

Job Description Head of Year

Post title:	Head of Year
School:	Walton High
Grade and salary:	MKET Scale A (Pay Range £34,500 -£41,250)
Line manager/s:	Assistant Principal
Supervisory responsibility:	The postholder may be responsible for the deployment and supervision of the work of Learning Support Assistants assigned to their class(es)
Leadership responsibility:	Year Group Tutors

Main purpose of the job:

- Be responsible for the learning and achievement of students, ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in students' work and conduct
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, other staff, parents, governors and external agencies in the best interests of students
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Leading on ensuring positive outcomes for disadvantaged students in year group
- Support with transition between key stages
- Supporting on rewarding students and celebrating achievements
- Fulfil the professional responsibilities outlined in the current ***School Teachers Pay and Conditions Document***

Duties and responsibilities of the Head of Year include:

- Being responsible for the preparation and development of teaching materials and teaching programmes for PSHE
- Monitoring and being accountable for the punctuality of students
- Monitoring and supporting students to complete homework and independent study tasks
- Supporting disadvantaged students to fully participate and achieve in all aspects of school life
- Supporting high standards of behaviour in class and around the school through the consistent implementation of school policies
- By negotiation taking responsibility for a particular aspect of school development
- Any other duties as requested by the Principal