



THE SACRED HEART LANGUAGE COLLEGE
HEAD OF YEAR (TLR 2C - £6385)

JOB DESCRIPTION

**“CONFIDENT IN GOD’S LOVE FOR US
WE COMMIT OURSELVES TO HIS SERVICE”**

This post is subject to the contract of employment between the teacher and the Governing Body of The Sacred Heart High School and the provisions in the General Guidance on Job Descriptions / Conditions of Service of Teachers as included in the document on Teachers’ Pay and Conditions.

The postholder must have regard to the Roman Catholic character of the school and be committed to supporting and upholding it.

The heart of successful year group leadership is the provision of professional leadership to secure improving standards of all round achievement for all pupils in the year group, and the promotion of students’ personal development and well-being. A Head of Year must provide leadership and direction for the year group and ensure that it is managed and organized to meet school aims and objectives. A Head of Year plays a key role in supporting, guiding and motivating teachers in the year team. **Heads of Year evaluate the effectiveness of the year team and year group and progress towards targets for pupils and staff in order to inform future priorities. The policy and practice of monitoring within a year team/year group provides the information for evaluation and action.** A Head of Year identifies needs in their year team/groups and recognizes that these needs must be considered in relation to the overall needs of the school.

Throughout their work a Head of Year ensures that practices improve the quality of education provided, meet the needs and aspirations of all pupils and help to continue to raise standards of achievement in the school.

JOB PURPOSE

1. To lead, manage, develop and be accountable for a year team and the programme for a specific cohort of pupils in order to ensure the highest possible standards of pupil achievement, personal development and well-being.
2. To promote the Catholic Life of the School

REPORTING

The post holder will report to the specified Leadership Team member

RESPONSIBLE FOR

The post holder will be responsible for the teaching and support staff allocated to the year group.

WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers Pay and Conditions document.

DIMENSIONS

The post holder will be responsible for the following, with reference to the national framework for middle leaders:

- The strategic direction and development of the year group
- Teaching and learning
- Leading and managing staff
- Pupil progress and standards of achievement
- The efficient and effective deployment of staff and resources

ACCOUNTABILITIES

The Strategic direction and development of the year group

1. To ensure that year team culture, policies and practices follow and contribute to those of the school and promote the Catholic Life of the School.
2. To contribute to a whole-school culture and climate which:
 - a. enable staff to develop and maintain positive attitudes towards the year group, and confidence in teaching it, and
 - b. encourage pupils to make a positive contribution to school life and to have their voice heard.
3. To create an annual plan/programme for the year group, which contributes to the achievement of the School Improvement Plan, and which involves all year staff in its design and evaluation. This will reflect the school's commitment to continuous improvement, high achievement, effective teaching and learning, and inclusion.
4. To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour. To lead and organize assemblies to promote these aspirations.
5. To contribute to whole school planning, review, monitoring and evaluation.
6. To monitor, evaluate and review standards of leadership, teaching and learning, and pupil achievement against school, local and national standards, including by lesson observation, sampling work, checking diaries/link books, collating and interpreting data; report annually on the above.
7. To represent the year team in the wider school community and liaise with the rest of the school, outside agencies, governors, partner schools, the Local Authority, further and higher education etc; ensure that the above have relevant information on students in the cohort.
8. To keep up to date with national developments in pastoral care, personal development, progress tracking, teaching practice and methodology.

Teaching and Learning

9. To support and promote effective teaching and learning in the year group.
10. To have a role in evaluating the quality of teaching, the standards of pupil achievement and the setting of goals for improvement; assist with the monitoring of homework set.
11. To assist relevant colleagues with the management of school assessment systems and examinations.

12. To work with the relevant PSHE/Citizenship staff to ensure that school programmes are effectively delivered and that their impact is evaluated. These should contribute to pupils' well-being, promote their spiritual, moral, cultural and physical development and help prepare them for the opportunities, responsibilities and challenges of adult life.
13. To promote and support extra-curricular activities which enrich and support the learning and experience of all pupils, and increases their participation in school life.

Leading and Managing Staff

14. To build a team in which good practice is shared and meeting time is used effectively to raise achievement and support pupils' personal development and well-being.
15. To support/challenge and professionally develop staff so that they are effective in their role(s) as teachers and form tutors; the above to include participating in and leading the school's programmes of staff training and development.
16. To communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented.
17. To ensure that staff understand and effectively implement school policies.
18. To ensure that staff understand and effectively implement school policies.
19. To help and develop staff in promoting the Catholic Life of the School.

Pupil Progress and Standards of Achievement

20. To implement the school's policy and practice for the tracking of pupil progress.
21. To monitor the targets set for pupils, and to manage intervention to maximize progress.
22. To promote, manage and be responsible for high standards of pupil behaviour, attendance, punctuality and dress.
23. To implement creatively the school's systems for rewarding good pupil performance and to ensure all staff use them effectively.
24. To establish a positive partnership with parents/carers to involve them in their child's learning and progress; to arrange consultation afternoons and evenings.
25. To work with other staff, including Learning Development and external agencies to ensure that students' needs are identified, suitable Individual Education Plans and Pastoral Support Programmes are drawn up, and that these are implemented and reviewed.
26. To ensure that information from previous years/schools is available to staff and advise on its effective use; to ensure that such information is passed on to any receiving institution.

The Efficient and Effective Development of Staff and Resources

27. To manage efficiently the available resources of staff, space, finance and equipment with the limits and guidelines laid down.
28. To assist in the recruitment of staff.
29. To advise on the effective deployment of staff and ensure that there are appropriate arrangements in their absence.
30. To ensure that year accommodation/area, resources and equipment are maintained in good order, including the management of a) health and safety, and b) security.
31. To provide a stimulating environment, including maintaining displays that promote interest and learning.

Other Specific Duties

32. To support the aims and ethos of this Catholic school.
33. To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
34. To undertake any other duty as specified by the STPCD not mentioned in the above.

35. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

The 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.

June 2015