**Head of Year**

* Foster excellent behaviour for learning in your year group,
* ensure all students have attendance <+ 95%,
* enhance your year group’s school journey with student leadership and enrichment opportunities which improve their life chances.

**Areas of responsibility:**

* To lead and undertake any job at the reasonable request of the Head Teacher.
* Maintain a high profile within your year group; present at form time, break and lunch duties, evening events, sporting fixtures, assemblies.
* Write the Year Group development plan and SEF.
* be actively involved in raising the academic outcomes for the students in your year group.
* Lead on a motivational rewards scheme.
* Create a PSHCEE curriculum that promotes British Values, SMSC and responds to current issues that may affect the year group.
* Collaborate with external partners to enhance the PSHCEE and enrichment programme.
* Play an active role in transition across years and phases.
* Lead and manage the Deputy Year Leader, and a team of form tutors in line with school aims.
* Chair regular year group meetings, ensuring an agenda is published and minutes kept.
* Lead and manage the implementation of a staged referral system in line with the behaviour for learning policy to deal effectively with student behaviour in liaison with your line manager.
* Proactively monitor and use behaviour logs to ensure the highest standards of student behaviour - promote the 5 Rs within your year group.
* Ensure students understand behaviour expectations and can self-evaluate progress.
* Ensure all students are dressed accordingly to the uniform policy and have fully equipped pencil cases.
* Manage the Deputy Year Leader in all attendance and punctuality matters; implement strategies to ensure attendance is 95% or better for the year group.
* Encourage punctuality for registration by maintaining a high profile around school at this time.
* Challenge any low expectations from staff, students or parents.
* Coordinate the collection of work for students who are excluded or long-term absent.
* Be involved in any band / set changes.
* Liaise effectively and promptly with any parent enquiries; arrange and attend parental meetings as appropriate. Record actions taken on student file.
* Know all your students in the year group to become as a person to whom they can turn for guidance in addition to their tutor.
* Monitor and mentor students on the support systems.
* Maintain relevant safeguarding qualifications and always be vigilant, following safeguarding procedures.
* Ensure that students are aware of how to safeguard their own personal safety and that of others, including e-safety.
* Ensure Year noticeboards/areas have the basic requirements displayed:
  + Attendance graph – updated weekly
  + Year timetable
  + Uniform requirements
  + Punctuality requirements
  + School aims
  + Fire evacuation procedures
* Regularly consult and have discussions with your line manager with regard to these responsibilities.