JOB DESCRIPTION

DATE: January or Easter 2019

Post: Head of Year

Range: TLR 2B

Responsible to: Vice Principal

**General Principles**

* To work with the Vice Principals to deliver outstanding behaviour for learning within their Year Group and House.
* To carry out the functions of a teacher at Gable Hall School in accordance with the stated aims and objectives.
* To be committed to safeguarding and promoting the welfare of our young people.
* To carry out all the duties and responsibilities of a teacher as laid out in the most up to date STPCD and the Burgundy book.
* To support the School to achieve its improvement objectives and implement whole-school decisions.

**Principal Duties and Responsibilities**

**General**

1. To lead assemblies which express and develop SMSC. Behaviour for Learning and other interests of the School.
2. To regularly meet with parents and carers of pupils to raise student achievement.
3. To maintain a high visible presence around the school.
4. To foster good relations with parents and the local community.
5. To undertake a regular teaching commitment in line with school policies and practices.
6. To carry out marketing promotion and recruitment activities as is required from time to time.

**Specific**

1. To be responsible for the academic progress of pupils within a specified year group.
2. To be accountable for improving achievement through tracking the attendance, punctuality and behaviour of a specified year group
3. To ensure that behaviour for learning is consistently outstanding across a year group and to undertake the necessary monitoring and observational activities to achieve continued improvement.
4. To oversee form time, for a specified house, to ensure it is structured, meaningful and fosters an environment where outstanding learning takes place.
5. To monitor and ensure the effective delivery of intervention for a specified group of students
6. To support a team of form tutors in offering care guidance and support.
7. To implement effective reporting systems to pursuant to outstanding behaviour for learning including reporting on year progress to the Senior Leadership Team
8. To engage with parents in relation to their child’s progression with the key areas of Academic progress, attendance and behaviour to take intervening action
9. To take responsibility for a team of duty staff to ensure the School is appropriately supervised at key times throughout the day.
10. To report evidence of effectiveness in relation to the above key areas.
11. To undertake professional development as is required to perform effectively in the role.

These duties will be varied at the discretion of the Principal/ Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other

Schools the Trust may be supporting.

I confirm that I have read, understood, and accept, the above job description.

Date for review: At annual Performance Management review of subject leader.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_