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**Role Profile**

**Head of Year**

Heads of Year are responsible to the relevant AVP Junior/Senior Academy for:

1. Creating a culture of high expectations amongst the students and parents in the year group by:

a. recognising and rewarding good achievement, behaviour and attendance in such a way that all students will aspire to the same

b. challenging poor achievement, behaviour and attendance and monitoring subsequent improvement, including being part of the First Call system

c. communicating clearly and honestly with parents so that they able to join with the Academy in supporting and challenging their child, where improvements are required, or celebrating their successes

2. Leading and equipping a team of tutors so that they can carry out their role confidently and effectively by:

a. providing the tutors with all the information and guidance they require to deliver tutor group programmes effectively

b. ensuring that any new tutors to the team are fully briefed regarding the expectation of their role

c. carrying out an annual audit of the effectiveness of tutor time, analysing the findings and drawing up an action plan for discussion with the AVP Junior/Senior Academy

3. Securing the best possible academic and personal outcomes for the students in the year group by:

a. being part of a team that audits the quality of teaching and learning across the year group and is proactive in responding to findings

b. promoting the best possible pastoral care to ensure the well-being of the students in the year group, making referrals to other agencies as required

c. establishing positive links and relationships with parents, carers and outside agencies so that all students receive the help, guidance and support they need to be able to fulfil their potential.

In addition to the above, Heads of Year will lead and manage a duty team and front assemblies as and when required.

In all their work with colleagues, students and parents, the Heads of Year will promote the Academy’s Christian ethos.