



## **JOB DESCRIPTION – HEAD OF YEAR**

<b>JOB PURPOSE:</b>	To lead the learning and progress of students within the identified year group and address barriers to their learning if they exist so that they are in the best possible position to achieve their potential.
<b>ACCOUNTABLE TO:</b>	Assistant Principal (Pastoral)
<b>RESPONSIBLE FOR:</b>	<p>Professional duties which are common to all staff plus strategic leadership of the identified year group including:</p> <ol style="list-style-type: none"><li>1. Monitoring the progress and achievement of students within their care;</li><li>2. Identification of underachievement and implementation of action to address barriers to learning;</li><li>3. Managing behaviour in their year group with adherence to the City Heights Positive Behaviour policy</li></ol>
<b>LINE MANAGEMENT:</b>	Team of tutors within the year group
<b>SALARY:</b>	TLR 2b (£4355 from September 2016)
<b>TEACHING LOAD:</b>	17 periods/week plus enrichment

### **Professional Responsibilities**

In line with City Heights vision and ethos, the Head of Year will:

- strive to deliver outstanding support for students in their care
- ensure that systems are in place to enable all students within the year to achieve their potential;
- ensure that barriers to learning are identified through careful tracking and monitoring and that action plans are put in place to overcome them. This will include behaviour for learning, SEN, EAL etc
- ensure smooth transition arrangements where applicable;
- ensure that effective support networks and intervention are in place where needed and appropriate including engagement with parents; this may include personal development plans, pastoral support plans or working together with external agencies to ensure that appropriate support is available to students and their families
- build a strong team of tutors to support students.
- engage with parents regularly to keep them informed of progress or areas of concern;
- maintain an overview of the curriculum in the year groups as it is experienced by students.
- manage and oversee all year group activities, including assemblies and tutor time.

- promote the City Heights “Growth Mindset” by engaging students with our character attributes.

### **Teaching & Learning**

1. To ensure that effective tutor periods are delivered
2. Induct students into the year group.
3. Liaise with Directors of Curriculum over issues relating to learning.
4. Provide support to staff in order to promote effective learning.
5. Monitor and evaluate learning progress within the year, highlighting strengths and addressing areas of weakness. This will include lesson observation, Academy review and external monitoring.
6. Ensure tutors engage in a formal learning conversation with tutees and families at least once a year
7. Create a positive climate for learning within the year group
8. Strive to ensure needs of all pupils within the year are met.
9. Maximise opportunities for educational enhancement.
10. Liaise with parents and external agencies in order to maximise learning.
11. Work with other Heads of Year to ensure a smooth transition for one phase to another.
12. Model good practice.

### **Performance Management**

1. Carry out Performance Management reviews
2. Have a professional oversight of support staff working in within the tutor groups.
3. Foster a positive team spirit.
4. Celebrate strengths
5. Identify areas for development

### **Knowledge, Skills & Experience**

1. Keep up to date with developments in learning.
2. Show a commitment to your own professional development.

### **Academy Policy**

1. Prepare, discuss and write a self-evaluation form for the year group which contributes to the City Heights SEF.
2. Contribute to the development of, and adherence to, City Heights policy.
3. Represent the year at Middle Leader meetings.
4. Support the City Heights vision and ethos.

### **Personnel**

1. Provide support and guidance to tutors in classroom management and professional development including the management of our Positive Behaviour policy.
2. Identify and support Continuing Professional Development (CPD) needs of others in the year group for whom you have line management responsibility
3. Delegate responsibilities as appropriate.
4. Communicate effectively to all members of the team
5. Support, guide and motivate staff.
6. Meet in accordance with calendared meetings and with line managers as agreed in the Communications Policy.

7. Support in the coaching and mentoring of staff.

### **Pupil Outcomes**

1. Set targets for the year groups in consultation with ALT
2. Analyse data for the year in consultation with ALT
3. Identify student strengths and barriers to learning with tutors
4. Monitor progress against targets with tutors
5. Develop strategies to support learning,
6. Report to ALT/Governors and parents on pupil progress.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the evolution of City Heights

Every member of staff at City Heights has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.