



THE BOSWELLS SCHOOL

JOB DESCRIPTION

JOB TITLE:	Head of Year 7
RESPONSIBLE TO:	Assistant Headteacher of Lower School
RESPONSIBLE FOR:	Leadership of a designated year group, including securing strategies for the well-being of all students in the year group and their academic attainment.
DUTIES:	The Professional duties of all teachers (other than the Headteacher) are set out in the 'School Teachers' Pay and Conditions Document and Guidance on School Teachers' Pay and Conditions document and describe the duties required of all mainscale posts. In addition, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder have been set out below:
PURPOSE:	<ul style="list-style-type: none">a) To be accountable for ensuring each individual student in the designated year group achieves their optimum level across all subjects and to monitor and support individual student progress according to identified needs.b) For students in the designated year group, to lead, develop and enhance the teaching practice of teachers, as it relates to best practice in behaviour management and maximising student attainment; evaluating its quality and securing and sustaining effectiveness.c) To be accountable for the strategic direction, leadership and management of the designated year's pastoral support provision and the development and implementation of policies, plans, targets and practices within the context of the school's aims and policies.d) To effectively line-manage and deploy the designated year's tutor team and pastoral support staff.
<i>(a – d relates to the TLR Criteria)</i>	
SCOPE	The strategic leadership of student progress and development in the designated year.



ALLOWANCE ATTACHED TO THIS POST

TLR1b: £9567

MAIN ACTIVITIES ATTRIBUTABLE TO THE PARTICULAR DUTIES:

1. STUDENTS

- a) Interview prospective new students with the Headteacher and be responsible for their induction into the Year Group.
- b) Attend to the welfare and academic progress of all students in the Year utilising students' records of prior achievement, with a view to raising standards of achievement, including liaison with the appropriate external agencies.
- c) Support all staff in the school by implementing a consistent a behaviour policy and system of rewards and sanctions, characterised by consistent, orderly behaviour and caring, respectful relationships.
- d) Attend to students in difficulties consulting tutors, teachers, parents as appropriate and liaising with Senior Staff, Faculty Staff, the Learning Support Department and outside agencies.
- e) Monitor students' progress consulting and acting as appropriate. This includes regular reviews of data ensuring that any issues relating to underperformance (behaviour etc) are picked up and identified.
- f) Working with the Assistant Headteacher Lower School to identify any areas of underperformance and, where appropriate, provide effective interventions to deal with the identified issues.
- g) Ensure completion of data drops, tutor reports and references where appropriate.
- h) Support the Leadership Team of the school in fostering a positive ethos of support, community and achievement in the year group.
- i) Co-ordinate and supervise Head of Year detentions for the specific year group in line with school policy
- j) To be a visible presence around the school site, including some break and lunch duties, to ensure a calm and purposeful environment in the school.
- k) To keep up to date with national developments in the pastoral area and to actively monitor and respond to developments and initiatives at national, regional and local levels.
- l) Act as a positive role model to all students, staff and parents.



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- m) plan and deliver engaging assemblies that encompass moral and social topics, but also support the students in their learning
 - n) Be responsible for maintaining accurate and up to date student records.

2. PARENTS

- a) Liaising with parents and developing links to the benefit of students, parents and the school
- b) Ensure parents are kept fully informed of any issues relating to the progress of their child (punctuality, attendance, behaviour, progress etc)
- c) Have specific responsibility for tutor evenings and year group parents' evenings and to assist the appropriate senior staff with the organisation of general parents' evenings.

3. TUTORS

- a) Assist the Assistant Headteacher in allocating staff to tutor groups and panel teams.
- b) Have responsibility for organising and developing the Year Panel of Tutors; assisting and directing them and utilising their collective responsibilities in particular:
 - induction, support, guidance and advice
 - oversight of monitoring of attendance, punctuality, homework
 - oversight of assessment requirements
 - Holding regular meetings
 - Ensuring tutors perform mentoring role appropriately
- c) Assisting in the Performance Management process and help promote the professional development of staff and organise, where appropriate, INSET.
- d) Ensure tutors act as effective pastoral staff with regard to tutoring their groups including general academic and social development, punctuality, attendance, uniform, discipline and upholding of school rules.
- e) Act as first line of support if a tutor's actions fail to achieve the desired outcomes.
- f) Have responsibility with tutors for the planning, implementation and reviewing of all aspects of the P.S.H.C.E. programme, including the production of schemes of work and resources.

4. MANAGEMENT/ADMINISTRATION/PLANNING

- a) Assist the leadership Team in the formulation of the Pastoral School Improvement Plan and its subsequent monitoring and review.
- b) Act as an effective link between Heads of Faculty, Tutor/Panel Teams and Leadership Team.



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- c) To liaise with the SENCO with regard to inclusion of all students and behaviour management.
 - d) Be responsible for a specific 'whole school' focus (such as 'anti-bullying, achievement etc)