**SUMMARY OF MAIN DUTIES**

**JOB TITLE:** Head of Year

**Salary Range:** MPS/UPS + TLR 2b

**Responsible to:** Vice Principal

## Duties and Responsibilities

* responsible for the progress academically and socially for all students in their year group
* to liaise with Heads of Faculty (HoF) and SLT to flag any issues relating to student performance
* support the Vice Principal to ensure that each student is positively encouraged to develop and good learning habits are instilled across the academy

**Leadership**

* lead a team of tutors in monitoring the progress of their students
* ensure all staff are delivering the tutorial programme
* oversee the quality assurance of the tutorial delivery programme in their year group
* plan and lead on a tutorial programme that meets the needs of the students in their year group and meets current issues facing students
* plan and deliver engaging assemblies that encompass moral and social topics, but also support the students in their learning
* liaise with parents and guardians to ensure the wellbeing of students
* maintain regular records on the welfare of students and highlight any potential issues
* lead on organising and maintaining behaviour interventions to support the needs of students

## Leading and Managing Staff and Resources

* Intervene with any Tutors who need support
* complete daily learning walks to monitor delivery of the tutorial programme
* monitor the attendance of students in the year group working closely with the attendance team to put timely interventions in place for PA students
* organise a Parents’ Evening for their year group
* monitor the use of student planners to record homework
* organise all detentions for their year group
* carry out any other reasonable duty that is directed by the Principal

**Teaching and Managing Student Learning**

* ensure effective teaching of whole classes, groups and individuals
* in consultation with the Head of Faculty, plan, design and produce teaching materials and resources
* set appropriate and demanding expectations for students’ learning and motivation. Set clear targets for students’ building on prior attainment
* in accordance with schemes of work, plan, deliver and review lessons
* set high expectations for students’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
* mark and monitor students classwork and homework providing constructive oral and written feedback, setting targets for students’ progress and encouraging student response
* assess, record and report on the development, progress and attainment of all students taught

**Manage Own Performance and Development**

* take responsibility for own professional development and keep up to date with research and developments in the subject area
* share responsibility for the implementation of school policies and procedures
* attend meetings, carry out administrative tasks and duties as specified in the staff handbook
* implement and adhere to all Academy policies and procedures
* set a good example to students in presentation and personal conduct
* manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.

**General Duties**

* to carry out a share of supervisory duties in accordance with published rotas
* any other duties as deemed appropriate to the post