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**JOB DESCRIPTION**

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| **Job Title**: Head of Year | **TLR:** 2.2 |
| **Accountable to:**  Progress Leader  Assistant Headteacher (Pastoral)  Assistant Headteacher (Learning Strategy)  Deputy Headteacher | **Revision date**: March 2017 |

**Position Overview** (**Outcomes & Ethos)**

To manage and monitor a Year Team to:

* Strategically improve performance **outcomes** across key performance indicators (‘P.I.s’) (e.g. attendance, attainment, progress, attitude to learning)
* Strategically enrich the aspirational **ethos** specific to the cohort
* Support tutors in dealing effectively with the reactive elements of the pastoral role (student issues and parental concerns), ensuring urgent matters do not obscure the most important

**General responsibilities**

* Responsible to the Head of Department in which you teach in respect of teaching duties
* Carry out the professional duties of a teacher as described in the most recent School Teachers’ Pay and Conditions Document
* Work in a way which is consistent with Teacher Standards, the School Code of Conduct and school policies (including Equality Policy; Performance Management; Capability AEN)

**Key responsibilities**

* Ensure that the outcomes for your Year Group, (including ‘pupil groups’ and individuals) are aligned with their aspirational targets
* Monitor the information about your students and proactively ensure interventions are securing rapid progress
* Line manage the Year Team (Form Tutors and support staff)
* Contribute to devising and practically implementing a time-line of activities which:
  + accounts for external and internal constraints (e.g. attendance P.I.s, data deadlines, exam entries, option cycles, management and communication on admission and transition, specific to your phase)
  + involves working with your form tutors providing quality interventions for students to support improved outcomes
  + provides the basis from which impact can be evaluated/ interventions adjusted to greater effect ensuring consistency across Year Groups
* Contribute to the appropriate meeting cycles for the Progress Team ensuring provision is effecting outcomes
* Lead and develop the appropriate meeting cycles for the Year Team to ensure provision is effecting outcomes
* Work with other school leaders\* to ensure that processes for monitoring and evaluation are consistently effecting improved outcomes and ethos
* Support and where necessary lead on audits, surveys and working groups to inform school strategy
* Identify:
  + best practice, ensuring it is shared
  + form tutors whose daily practice could be developed and enhanced by exposure to quality CPD
* Provide professional information, advice and guidance relating to the academic, personal and social progress of pupils within the cohort
* Work with staff across school to facilitate activities and opportunities particular to your Year Group

\* (including Progress Leaders, Heads of Year, PP Lead, PAH Lead, SENCO, Heads of Department and senior leaders)

**Safeguarding**

* Be a leader in the school in the area of child protection and safeguarding
* Take responsibility for developing a promotional strategy to raise awareness and enhance our culture of high vigilance in one specific aspect of safeguarding
* Be actively involved in relevant working groups / meeting cycles (e.g. safeguarding steering group)
* Ensure work with other agencies is effecting improvements
* Maintain accurate, comprehensive pupil records under the guidance of senior leaders

**Curriculum (including the wider curriculum)**

* Ensure Form Tutors effectively implement the steps to develop students as aspirational learners. The focus for these will include:
* Careers Education, Information, Advice and Guidance
* PSHCE
* home learning
* growth mindset
* responsiveness to feedback
* parental engagement (learning)
* consistency of challenge in learning
* effective use of ‘learning passports’
* Ensure relevant support staff contribute to these and continuously identify and share their good practice, challenging poor practice
* Ensure Form Tutors effectively implement the steps to develop the aspirational ethos which underpins the school’s mission. The focus for these will include:
* spiritual, moral, social and cultural development through ‘collective worship’ and assemblies
* links with the local community
* behaviour for learning policy and activities
* representation direct / indirect through the School Parliament
* rewards and sanctions procedures
* enrichment and engagement activities through Development Days (1/ Year Group)
* representation on Student Parliament
* our status as a Rights Respecting School
* Charities
* contribute to a review of ways in which the ethos and identity of the school can consolidate the best elements of the House system

**Attendance and Punctuality**

* Follow the Attendance Cycle and ensure staff awareness / action
* Work with the Progress Team to monitor the attendance and punctuality of pupils and ensure effective steps are taken to bring about improvements
* Proactively prioritise students and parents whose ‘early indicators’ suggest potential concerns
* Monitor any persistent absentee students carefully and ensure action is taken in line with policy
* Liaise with the Assistant Headteacher (Pastoral) and Progress Leader, effectively oversee and direct the work of the Attendance Officer and monitor overall effectiveness
* Provide direction to your Year Team on interventions to effect improved attendance and punctuality
* Meet with the relevant School Attendance Worker; take steps to improve attendance; inform the Progress Leader evaluating and adjusting interventions to maximise effect

**Parents**

* Manage ‘calendared events with parents’ that are particular to your Year Group, ensuring parents are informed, supported and where necessary challenged about their child’s progress and provision through:
  + parent information events
* communication and consultation evenings
* parents’ evenings/ open evenings/ transition events/ options evenings/ intervention evenings
* ICT developments in school
* the use of external agencies
* Contribute to the team that surveys and responds to parents

**Student Leadership**

* Promote and maintain positive relationships between members of the year
* Actively support cross phase student leadership of learning (e.g. mentoring younger students) and student- leadership within the organisation of charitable and sporting events
* Identify ways in which students can grow in confidence and resilience through activities and events on different scales which enhance the positive identity of students within the school
* Contribute to the team that surveys and responds to students
* Work to continuously develop the profile and role of safeguarding representatives in school