



The Gilberd School

Job Description – Head of Year

Responsible for:	Tutorial Year Team/Assistant Head of Year
Line Manager:	Member of Senior Leadership Team
Salary Grade:	TLR 1B
Full/Part-time:	Full Time

Job Purpose:

- Be accountable for leading, managing and developing the Year Team.
- Monitor and support the overall attendance and behaviour of students within Year group.
- To lead the strategic and operational development of the year team in conjunction with the agreed aims and policies of the school.
- To maintain up to date knowledge of national developments in all areas related to behaviour, attitudes and personal development of young people.
- To monitor students' performance, progress, attendance and behaviour and attitudes in relation to targets set using relevant data. To ensure that strategies and action to address key issues are implemented.
- To ensure that strategies, interventions and action agreed at Learning Attendance Behaviour and Safeguarding meetings are implemented in line with school policy.
- To create a positive ethos within the year group.
- To implement and adhere to the school's Student Code of Conduct (behaviour management) and maintain the very highest standards of the School Uniform Policy.
- To work collaboratively with staff to ensure the highest standards of student conduct, giving advice, support and CPD as appropriate.
- To work with the attendance team to implement the school's Attendance Policy for the relevant year group and attend all meetings as required.
- To assist with the development of CEIAG/PSHE as appropriate.
- To encourage all students to work towards their Gilberd Way Awards and encourage a culture of student leadership and celebration.
- To promote the Gilberd School's Co-Curricular/Extra-Curricular offer and monitor attendance.
- Contribute to the strategic development of whole school pastoral initiatives.
- Effectively manage and deploy resources.

Basic Professional Standards and Duties

- Be aware of the duties set out in the current School Teachers' Pay and Conditions Document, as well as the relevant standards for teachers.
- Be a role model to students at all times by adhering to The Gilberd's high expectations of dress, manner, punctuality and policies.
- Be familiar with the School's Staff Handbook, calendar and school policies.
- Set adequate cover work when absent following the stated procedure.

- Ensure registers are taken promptly every lesson and seating plans are up to date.
- Communicate professionally (in writing, via email, via the telephone or in person) with staff, parents and students at all times.
- Establish effective professional working relationships with all stakeholders.
- Carry out before school, break time and after school, duties as directed.

Specific Duties

- Line manage the Assistant Head of Year
- Contribute to parent information evenings.
- Attend the weekly Pastoral Meetings and disseminate information to the team.
- Attend Extended Senior Team Data meetings and generate action plans
- Monitor attendance to extracurricular activities of Year group
- Monitor tutorial activities through climate walks.
- Update LABS and chair meetings as per the calendar.

The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but will be reviewed with you on an annual basis and, following consultation, may be changed by the Headteacher to reflect or anticipate changes in the job requirements which are commensurate with the grade and job title.

The helpful indicators are not exhaustive.

Key Responsibilities:

Safeguarding and Health and Safety

- Be responsible for promoting and safeguarding the welfare of children and young people in the school.
- Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

Teaching and Learning – Personal

- Set high expectations of all students in line with the aims of the school.
- Use the agreed behaviour management and reward systems of the school.
- Prepare and teach effective lessons to assigned classes in accordance with statutory requirements, school aims and objectives, school policies and the subject/curriculum area's schemes of work – including homework.
- Utilise available student data and information from the Learning Support and Pastoral Teams and modify teaching accordingly.
- Use a range of teaching and learning strategies and resources so that the needs of individual students are met.
- Assess students' work in accordance with statutory requirements, as well as school and subject area policy, maintaining accurate records of student attainment. Ensure external examination requirements are met.
- Use assessment to identify students' strengths and weaknesses and to plan subsequent lessons and interventions accordingly.
- Complete reports per school policy, ensuring deadlines are met.
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- Communicate with parents and attend parents' evenings for those classes that are taught.

Teaching and Learning – Personal Professional Development

- Take responsibility for personal CPD, keeping up to date with subject knowledge and general teaching pedagogy including up to date knowledge of the subject National Curriculum and relevant examination specifications.
- Implement practices introduced through whole school initiatives as appropriate.
- Participate in school monitoring of teaching and learning as required, reflecting on feedback and acting upon advice given.
- Participate fully in the school's Staff Development (PMR) process, evaluating and improving own practice at every opportunity. Maintain a portfolio of evidence to support the movement to UPS.

Leading and Managing Staffing

- Be responsible for the day to day management of staff within the tutor team and act as a positive role model. Promote teamwork and motivate staff to ensure effective working relationships and a sense of workplace wellbeing.
- Work with the Leadership Team to ensure that staff development needs are identified and that appropriate action and programmes are designed to meet such needs, devolving responsibilities and delegating task where necessary.
- To contribute to the Performance Management Review processes with specific responsibility for the Assistant Head of Year. To contribute to the performance management of form tutors any other identified staff associated with the role.
- Ensure tutorial sessions are well planned, sequenced and engaging. Ensure that resources, content and texts are diverse, inclusive and supportive of the school's investment in British Values and life in the 21st Century.
- Be responsible for communicating and managing staff engagement with school systems including recruitment, absence and workplace wellbeing.
- To liaise with relevant staff with regard to curriculum modification for identified students. Oversee the smooth transition of mid-year admissions and students on managed moves to and from other schools. To monitor the attendance and progress of students educated off-site.
- Lead, develop and coach a team of Form Tutors challenging under performance where it is identified.
- Lead, manage and develop the practice of the year team. To develop and sustain strategies to support effective tutoring and learning.
- To chair regular and effective meetings of the year team to reinforce the practical and effective delivery of school policy and maintain high standards.
- To line manage, develop and monitor the work of the Assistant Head of Year and any other staff associated with the role. To support trainee teachers and ECTs as requested by the Headteacher. To assist, as required, with the recruitment, appointment and induction of the Assistant Head of Year.

Quality Assurance

- Monitor and evaluate the pastoral provision in line with agreed school procedures, including evaluation against quality standards and performance criteria. Contribute to the school's review and self-evaluation processes.
- Seek and implement modification and improvement where required, ensuring the Pastoral Development Plan is drawn up and regularly reviewed.
- To create, implement and monitor the pastoral elements of the School Development Plan. To monitor, evaluate and support the work of tutors.
- To suggest the strategies to enhance the effectiveness of pastoral care and improve the provision of cultural capital.

Management Systems

- Maintains accurate and up-to-date information on the management information systems.
- Monitor and analyse student performance/attendance data and ensure action is followed up in line with the reporting and meeting cycle, setting deadlines and reviewing progress on action taken.
- To oversee the production of tutor reports for the year group, in line with the school reporting cycle, ensuring that deadlines are met.
- To quality assure a selection of reports for the year group in line with the school reporting cycle.
- To support the development of effective systems to monitor student progress, attainment and attitudes to learning using relevant data.
- To attend extended leadership meetings following year group data drops and present information that will support colleagues to help secure improvements in outcomes.

Communication and Liaison

- Have a clear vision and objective for the year group and communicate this with effect, including whole school priorities.
- Utilise the school calendars and monitoring plans to plan for meetings and circulate minutes promptly.
- Contribute to the school's website and VLE as required.
- Contribute to the school newsletters, social media and website regularly and to press releases as required.
- Develop links with partner schools and primary schools/post 16 providers, attending relevant liaison events.
- Promote the Pastoral Team at Open Days/Evenings and other events in the wider community where appropriate.
- To be approachable and supportive to all students whilst maintaining clear and firm boundaries. To uphold the Student Code of Conduct at all times.
- To develop a close working relationship with tutors and other staff ensuring all are familiar with and uphold the high standards and expectations of the school.
- To develop excellent communication and relationships with parents/carers and outside agencies, attending meetings as appropriate.
- To contribute to the school's website as required.
- To contribute to the collection of material for press releases as required.
- To contribute to the development of effective links with Governors, partner schools, post-16 providers and the community, attending liaison events and events in the wider community as appropriate.
- To promote the school at open days and evening events as appropriate.

Health, Safeguarding and safety.

- Establish the highest expectations of achievement and behaviour of students by teachers, ensuring the school's Behaviour Management system is implemented.
- Contribute to SMSC, PSHE, citizenship and student leadership opportunities, as well as the promotion of British values, in line with school policy.
- Be responsible for promoting and safeguarding the welfare of children and young people in the school by being familiar with all safeguarding policies and related government documents and procedures and practice within the school.
- To be responsible for Safeguarding, Health and Safety as per the Child Protection Policy and the Health and Safety Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.