



JFS SCHOOL, THE MALL, KENTON, HARROW, HA3 9TE

Executive Headteacher: Deborah Lipkin

Headteacher: Simon Appleman

Roll: 2,000 (incl. 600 in Sixth Form)

Tel: 020 8206 3100

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Assistant Head of Year 11

With specialism in English, Maths, Business or Economics desirable

MPS/UPS PLUS TLR 2E (£5,500)

Together with the Head of Year be responsible for establishing and maintaining an holistic overview of the pastoral, behavioural, welfare and academic needs of the Year 11 cohort (300 students) and oversee the quality of integration of all aspects of Year 11 provision. Support in the process of transition from Year 11 to Year 12

Key responsibilities will include:

- Support with the overall academic progress and pastoral care of a Year Group, working in partnership with a Pastoral Support Officer.
- Assist staff and students with the objective of ensuring that all students in the Year Group make at least good progress.
- Support HOY to lead the year team and tutors to ensure effective support for all students both in their studies, and pastorally.
- To promote high expectations and achievement for all.
- To systematically monitor and evaluate students' academic attainment and progress, behaviour and welfare.
- To reward students in accordance with the School's Rewards policy.
- To assist in identifying students who are progressing below expectations, improve their levels of performance and ensure access to a range of interventions.

For an application pack, please visit our website (www.jfs.brent.sch.uk)

Closing date for applications: noon on Wednesday 24 May 2017.

Interviews will take place on 25 and 26 May 2017.

Please note that CVs alone will not be accepted.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The appointment will be subject to pre-employment checks, including satisfactory Enhanced Level DBS clearance.



JOB DESCRIPTION

Job Title:	Assistant Head of Year 11
Responsible to:	Head of Year 11
Duties:	The School Teachers' Pay and Conditions Document (Part XI) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

Allowance Attached to the Post:

Postholder:

CORE PURPOSE OF THE POST

Together with the Head of Year be responsible for establishing and maintaining an holistic overview of the pastoral, behavioural, welfare and academic needs of the Year 11 cohort (300 students) and oversee the quality of integration of all aspects of Year 11 provision. Support in the process of transition from Year 11 to Year 12

Key Responsibilities: Pastoral, behavioural, welfare and academic support

- To be part of the team that takes responsibility for the overall academic progress and pastoral care of a Year Group.
- To work with staff and students with the objective of ensuring that all students in the Year Group achieve their full potential.
- To support the Head of Year, the year team and tutors to ensure effective support for all students both in their studies, and pastorally.
- To promote high expectations and achievement for all.
- To work with the Head of Year to systematically monitor and evaluate students' academic attainment and progress, behaviour and welfare.
- To reward students in accordance with the School's Rewards policy.
- To identify students who are progressing below expectations, improve their levels of performance and ensure access to a range of interventions.

Additional Responsibilities: Transition

- Each year, in the Summer Term, prepare and pass on to the Head of Year and Assistant Head of Year for Year 12 (or external institutions) full records and information concerning the outgoing Year 11 cohort.
- Identify and seek to support vulnerable students through the process of transition (to include transitional mentoring, when necessary).
- Publicise transitional support systems to parents and students.

ASSOCIATED RESPONSIBILITIES AND ACTIVITIES

Staff

To support the Head of Year with the following responsibilities:

- Lead and manage a team of tutors (10-20 staff) and Pastoral Support Officer to ensure effective academic and pastoral support.
- Co-ordinate, manage, monitor and evaluate the work of the tutors.
- Promote and monitor the professional development of members of the Year Team.

Students

- Encourage positive attitudes to school and learning.
- Identify and manage students who are underachieving and negotiate and co-ordinate strategies to improve their performance, progress and welfare.
- Monitor each student's wider contribution to the School, responding appropriately.
- Liaise, when relevant, with external agencies, in consultation with the line manager.
- Play an appropriate rôle in implementing the School's Rewards policy.
- To monitor and record bullying and actively take steps to prevent bullying and support victims of bullying.
- To monitor student behaviour, attendance and punctuality and take remedial action as appropriate.
- Work with the inclusion team to reduce exclusions and improve behaviour and safety.

Academic Monitoring

To Support the Head of Year with the following responsibilities:

- Regularly monitor and assess the progress of individual students and particular groups of students in accordance with baseline and prior attainment data.
- Review students' learning across the curriculum and work with Subject Leaders and tutors to improve student attainment and achievement.
- In conjunction with Subject Leaders, observe lessons and evaluate the quality of students' learning.

- Manage the co-ordination and consultation process for setting students where setting straddles more than one subject.
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- Oversee the content of the Annual Report on each student, adding a summary comment on each Report.

Curriculum

To support the Head of Year with the following responsibilities:

- Make recommendations, on the basis of evaluation of the nature and extent of student progress, for the development of the curriculum.
- Where relevant, devise personalised programmes for particular students.
- To plan, coordinate and evaluate tutor group sessions.
- Liaise with Learning Mentors and the SEN department, as appropriate, regarding the provision of appropriate support for identified students.
- In conjunction with the SENDCO and the Behaviour Team, negotiate and monitor the effectiveness of provision within and outside school:
 - for students disappplied from the National Curriculum;
 - for those students placed in the School's Inclusion Room.
- Provide work for excluded or "long-term absent" students.

Communication

Work in partnership with the Head of Year and Director of KS4 to:

- Communicate and liaise with parents on matters concerned with students' attainment and welfare.
- Lead, organise, manage and review Parents' Open Evenings for the Year Group.
- Lead relevant Assemblies (having liaised with the Assemblies Co-ordinator).
- Maintain up-to-date centrally-held information regarding each student.

UPHOLD AND, WHERE RELEVANT, PROMOTE THE JEWISH ETHOS OF THE SCHOOL

Part of the School's mission statement states that "JFS is a Jewish comprehensive school, committed to the development of thoughtful, tolerant, responsible and caring young citizens". All teachers, together with their line managers, are asked to respect the Jewish ethos of the School and to seek advice from, and liaise with, appropriate colleagues, e.g. Deputy Headteacher (Jewish Dimension) over any matters pertaining to this ethos.

OTHER CLAUSES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder.

Signature: _____

Date: _____

Name (*in caps*): _____

Date of Issue: May 2017