

**Addey & Stanhope School**  
**Job Description for Head of Year**

**Main purpose of the role:**

To help the year group be the very best that they can be.

**Planning and setting expectations**

To set high expectations for students and staff for whom they are responsible.

To lead, advise and support the tutors within their team.

To ensure tutor times are purposeful and enriching

To establish systems that help drive up student achievement

To be fully knowledgeable of the School Behaviour and Rewards Policy, support its aims and objectives and implement its procedures when appropriate.

To ensure that students are fully aware of the Behaviour and Rewards Policy through assemblies, and work undertaken by tutors, thus reinforcing our expectations and ensuring the students are knowledgeable about the sanctions.

To promote the House System

**Student personal and social welfare**

To monitor their year group's personal and social development and provide the necessary advice and support.

To strategically utilise the school's mentoring system and support from expert colleagues to support the needs of students experiencing difficulties.

**Student Achievement**

To establish an environment that encourages students to achieve their full potential.

To use student data in an effective way to set targets that help enhance student achievement.

To ensure that when necessary students are monitored effectively

To use data to identify students who are underachieving and create supportive plans of action to enhance their academic chances.

**Reporting to parents**

To oversee the collection, circulation and production of the student reports.

To ensure parents are informed in a strategic and effective way on the progress of their child.

To establish and develop positive relationships with parents to involve them effectively in developing their child's full potential.

**Assemblies**

To hold weekly year assemblies and develop pupil responsibility by planning student involvement within them.

To assist in planning and organising the Achievement Assemblies.

To ensure the assemblies support the aspirations and ethos of the school.

**Managing and developing staff**

To establish clear expectations of staff and develop constructive working relationships as a year team.

To help staff work effectively with students.

To lead a tutor team and support the tutors in carrying out their professional responsibilities.

To lead and co-ordinate the PSHE programme for the year group.

**Other management responsibilities.**

To lead and oversee all events associated with the year group.