



## **JOB DESCRIPTION**

### **HEAD OF YEAR**

#### **Salary**

A TLR 1b Allowance will be payable in addition to the post holder's substantive salary. In addition, the post carries 5 extra non-contact periods.

#### **Line of responsibility**

##### **Responsible to:**

The Head of Year is directly responsible to the Deputy Head (Personnel, Care & Guidance) on a day-to-day basis. KS3 Year Heads will work closely with the Assistant Head responsible for KS3.

#### **Line Management**

##### **Responsible for:**

- The performance of his/her team of tutors
- He/she is responsible for the implementation of the school's Performance Management Policy

#### **Job Content**

##### **Responsibilities:**

The duties outlined in this job description are in addition to those covered by the School Teachers Pay & Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and title.

##### **Strategic purpose**

Under the direction of the SMT, the Head of Year will play a major role in exercising overall responsibility for the pastoral care and academic progress of the pupils in his/her year group.

##### **Staff Management**

- Have overall responsibility for leading a team of tutors and overseeing and supporting their pastoral work with the year group
- Ensure that appropriate programmes of activities and tutor work are available and followed during tutor times
- Ensure effective communication with the tutor team through regular team meetings and the production of weekly 'tutor notes'
- Ensure that tutors are fulfilling their legal requirements in respect of pupil registration

- In line with the school's Performance Management Policy, set performance objectives annually for tutors, observe their work during tutor times and conduct annual review meetings.
- Work closely with the Pupil Support Manager, the Inclusion Co-ordinator and their teams.

### **Student Progress**

- Monitor the academic progress of individual pupils and groups of pupils and ensure that systems are in place to highlight and minimise underachievement through appropriate interventions
- Encourage a positive ethos and promote positive behaviour within the pupil body
- Ensure effective communication with parents about pupils' progress and areas of concern
- Co-ordinate and oversee the issue of all formal reports, including interims
- Organise and take part in Parents' Evenings
- Organise and lead termly meetings of the year group Parent Forum
- Facilitate the social, cultural and moral development of the pupils
- Manage effective year assemblies each week and deliver assemblies as required by the Assembly Rota
- Be responsible for managing issues linked to specific years
- Ensure that all appropriate pupil records are kept, used and updated regularly
- Monitor behaviour, attendance and punctuality and ensure that necessary action is taken to support pupils where problems arise
- Organise regular meetings of the Pupil Year Council (Tutor Reps)
- Liaise with all appropriate outside agencies

### **Other Duties**

To undertake such other tasks as the Head may reasonably require and to strive at all times to further the agreed aims and objectives of the school.

The successful candidate will be required to safeguard and promote the welfare of all pupils in the school. The post requires a successful enhanced DBS disclosure