

**NORTHWOOD SCHOOL**

**JOB DESCRIPTION**

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| **Job Title** | Head of Year |
| **Pay Scale** | MPS/UPS +TLR 2c |
| **Responsible to** | AHT Inclusion |
| **General Responsibilities** | |
| 1. Lead both the team of tutors and the cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them. 2. Manage both the people and resources associated with the year group. 3. Monitor the quality of learning experienced by the year group, liaising with heads of subject and offering support and guidance where necessary. | |
| **Academic Progress** | |
| 1. Monitoring the quality of learning experienced by the year group through discussions with staff and students. 2. Monitoring of academic progress in order to secure and sustain effective learning. Using assessment grades, traffic lights, reading age scores, reports and data to inform us of both individual student progress, and collective progress across each teaching class and the year group as a whole. 3. Liaise with key staff regarding all groups of students’ achievement in year group (e.g. Gender, SEN, vulnerable, etc.) and the level and type of intervention when required. 4. Report to LG links on progress of year group and individuals. 5. Monitor the regular setting of homework. Regularly check that planners are well used and brought to school. 6. Regularly visit lessons for pupils of your own year group. If a class/student is on report then Heads of Year should support teaching staff and carefully monitor those students. 7. In liaison with the AHT Inclusion ensure the effective delivery of the PSHCE curriculum. 8. Develop extended learning opportunities. | |
| **Leadership and Management** | |
| 1. Lead and manage a team of tutors. Heads of Years to provide guidance, training and encouragement to tutors. Set the agenda for tutor meetings, which should include a development time for them. Tutors to be monitored both informally and formally by the Head of Year to inform the school's performance management process. 2. Have an overview of all the different care and guidance for students eg learning mentor, SENCO, TAs etc. 3. Providing a link for parents, tutors/mentors, SENCO, teachers, Heads of Departments, Leadership Group and external agencies. 4. Monitor pupil behaviour, attendance and achievement using “Lesson Monitor” on SIMS and in consultation with key staff decide on appropriate, sanction, intervention and reward where appropriate. 5. The Head of Year will oversee students on report, and make contact with parents when necessary. 6. Advise the Headteacher/Assistant Headteacher when there is a need for a fixed term exclusion. 7. Provide a varied and proactive range of assemblies. Supervise the entry of students to assembly. 8. Work as part of the Care and Guidance team: share good practice and information acquired from courses. 9. Use the schools rewards system to promote student achievement and self-esteem. 10. To write and review Year team Development Plan. 11. To play a key role in promoting and organising the school’s House System. | |
| **Administration** | |
| 1. Organise a framework for daily tutorial activities. This includes both day to day administrative tasks (signing planners, checking absences) and year specific tasks (preparation for exams, options, self-monitoring of achievements). 2. To ensure that tutors have access to all relevant materials in order to carry out these tasks. Manage “in year” admissions for new students in accordance with NCC Children’s’ Services admission procedures. This will include meeting potential students, parents and organising timetables and setting (liaising with appropriate key staff). 3. Co‐ordinate events such as Parents Evening, Options Evening, Open Evening. 4. Have an involvement in policy development and decision making across the school. | |
| **Teaching** | |
| Undertake an appropriate programme of teaching of main/upper pay scale teacher. | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. | |

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**