



HEAD OF YEAR – KEY STAGE 4

JOB DESCRIPTION

Accountable to:	The Director of Key Stage 4
Accountable for:	The team of tutors for the year group; the Assistant Head of Year.
Purpose of the role:	Leading the year group to ensure students' progress and attainment are outstanding.
Salary:	TLR 1b £9,475

Main responsibilities: Standards and Ethos

- Establishing and maintaining within the year group and the tutor team the school ethos and a culture of care and support.
- Setting and maintaining the highest standards of behaviour amongst students in the year group.
- Celebrating students' achievements at every opportunity, for example in assemblies.
- Promoting outstanding attendance, progress and attainment within the year group.
- Ensuring that strategies are in place to maximise achievement and address underachievement of students in the year group.
- Promoting a forward thinking and creative approach to improve student outcomes across the year group.

Main responsibilities: Tasks

- Monitoring students' progress and attainment through, for example, lesson visits, meetings with colleagues and the use of Go4Schools.
- Ensuring there is rapid and effective action to tackle underperformance.
- Monitoring students' attendance, ensuring action is taken where attendance is an issue.
- Taking overall responsibility for all year group activities such as parents' evenings; assemblies; tutor time; Student Leadership etc.
- Admitting new students and ensuring their smooth induction to the school.
- Liaising with parents, as appropriate.
- Liaising with the Inclusion Team, the SEN Department and external agencies, as appropriate.

Main responsibilities: Management

- Taking overall responsibility for the effective working of the tutor team as a team, including chairing team meetings; and ensuring that all tutors are doing their job effectively, including following all school policies.
- Managing the work and the performance of the Assistant Head of Year.

This job description is intended to describe the main responsibilities of the post-holder; it is not intended to be a description of everything the post-holder will do.

St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.