



Head of Year 11 and Raising Standards Coordinator: Job Description

Reports to: Assistant Headteacher
Payscale: Leadership

Overall Job Purpose:

The Head of Year leads the year group, attending to students' personal development, behaviour and welfare, working with form tutors and other staff.

Key tasks and behaviours:

- € Promote the school's expectation of **Outstanding Learning and Outstanding Behaviour** with the team of tutors and the students
- € Lead weekly year group assemblies with tutors and students, and regular Celebration Assemblies
- € Ensure Tutor Time is well used by tutors and students, in line with school policies and the Tutor Time Programme and support the tutors, including relevant training
- € Monitor the behaviour of students in the year group, including referrals to the Reflection Room, intervening where behaviour remains poor despite the tutor's intervention, or in response to serious incidents e.g. by placing students On-Report, holding meetings with students and/or their parents, telephoning parents etc...
- € Monitor students' uniform to ensure high standards, taking action as appropriate
- € Monitor students' attendance and punctuality, leading on key cases and ensuring tutors intervene effectively and in a timely manner.
- € Contribute to daily duties
- € Admit new students, where they join the school after the beginning of Year 7
- € Coordinate the annual Parents' Evening for the year group and any other year-specific events (e.g. P16 Information Evening, 'Final Push' event, Revision evening)
- € Promote and support the school's Rewards system
- € Work alongside the Assistant Head on the Raising Standards Team to track student progress and plan/organise/monitor intervention programme for students to remove barriers to learning and ensure all children achieve their best
- € To lead the development of the study skills and revision skills programme
- € To attend SLT meetings (as required) and give a presentation on the progress of key student groups
- € Lead the Careers provision within the school, ensuring KS4 students are supported, engaged and informed ahead of their next steps.

Personal Specification

- Positive 'can-do' attitude every day
- Flexible
- Well-organised
- Creative
- Strong communicator
- Team player
- Supportive
- Ability to empathise with young people
- Rigorous, sees things through every time

The Cambridge Cluster is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Accountability

- Leading the year team of tutors.
- Modelling, for students and colleagues, the high standards expected of everyone.

Leadership/Management Skills

- Assume responsibilities as agreed with the Assistant Headteacher

General Accountabilities

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and school policies and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.