**Name:**

**JOB DESCRIPTION: Head of Year**

**Salary Scale / TLR:** TMS/UPS plusTLR 2(3a)

**Reporting to:** Assistant Headteacher KS4 – Yr 10 & 11 Director of KS3 – Y7,8 & 9

**Overview:**

The school was founded by and is part of the Catholic Church. It is one of the formal mechanisms through which the Church’s educative mission is fulfilled and is to be conducted as a Catholic School in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Birmingham. The Principal is the school’s leading professional.

**Core Purpose:**

* To provide strategic and operational leadership and management.
* To raise standards of student attainment and achievement.
* To assist in leading the development of teaching and learning across the year group to ensure the highest standards of provision and learner outcomes.
* To lead on assessment, data analysis and interventions for a year group.
* To make a major contribution to the strategic priorities of the school through the leading and managing of student academic, personal, social and spiritual welfare, progress and guidance.
* The leadership and management of year staff teams.
* The maintenance and development of effective Home School Liaison.
* To help develop the school as a catechetical community.
* To ensure there are high standards of learning and achievement in a search for truth and freedom for the greater glory of God and benefit of all humanity.
* To ensure that at all times the activities for which you are responsible serve as a witness to the Catholic faith.

**Main (Core) Duties:**

* Pupil and student progress and welfare; raising levels of achievement and standards of behaviour across the school.
* The leadership, management and development of the Year Staff Team;
* Developing student and pupil participation, involvement and responsibility;
* Building, sustaining and developing the Home School Partnership;
* To monitor, review and develop pastoral provision, ensuring active contribution to whole school development and that year group practice, procedures and development reflect the aims and values of the school;
* Liaison with:
  + Other Heads of Year
  + Subject Leader and subject teams regarding pupil progress and welfare issues
  + External Agencies (Not Teaching);
* Line and Performance Management Deputy Head of Year;
* Oversight of Management of Year Records and Administrative systems.

**Academic, personal, social and spiritual welfare, progress and guidance:**

* Overall responsibility for tracking of individual pupil progress of each pupil and for effective response to pupil assessment data, ensuring effective target setting and review takes place for each pupil.
* Oversight and implementation of School Core Values and Behaviour policy and procedures within the Year and across the school, including maintenance of high standards of uniform and conduct; liaison regarding, and response to, cross year disciplinary issues.
* Oversight and co-ordinator of one to one and small group tutoring and mentoring.
* Monitoring and improvement of full attendance and punctuality.
* Promotion of Christian ethos within the year and beyond, to include organisation and co-ordination of regular Year Assemblies, oversight and monitoring of tutor group assemblies.
* Co-ordinate and run after school detentions with Deputy Heads of Year,Heads of Year and SLT.

**The leadership and development of the Year Staff Team:**

* Organise and lead the training of a tutor team.
* Hold regular Year Group meetings and submit minutes promptly.
* Draw up and implement a programme for monitoring tutor groups.

**Developing student and pupil participation, involvement and responsibility:**

* Oversee Year Council elections and meetings.
* Oversee pupil responsibilities within the Year.
* Oversee extra-curricular and community activities within the Year.
* Encourage pupil participation in Year and school events.
* Oversee the School Reward system within the year.

**Building, sustaining and developing the Home School Partnership:**

* Assist with and help to lead new pupil induction.
* Attend and assist designated Open Evenings.
* Organise tutor meetings with parents and pupils prior to joining school.
* Oversee staff/parent liaison within the Year.
* Inform and consult with parents regarding pupil progress, achievements and concerns according to school policy and procedures.
* Organises designated Consultation evenings.
* Attends Consultation Evenings, Awards Evenings and other designated after school events.

**Monitoring, Review and Development:**

* Organise and implement the monitoring of Year practice and procedures in line with whole school Monitoring and Review policy.
* Reports to Line Manager and SLT.
* Contribute to and lead whole school initiatives as agreed through Performance Management and the School improvement Plan.

**Liaison:**

* Attend and contribute to scheduled after school Academic and Pastoral Team meetings.
* Liaise regularly with other Heads of Year and Deputy Heads of Year, and reports on this to link SLT.
* Attends Head of Department and Special Educational Needs meetings as required.
* Liaise with SENCO, SLT, Faculty/Subject Leaders and subject staff according to school policy and procedures.
* Liaise with external agencies as appropriate.

**Line and Performance Management:**

* Hold annual Performance Review meetings with Deputy Head of Year (non-teaching), supporting and monitoring progress against targets throughout year.
* Oversees work and deployment of Deputy Head of Year.

**Oversight, Management and use of House Records and Administrative systems:**

* Oversee accurate record keeping of work within the Year.
* Oversee Year Data entry as appropriate.
* Access and use SIMS and in-school tracking systems, including Attendance module and Assessment Manager.
* Provide up to date records of individuals and groups as required.
* Oversee compilation and checking of Profile Reports.

**Teaching:**

* To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
* To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
* To undertake a designated programme of teaching
* To ensure a high quality learning experience for students which meets internal and external quality standards
* To evaluate the quality of teaching and standards of student’s achievements and set targets for improvement
* To prepare and update subject materials
* To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
* To maintain discipline in accordance with the schools procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
* To undertake assessment of students as requested by external examination bodies, faculty and school procedures
* To mark, grade and give written/verbal and diagnostic feedback as required
* Establish teaching objectives in lessons, understand the sequence of teaching and learning in the subject and communicate such information to students

**Other Specific Duties:**

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
* To support the school in meeting its legal requirements for worship
* To promote actively the school’s corporate policies
* To continue personal development as agreed
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate
* To undertake any other duty as specified by STPCB not mentioned in the above.

**Disclosure Level:** Enhanced.

**Notes:**

* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be 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 applicants or continued employment for any employees who develop a disabling condition.
* This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.
* The above responsibilities are subject to the current School Teacher’s Pay and Conditions Document and the Catholic Education Service Contract.
* This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Times in accordance with the needs of the school as identified by the Principal and Line Manager and have regard to the Conditions of Employment.
* This job description is not necessarily a comprehensive definition of the post and is subject to modification or amendment at any time after discussion with the holder of the post.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the DBMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_