



CROFTON SCHOOL ROLE PROFILE

POST TITLE	Head of Transition and Year 7
Purpose:	<p><u>Leadership</u></p> <p>To play a major role under the overall direction of the Headteacher in:</p> <ul style="list-style-type: none"> • Formulating the vision, aims and objectives of the school • Establishing and implementing the policies through which these shall be achieved <p>To decide, publicise, implement and oversee the policies and practices by which the work of the transition and Year 7 tutor teams will be carried out</p> <p>To liaise professionally and constructively with parents, providing prompt advice, reassurance and support</p> <p>To liaise professionally and constructively with colleagues in feeder schools</p> <p>To facilitate rapid academic progress, high levels of attendance, good behaviour and personal development of students in the year group</p> <p>To inspire and direct colleagues in managing student progress, attendance and behaviour</p> <p>To take a leading role in the professional development of other staff and in the raising of standards across the school</p> <p><u>Teaching and learning</u></p> <p>To oversee and co-ordinate the academic and pastoral transition process, ensuring that students' progress is maximised and that their individual needs are properly identified, publicised and addresses</p> <p>To monitor the progress of students in the year group and to lead intervention where underachievement is identified</p>

	<p><u>Managing staff and resources</u></p> <ul style="list-style-type: none"> • To lead a team of tutors • To oversee the self evaluation of the year group including the development and implementation of a Year Action Plan • To contribute to whole school self evaluation • To ensure that the school makes provision for, and separately monitors the progress of 'notifiable groups' (SEN, LAC ,G&T, EM) • To ensure that communication with parents, including reports, are effectively managed and of consistently high quality • To be a reviewer within the performance management system <p>To undertake any professional duties of the Headteacher thus delegated</p>
Reporting to	Linked member of SLT
Liaising with	Head Teacher and other senior staff, other heads of year, faculty and subject leaders, relevant non teaching staff; also colleagues in junior/primary schools
Working Time	195 days per year. Full time. (1265 hours)
Salary/Grade	TLR - 2c
Disclosure	Enhanced
Teaching	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. (see QTS/UPS Role profile)
Additional Duties	To play a full part in the life of the school. To support its distinctive aims and ethos and to encourage staff and students to follow this example.
Other Specific Duties	<p>To continue personal development as agreed</p> <p>To engage actively in the performance review process</p> <p>To undertake any other duty as specified by STRB not mentioned above</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</p>
Outcomes	<ul style="list-style-type: none"> • Students make good progress between the summer of Year 6 and the summer of Year 7 • Students are happy during their transition to secondary school • Individuals needs are well catered for • Attendance is high, progress is in line with school expectations • Year team is led and coordinated in a highly focused way, which ensures a

consistent high level of student progress

- Self evaluation is effective and focussed and informs early intervention for improvement
- All staff within the tutor team have a clear understanding of their particular roles and responsibilities
- Students within the year group are highly engaged and motivated
- Assessment for learning is widespread and effectively used across the faculty
- Tutors are highly engaged and motivated, fully understand their role and feel challenged, valued and supported