



## Head of Year - Job Description

### Job Details

Post Title	Head of Year
Responsible to	Principal

### Purpose of job

#### Objectives:

As Head of Year, you will be responsible for ensuring outstanding academic and pastoral support for all year group students; fostering a culture that inspires all students to achieve. The leadership of a year group includes managing tutors and students to ensure rigorous behaviour systems are sustained and students are making solid academic progress by:

- Supporting students with all aspects of student progress, curriculum entitlement and pastoral wellbeing including academic intervention which facilitates progress.
- leading on the year group assembly and tutor time programme, and other stakeholder activity such as the student council.
- dealing effectively with staff, parents and outside agencies and lead a team of tutors and year group decisively and by example on a day-to-day basis and at school events.

It is critical that the post holder will be a highly successful and experienced teacher in their subject specialism who is able to enthuse, motivate and inspire children, generating a love for learning. Good teamwork, high standards and a capacity for hard work will have been at the core of his/her success. The successful candidate will play a vital role in realising the vision of 'high aspirations' and 'expectations' across the school to ensure that students have the very best opportunities afforded to them.

In addition to the general duties of a teacher as outlined in the job description for teachers at Corby Technical School, the Head of Year will undertake the following activities:

- Lead the management of all aspects of academy life for the year group: pastoral, and academic.
- Lead, support and hold accountable a professional community of form tutors.
- Regularly analyse student performance data, reviewing attainment, progress and behaviour, including the performance of specific groups within the year group, especially children in receipt of free school meals, pupil premium funding, or looked after children, and act accordingly.
- Organise and, through a team of tutors, implement a framework for daily tutor activities, tasks and assemblies.
- Work alongside members of the Leadership Team to develop consistent expectations for attitudes to learning across the School.
- Be proactive in the social, emotional and academic wellbeing of students, in collaboration with other staff members and other external agencies, as appropriate.
- Apply behaviour policy and system of rewards and sanctions consistently, characterised by consistent, orderly behaviour and caring, and respectful relationships.
- Lead/attend student voice sessions in order to gauge the views of the students about all areas of responsibility and use these views to further develop provision (student council & other stakeholder feedback).
- Be a champion of student leadership including PiXL and other student initiatives.
- Develop and implement a system of rewards and recognition to ensure that a focus on student achievement is maintained.
- Support all aspects of transition between year groups.
- Supporting the transition of any students who are admitted in-year.
- Plan and organise the progress evening for the year group.
- Attend all relevant school events.
- Be responsible for ensuring the anti-bullying policy is upheld and updated.

#### General aims:

- Playing an active role in raising the hopes, aspirations and ambitions of our students, their families and carers and the local community.

- Act as a positive role model to staff and students, communicating the highest expectations of attitudes, behaviour, attendance and punctuality.
- Foster a strong sense of school community and ethos among both staff and students.
- Establish positive working relationships with parents and carers of the year group and communicate regularly with them.
- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their personal and progress targets.
- Be a visible, proactive presence around the School, leading by example and promoting positive attitudes from both students and staff.
- Contribute to all staff and students fulfilling their potential by contributing to a culture of high expectations, aspirations and ambitions across the school.

#### Specific responsibilities for Head of Year 7:

- Leading the transition of students from Year 6 to 7.
- Lead on the primary school visits programme ensuring that all student information is captured effectively and communicated to relevant staff.
- Organising events for new parents and students to ensure an effective transition e.g. new parent/student information evenings, meet the tutor evenings.
- Planning orientation activities to ensure smooth transition and cohesion of the year group e.g. activity week.
- Coach and mentor new tutors as appropriate.

#### Specific responsibilities for Head of Year 8:

- Work alongside other colleagues to review and refine the curriculum for students as they transition to Year 9.
- Take the lead on the options process for Year 8 students, support students and parents effectively.
- Plan and organise events specific to Year 8 parents/students e.g. options event, year 8 residential.

#### Specific responsibilities for Head of Year 9:

- Work alongside other colleagues to ensure students are settled into their KS4 pathway and support where appropriate.
- Work collaboratively with CCF (Combined Cadet Force) staff to ensure high standards of behaviour and attendance are upheld.
- Plan and organise events specific to Year 9 parents/students e.g. options event, year 8 residential.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every member of staff at Corby Technical School will commit to :

- ✓ *Providing a courteous and efficient service to students at all time*
- ✓ *Using their influence with other staff and students to promote high standards of behaviour and order within the school*
- ✓ *Working to maintain the school at the forefront of educational practice*
- ✓ *Fostering and sustaining a culture of independence and creativity in all aspects of the school's operation*

### **Performance Management**

All staff will participate in Corby Technical School's Performance Management Review scheme as outlined in the School's pay and CPD policies.

### **Role Review**

This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Principal's approval.