

Job Description:

Head of Year



Date	April 2023	TLR	£2,500
Accountable to	SLT	Hrs per week/Weeks per year	Additional responsibility alongside full time role.
In liaison with	SLT		

Purpose of the Post

1. Oversight of the intellectual and personal development of specific student year group including academic progress, behaviour, attendance and safeguarding concerns.
2. Lead and manage a team of four tutors within the year group.
3. To be a member of whole school safeguarding team.
4. Proactively pursue and promote positive relationships with staff, students and parents.

Oversee Intellectual and Personal Development

- Monitor the academic progress of the year group in order to secure and sustain effective learning.
- Have an overview of the range of barriers to learning that impacting on student progress, with reference to behaviour for learning, in and out of the classroom.
- Monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels and liaise with the relevant staff regarding this.
- Contribute to the organisation of any parent information evenings

Lead and Manage Form Tutors

- Act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.
- Ensure all tutors understand and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding.

Whole School Safeguarding

- Contribute to the school's safeguarding team including attending regular meetings ensuring that there is clear and effective communication in relation to students within the year group.

Positive Relationships

- Proactively pursue and promote positive relationships with staff, students and parents and act as a role model in this regard.

Any Other Duties

- **Undertake any task to support the safe daily functioning of the Trust to support the academy as requested by the Principal/CEO.**

Signed _____

Date _____

