

HEAD OF YEAR - JOB DESCRIPTION

Reporting to:	Deputy/Assistant Headteacher
Responsible for:	Tutors in year group
Line Management of:	
Liaising with:	Line Manager, tutors, Heads of Department, Leadership Team, Parents, governors, external agencies, Teaching and Learning Senior Leader, relevant support staff, LEA personnel, Learning Mentor, Data Manager.
Contracted working time:	195 days per year- full time. Attendance at indentified calendared events in the school year
Salary Grade:	TBC
Disclosure level:	Enhanced

Job Purpose

- To be accountable for the monitoring of the curriculum and pastoral provision for students in year group.
- To track the progress and achievements of students through the year group.
- To ensure that strategies are in place to maximise achievement and address underachievement of students in the year group.
- To lead, manage, motivate and develop a year team of tutors

Responsibilities

A. Monitoring and enhancing curriculum and pastoral Provision for a year group: Quality Assurance

- to maintain an overview of the curriculum as it is experienced by students in the relevant year groups and to be involved in discussion about teaching and learning and the curriculum provision.
- to carry out lesson observations and feedback in line with the school's Self Evaluation practices.
- to liaise with SENCO regarding the academic needs of students in the relevant cohorts at least ½ termly
- to liaise with HoDs and the Teaching and Learning Leader regarding student progress as necessary and to take appropriate action where monitoring and evaluation reveal underachievement or particular issues
- to effectively use non-contact time to focus on activities which will support students in their academic and pastoral progress and to evaluate the impact of these
- to liaise with the relevant Deputy Head Teacher to ensure that the Curriculum booklets for the cohorts are distributed to all parents and students and to monitor their impact and use
- to enhance the learning of students in the relevant year groups by the promotion of activities beyond the classroom
- to oversee, monitor and evaluate the work of the tutors in the delivery of a PSHE programme.

- to carry out a termly Self Evaluation activity, after discussion with your line manager, as a means of improving team practice and identifying areas for development
- to present the findings of each term's SE activity and to implement an action plan for improvement

B. Tracking the progress and achievements of students in year group and ensuring, through intervention strategies, that their attainment is maximised

- to identify, in liaison with the relevant Deputy Head Teacher and using prior attainment data appropriate attainment targets for the cohorts
- to monitor student standards and attainment against these targets
- to implement effective intervention strategies to ensure that all students are supported in achieving their potential. This will include case conferences, student reviews, student mentoring etc.
- to communicate effectively with parents/carers, support staff, governors & external agencies in relation to students' attainment and progress and relevant intervention strategies
- to promote rewards strategies for students making good/improved progress
- to ensure that students understand how prior attainment data is used by staff to set academic targets and that they are skilled in the use of this data to set their own academic targets
- to support students in the setting of SMART action targets.
- to oversee, monitor and evaluate a comprehensive mentoring system for supporting students in the relevant year groups.

C. Line management

- to be an effective line manager to the tutors attached to the year group in line with the school's policy
- to ensure that the career, development and professional needs of line managed staff are addressed
- to oversee the work of the line managed staff, ensuring the effective implementation of their responsibilities
- to ensure that all school policies are implemented by all team members
- to ensure high expectations and consistent excellent practice across the team

D. To lead, manage, motivate and develop a year team of tutors

- to organise effective Year Team meetings
- to oversee effective strategies for raising attendance and punctuality in the year group and to eliminate truancy
- to set and maintain high standards of behaviour from students in the year group by effective role modelling, supporting tutors and liaising with Heads of Department. To intervene when issues and incidents arise, including taking the lead with students who are causing concern across the curriculum and liaising with parents, staff, governors and external agencies as appropriate. To take responsibility for following up any behavioural incidents which occur at breaks and lunchtimes
- to ensure that tutors have an effective programme of tutorial activities, to support them in the delivery of tutorial activities and to monitor and evaluate the programmes
- to support tutors in the consistent implementation of whole school policies, rules and procedures
- to induct new tutors and give guidance and support to all tutors on the effective development of students in their care
- to attend all appropriate meetings to represent the interests of the year team at these meetings and to feed back from these meetings to the team

- to support appropriate arrangements for classes during registration and tutor period when staff are absent from the team

E To support students in the year group

- to foster positive relationships with all members of the year group whereby each girl can turn to you for support and guidance when needed
- to be a high profile member of staff around school and a positive role model in terms of challenging infringements of school rules and insisting on high standards of conduct and behaviour
- to develop a year ethos through stimulating and high quality year assemblies
- to oversee strategies to ensure the effective use of student planners for recording homework and maintaining home-school contracts
- to liaise effectively with external agencies to support individuals in the year group as appropriate
- to ensure the smooth induction of new entrants to the year group
- to prepare reports and references for students as required
- to coordinate social, charity and extra-curricular activities for the year group, including informing students of out-of-school opportunities
- to promote and celebrate year group activities and individuals' achievements on the year noticeboard, assemblies and the Greensheet
- to convene year council meetings according to the agreed schedule and ensure action points are implemented

F. To ensure effective liaison with parents

- to respond speedily to parental communication and be available for effective home-school liaison
- to respond to requests (under Freedom Of Information) from parents to see student files and to prepare information accordingly
- to oversee effective communication with parents regarding whole year group events
- to organise the scheduled year group Parents Evenings, including monitoring of attendance, collection of parent feedback and follow up of absentees
- to quality control reports to parents for the year group and contribute Head of Year comment

G. Expectation at certain points during the 4 year cycle

- to liaise with staff responsible for exams to make arrangements for and ensure the smooth running of external or internal exams for the year group and to coordinate effective support from the form tutors
- to assist the line manager in organising Parents Evenings
- to liaise with the staff organising work experience to ensure the smooth running of the programme
- to organise Leavers arrangements and any transition event for the appropriate year group
- to support the Deputy Head Teachers in the Key Stage 3-4 options process

H. Resources

- to effectively manage a year team budget in order to progress SDP priorities and meet the school's aims
- to bid for resources as part of the SDP process
- to effectively manage physical resources, stock and accommodation in order to ensure an ambience conducive to learning
- to ensure that risk assessments and H&S checks are carried out in line with

school policy

I. Teaching

- to undertake an appropriate programme of teaching on an agreed ratio.

J. Strategic Leadership

- to assume responsibility for writing, carrying out and evaluating the team Improvement plan as an annual cycle
- to plan the development of staff expertise to achieve Improvement Plan objectives
- to monitor and evaluate the contribution and impact of team members to school improvement

K. Whole School Contribution

- to contribute to the development of whole school policy
- to support the school, aims, ethos and policies

Additional Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To continue personal professional development.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned above.

This job description is carried out in accordance with provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunity for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Each Student Progress Leader may have specific duties on top of these generic ones.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.