



## SHERBORNE QATAR

### Job Description for Head of Year

**Title:** Head of Year

**Responsible to:** Deputy Head of Section

**Purpose of role:**

- Above all the role of Head of Year is a pastoral one and the Head of Year is responsible for the pastoral care, progress and discipline of the pupils in the Year group.
- The Head of Year is the representative of the Deputy Head Pre-Prep, Deputy Head Juniors and Deputy Head Pastoral (Seniors) and is responsible for the smooth and efficient administration of that particular year level on a day-to-day basis.
- Monitoring pupil behaviour, safeguarding and attendance are key considerations and the Head of Year is the first point of contact for parents after the Form Tutor/Class Teacher.
- It is expected that the Head of Year will hold many meetings with parents both inside and outside school teaching hours.

### Roles and Responsibilities

The Head of Year:

- Will already be shown to be able to utilise a variety of behaviour strategies, reward and sanctions. They will be well organised and be able to balance pupil welfare/wellbeing while fully extending pupil achievement and progress in the year group.
- Should lead, manage, motivate and develop year team Form Tutors and Class Teachers acting as a source of advice, guidance, support and authority.
- Will make daily decisions regarding sanctions, such as internal exclusions, but, for more serious sanctions, the decision will be taken in consultation with the relevant Deputy Head of section and the Headteacher.
- Should be a visible presence within the school, monitoring pupils' behaviour at changeover times, break and lunch and within lessons.
- Should maintain effective routines and promote the ethos and values of the school.

- Liaises with the SEN/Support/EAL and Intervention team to secure excellent behaviour management strategies across the school.
- Works with the relevant Deputy Head to write the PSHE syllabus and schedule for the year group.
- Oversees the progress of all pupils in the year group.
- Analyses and interprets a range of data pertinent to the cohort, in order to monitor attainment, progress, behaviour, rewards, attendance and punctuality. Feeding back to the relevant Deputy Head and Headteacher on a regular basis.
- Uses a variety of data for the cohort in order to identify underperformance and to make referrals (to HODs, the SEN/EAL and Intervention Department as required).
- Will have a knowledge and understanding of all of the different groups of pupils within the cohort (G&T, SEN, underachievers, poor attenders, etc) in order to be able to monitor progress and plan appropriate interventions.
- Supports the Deputy Heads in coordinating intervention and enhancement strategies for targeted groups of pupils.
- Monitors the use of rewards and sanctions for the cohort, liaising with Heads of Department where issues arise.
- Support pupils with career guidance and organised appropriate events.
- Works with Form Tutors and Class Teachers to maintain a high standard of uniform within the year group.
- Must be a positive interface with the school for parents.
- Will have oversight of the role of the form tutors for the cohort, including identifying training needs and providing support for PSHE.
- Will lead and chair Year Team Meetings, setting the agenda and recording the minutes.
- Will work closely with the School's Counsellor/Welfare Officer regarding matters of safeguarding, behaviour and discipline.
- Prepares pupils for progression to the next stage in their educational journey.
- Ensures Class/Form rooms are well maintained and conducive to building a positive ethos, in line with the core values of the school.
- Should help teachers to plan class and year group assemblies.
- Will help the relevant Deputy Head to plan End of Year Prize Giving/Commem and celebration of achievement assemblies.
- Work under the direction of the Headteacher on any other matters relating directly to this role which may from time to time occur.

This job description, roles and responsibilities are not exhaustive.

All members of staff are expected to fulfil any reasonable request made by the Headteacher.

### **Safeguarding and Child Protection**

Sherborne Qatar is committed to safeguarding and promoting the welfare of children and this post is exempt from the Rehabilitation of Offenders Act (1974). Applications are subject to appropriate police checks as required. Successful applicants outside of UK will be required to provide an approved statement from the similar authority in the country in which he or she is currently based, and all other countries that they have resided in outside of the UK. In accordance with the statutory guidance Keeping

Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

### **Data Protection**

During employment at Sherborne Qatar, staff may have access to confidential information relating to pupils and their families. Staff may also be privy to sensitive information related to the general business of the school and information regarding specific individuals employed by the school. Staff are required to exercise due consideration in the way such information is used, and should not act in any way which might be prejudicial to the School's interest. A strict code of confidentiality must be adhered to at all times. Members of staff must not at any time use the personal data about others held by the school or disclose such data to a third person.