

Job Description

Post: Head of Year

Purpose

To oversee the pastoral and academic performance of a year group within the academy; enable all students to successfully climb the mountain to university, or a real alternative, thrive in a top job and have a great life.

Duties and Responsibilities

- In consultation with the Senior Leadership Team, promote the culture, vision and values of the academy.
- Oversee behaviour and attendance within the specified year group.
- Closely monitor and track behaviour and attendance data on a daily basis providing necessary intervention when required.
- Support and challenge students and colleagues, meet parents and liaise with external agencies.
- Oversee students on report and make contact with families when necessary.
- Lead and manage an advisory team including delivery of advisor team meetings and Progress Summits.
- Act as a role model for advisors by demonstrating high standards of pastoral care and academic monitoring of students.
- Carry out performance walks to quality assure DEAR provision.
- Plan and lead Morning Meeting to embed a truly aspirational culture with extremely high expectations.
- Contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events.
- Ensure a strong visual presence at all times including before school and in Afternoon Meeting.
- Supervise corridors during transitions; assist with dismissal and supervision on the road as students leave the site.
- Implement the academy's behaviour policy to help students become better qualified, more successful and happier.
- Lead and support centralised corrections; manage restorative conversations between students and staff.
- Follow all correction and Red Line procedures to enable a positive outcome following a sanction.
- Ensure that homework is set centrally and monitor accordingly.
- Lead line up after Morning Meeting, break and Family Dining to support transition.
- Support students and staff of the academy by visiting lessons during On Tour periods.
- Frequently acknowledge success in line with the academy expectations including coordination of recognition expeditions.
- Lead Family Dining to ensure successful collaboration during one of the most important elements of the day.
- Participate in academy meetings, Practice and coaching; work in partnerships with other HoYs in the MAT and surrounding schools.
- Carry out student induction for any 'in year' admissions.
- Work with the Senior Leadership Team to plan Year 6 transition and induction events.
- Organise Dream Team Feedback each cycle.
- Liaise with Mountain Rescue as required.
- Consistently implement all academy policies.
- Engage fully in the academy appraisal process.
- Contribute to decision-making and consultation procedures.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.