when they are unhappy and deal with any issues calmly and objectively, whilst upholding the Academy's core values
- To arrange meetings with parents to acquaint them with school policy, or to discuss the welfare and general problems arising with any particular child

**Students**

- To address students in a suitable style, tone and content for occasions such as line-up, lesson transition and weekly assembly
- To meet with students individually and give appropriate advice
- To congratulate students on achievement both publicly and privately

**Discipline**

- Assistant Heads of Year are key people in the maintenance of good order and discipline in the school and must understand that their disciplinary role extends beyond their year group. They must be active and involved around the school where possible – particularly vulnerable times of the school day (before school starts, break, lunchtimes and after school)
- To deal with incidents of poor behaviour according to the Academy policy and under the guidance of the Head of Year

**Responsibilities Specific to Assistant Head of Year**

- Visit each Form on rotation and check that planners are being used in line with academy protocol/sign planners
- Monitor SIMS behaviour/entries
- Attend, alongside the HOY, weekly meetings with the Attendance Officer and academy SENCO

<b><u>Person Specification</u></b>				
<b>E</b> Essential Or <b>D</b> Desirable	<b>Requirements</b>	<b>Assessment Criteria</b>		
		Interview	Application form	Task / Lesson
<b><u>Experience</u></b>				
<b>E</b>	An outstanding classroom practitioner with demonstrable pastoral experience	✓	✓	
<b>D</b>	Ability to teach your subject at all key stages	✓	✓	✓
<b>E</b>	A track record of supporting students to achieve superb outcomes in your subject area	✓	✓	✓
<b>E</b>	Ability to pay attention to detail regarding expectations for students and staff	✓		✓
<b>E</b>	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work	✓		✓
<b>E</b>	To be exacting and comprehensive regarding record keeping	✓	✓	
<b>E</b>	Ability to work independently and as part of a team		✓	
<b>E</b>	Ability to develop and maintain positive relationships with teachers, support staff and parents	✓		

<b>E</b>	Excellent classroom management and efficient organisation of resources	✓	✓	✓
<b>Qualifications</b>				
<b>E</b>	A good degree in a relevant subject	✓		✓
<b>E</b>	Qualified Teacher Status (QTS)		✓	
<b>IT knowledge</b>				
<b>D</b>	Strong working knowledge of the MS Office Applications		✓	
<b>D</b>	Ability to swiftly adapt to and utilise new/various systems/software		✓	
<b>D</b>	Effective and appropriate use of ICT in lessons and across learning area		✓	✓
<b>Behavioural Competencies</b>				
<b>E</b>	Excellent communication skills	✓		✓
<b>E</b>	The ability to set, monitor progress towards, and achieve short, medium and long term targets for your area of responsibility	✓	✓	
<b>E</b>	Commitment to meeting deadlines internally and externally ensuring output consistently is of an exemplary standard	✓		
<b>E</b>	Ability to manage meetings of a potentially challenging nature with confidence and professionalism	✓		
<b>E</b>	Ability to prioritise workload in response to students needs and safety	✓		
<b>E</b>	The upmost integrity and high levels of motivation and commitment.	✓		
<b>E</b>	Ability to work effectively and calmly under potentially pressured circumstances	✓	✓	
<b>E</b>	Ability to efficiently organise lessons and resources under potentially pressurised circumstances	✓	✓	
<b>E</b>	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	✓	✓	
<b>Applicable to all staff</b>				
<b>E</b>	Undertake training as required to fulfil the requirements of the role	✓	✓	✓
<b>E</b>	Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	✓	✓	✓
<b>E</b>	Play an active role in terms of Safeguarding all students and adults	✓	✓	✓

**Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. The document is not a comprehensive list; it simply outlines expectations of this role. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.**