

## Job Description: Head of Year

<b>Title &amp; Grade of Post:</b>	<b>Head of Year TLR 2b</b>
<b>Postholder:</b>	
<b>Job Purpose:</b>	<p>Use professional skills and judgement to lead and manage student welfare and development across the Year group curriculum in order to secure high quality teaching, effective use of resources, effective intervention and mentoring and improved standards of learning and achievement for all students.</p> <p>Have a positive impact on the educational progress of all students and all groups of students across the year group by leading, developing and enhancing the practice of other staff, particularly members of the Year Team.</p> <p>Actively promote outstanding behaviour and safety and the consistent use of rewards and sanctions.</p> <p>Undertake specific initiatives and developments as agreed with the Headteacher e.g. raising attendance/improving progress.</p> <p>Develop a year team improvement plan in line with school improvement priorities.</p> <p>Follow a process of self-evaluation for the Year Team.</p> <p>As a leading professional, to actively focus on and promote effective teaching and learning practices across the school, in line with whole school priorities.</p> <p>Lead and manage the Year Team in a way that ensures it works successfully as a team, with common aims, objectives, policies and standards.</p> <p>Liaise with external agencies and parents as appropriate ensuring enquiries are addressed promptly.</p> <p>Support the Deputy Headteacher (Pastoral) and the Head of PD in arranging opportunities for the Year group to participate in wider opportunities.</p> <p>Lead assemblies as part of the school assembly programme.</p> <p>Promote SMSC opportunities across the Year Group.</p>
<b>Reporting to:</b>	<p>The post holder is responsible to the:</p> <ul style="list-style-type: none"> <li>Headteacher in all matters.</li> </ul> <p>Reports to:</p> <ul style="list-style-type: none"> <li>The Deputy Headteacher (Pastoral) in respect of Year group matters, achievement and student wellbeing.</li> </ul>
<b>Professional Relationships:</b>	<ul style="list-style-type: none"> <li>The postholder is expected to adhere to the Teacher Standards and work with colleagues in school and with external agencies, with the aim of improving teaching and learning across and beyond the school.</li> </ul>

<b>Accountabilities</b>	<p><b>Strategic Direction:</b></p> <ul style="list-style-type: none"> <li>• Support movement/transition annually from one year group to the next.</li> <li>• Identify opportunities providing alternative curriculum opportunities for our students; monitor and evaluate their impact.</li> <li>• Develop and implement policies and practices for the Year Team, which reflect the school's commitment to high achievement and student progress. To include: the monitoring of homework set; the use of student planners; effective tutor time activities and monitoring of school uniform.</li> <li>• Monitor and evaluate the progress made by students in achieving academic targets.</li> <li>• Plan, monitor and evaluate intervention for vulnerable students particularly Pupil Premium students.</li> <li>• Work with curriculum leaders on issues arising from data, systems and reports, setting deadlines and reviewing progress.</li> <li>• Monitor and evaluate attitude to learning of the Year group leading appropriate interventions where ATL is impacting on progress.</li> <li>• Manage the development of staff within the Year Team and evaluate their impact on teaching and learning.</li> <li>• Contribute to whole school planning, mainly through participation at Pastoral team meetings and by drafting, implementing, monitoring and evaluating Pastoral Improvement Plans.</li> <li>• Assist in the monitoring and evaluating the work of the Year Team in line with school quality assurance procedures.</li> <li>• Support the Deputy Headteacher and Attendance Officer in tracking attendance across the Year Group.</li> </ul>
	<p><b>Teaching &amp; Learning:</b></p> <ul style="list-style-type: none"> <li>• Teach specialist subject using Quality First Teaching.</li> <li>• Ensure schemes of work for PD and the programme of form tutor activities for the Year group are appropriate and delivered comprehensively.</li> <li>• Provide guidance on appropriate teaching and learning methods, and coaching relating to the successful delivery of these methods.</li> <li>• To ensure that students are prepared for internal and external exams.</li> <li>• Develop and implement systems that are compatible with whole school needs for recording and tracking individual students' progress.</li> <li>• Analyse students' progress and attainment across the curriculum and liaise with appropriate staff to ensure that intervention is in place.</li> <li>• Co-operate with faculties to promote whole school curricular cohesion.</li> <li>• Co-operate with the (Deputy Headteacher) SENCo to ensure that the curriculum is suitably differentiated and that the needs of our SEND students are fully met.</li> <li>• Develop and maintain assessment, recording and reporting procedures in accordance with school policies.</li> <li>• Keep parents informed about the work of the Year Team and with their child's progress in accordance with school policies.</li> </ul>

	<p><b>Leading &amp; Managing Staff:</b></p> <ul style="list-style-type: none"> <li>• Develop effective coaching and mentoring of all staff within the Year Team.</li> <li>• Carry out performance management (appraisal) requirements in line with school policies.</li> <li>• Maintain a visible presence promoting outstanding behaviour both in and outside of the classroom.</li> <li>• Promote a creative and collaborative working environment.</li> <li>• Create, maintain and enhance effective relationships.</li> <li>• Support colleagues in maintaining outstanding behaviour, attendance and punctuality.</li> </ul>
	<p><b>Resource Management:</b></p> <ul style="list-style-type: none"> <li>• Allocate resources to support effective teaching and learning within the Year Team.</li> <li>• Monitor and control the use of these resources.</li> </ul>
<b>Policy &amp; Legal Framework</b>	<p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:</p> <ul style="list-style-type: none"> <li>• School policies and guidelines on the curriculum and school organisation.</li> <li>• The Conditions of Service for School teachers in England and Wales and with locally agreed conditions of employment.</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.</li> <li>• Take a leading role, both hands-on and through delegation, in ensuring the pastoral care of students, including promoting and evaluating the impact of the behaviour and rewards policy, progress and attendance of students.</li> <li>• Lead &amp; chair meetings of tutors &amp; Year Team meetings.</li> <li>• Lead and manage the rewards programme for the Year group.</li> <li>• Co-ordinate the Year Group Tutor Reports to parents.</li> <li>• Lead Year group assemblies in line with policy.</li> <li>• To actively promote the school's policies.</li> <li>• To continue own CPD as agreed.</li> <li>• To comply with the school's health and safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty required by the Headteacher and within the responsibilities identified in the STPCB.</li> <li>• Support the organisation and promote attendance at Year Group Parents Evenings.</li> </ul>

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

**Generic Duties  
&  
Accountabilities**

- The accountabilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities as set out with the Teachers' Core Duties document.
- Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: ..... (Postholder)      Date: .....

Signed: ..... (Headteacher)      Date: .....