



# THURSTABLE SCHOOL

**Job Title:** Head of Year

**Responsible to:** Deputy Headteacher

**Statement of Job Purpose:**

- To develop and maintain a positive ethos within the year group that encourages pupils to have high expectations of themselves and others and promotes effective learning
- To have responsibility for ensuring effective pastoral care and promote academic success for all pupils within the year group, liaising with external agencies where necessary in order to provide the appropriate interventions
- To monitor and support the overall academic progress and development of students in the Year.

**Leading Staff**

- To lead a team of Form Tutors in encouraging pupil's academic, emotional and social well-being.
- Liaise with SLT link to ensure appropriate materials and activities are available in Form time
- Oversee the work of Form Tutors, including recognising and celebrating achievement
- Work with Form Tutors in monitoring and improving pupil's attendance, punctuality and behaviour.
- Leading Year Team meetings, discussing all matters relating to pupil management and progress, setting agenda items and circulating minutes
- Support the professional development of Form Tutor
- To ensure your year group receive an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims of the school and the curriculum policies determined by the Governing Body and the Head.
- To carry out the duties of a standard scale teacher.
- 

**Main Core duties.**

- To develop and maintain an ethos within the year group that sets high expectations for all pupils in all aspects of their work through assemblies and whole school initiatives, including preparing and holding year assemblies
- To monitor the academic and personal progress of all pupils within the year group, encouraging high aspirations and achievement including the provision of support and guidance
- To monitor and promote pupil's attendance and punctuality in accordance with school policies and procedures
- To ensure the very best standards of behaviour, acting as a role model for Form Tutors and pupils to promote positive relationships
- To coordinate pupil progress reports to parents
- To liaise with staff / parents / other agencies to ensure appropriate support for pupils at all stages including behaviour management
- To assist with the organisation of Parents Evenings
- To ensure parental concerns are dealt with promptly and that communication between home / school is maintained to a high standard in order to promote a positive partnership



# THURSTABLE SCHOOL

- To provide reports for Governor's Disciplinary Panel meetings with all relevant information pertaining to each pupil within the year group
- To design, implement and manage appropriate academic and pastoral intervention strategies for example systems to mentor, guide and deliver extra support, to target underachievement.
- To work closely with the pastoral team in all respect of all pastoral issues.
- General responsibility as HOY for pastoral matters within the Year Group, availability on matters concerning welfare, behaviour, uniform, attendance, punctuality, rewards and sanctions
- Lead extra-curricular trips, visits and activities to reward and inspire students in the year group.
- To ensure that Behaviour Management is carried out in the year so that effective learning can take place.
- To work with the SENCO and other staff to ensure students with special needs receive appropriate support.
- To ensure child protection policies are adhered to and that students in the year receive appropriate support.
- To prepare the agenda for and hold meetings, including production and distribution of minutes
- To liaise with Line Manager to ensure consistency of implementation of school policies and procedures
- Ensure staff are well informed of all matters relating to the year group in order to promote good communication
- To provide regular reports on the progress / development of the year group
- To analyse and evaluation of performance information for the Year.

## **Communication:**

- To help ensure all members of the year are familiar with its aims and objectives.
- To ensure appropriate and timely communication is made with parents.
- To arbitrate in disagreements between tutors, students and parents.
- To liaise with outside agencies as appropriate.
- To ensure teaching staff are provided with appropriate pastoral information regarding members of the year.
- To organise the delivery of assemblies as appropriate to the Year.
- To ensure the SENCO receives appropriate information, relating to students in the year and to ensure information provided by the SENCO is used as appropriate.
- To ensure appropriate confidentiality is maintained within the year.

## **Liaison:**

- The Head of Year should ensure that tutors maintain an appropriate and active link with the parents/guardians of their tutees to underpin their academic and pastoral development
- Where necessary the Head of Year must liaise with the appropriate external agencies and parents in order to secure the best possible outcome for the pupils within their year team.
- To contribute to the school's liaison and marketing activities.
- To contribute, where relevant, to school events such as parents' meetings, open days/evenings, liaison with partner schools and the wider community.



# THURSTABLE SCHOOL

## **Teaching:**

- To undertake an appropriate proportion of teaching in accordance with the duties of a standard scale teacher.



## Person Specification

### Head of Year

### Essential Requirements

Qualifications
<ul style="list-style-type: none"><li>• NQT, QTS, GT status fulfilling all National Standards for Teachers</li><li>• Relevant Degree</li></ul>
Knowledge & Understanding
<ul style="list-style-type: none"><li>• Sound knowledge of teaching subject</li><li>• Experience of monitoring and improving progress</li><li>• A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action</li><li>• Experience of positive management of student behaviour</li><li>• Willingness to keep up to date in subject knowledge and national developments</li><li>• Ability to plan and teach effectively using a variety of strategies</li><li>• Excellent interpersonal skills with both adults and children</li><li>• Willingness and ability to work as part of a team</li><li>• Ability to communicate effectively both verbally and in writing</li><li>• Models behaviour expected of students and colleagues</li><li>• Ability to prioritise and organise own work.</li><li>• Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines</li><li>• Understanding of how children and adults learn and effectively apply their learning</li><li>• Appreciates the value of consistent discipline and use of school protocols and systems</li><li>• Knowledge of health and safety procedures and their application</li></ul>
Aptitudes
<ul style="list-style-type: none"><li>• To have a 'can do' philosophy</li><li>• To be committed to personal development</li><li>• To enjoy working with young people</li><li>• To be flexible, energetic, adaptable and have the ability to use initiative</li><li>• To identify and develop opportunities</li><li>• To carry out professional duties in a positive, helpful and courteous manner.</li><li>• To have high aspirations and expectations for their students and themselves.</li><li>• Committed to raising standards and continuous improvement.</li><li>• To be dedicated to the success of the students, their teams, the school and themselves.</li><li>• Willingness to contribute to other areas of school life</li></ul>
Communication Skills
<ul style="list-style-type: none"><li>• Ability to communicate clearly and take into account, where appropriate, the views of others</li><li>• Effectively communicate orally and in writing to a range of audiences, especially parents</li></ul>
Self Management Skills
<ul style="list-style-type: none"><li>• Excellent ability to plan time and organise work effectively</li><li>• Prioritise and manage time and tasks</li><li>• Work under pressure and meet deadlines</li><li>• Be self motivating and set challenging personal goals</li></ul>
School Ethos



# THURSTABLE SCHOOL

- Ability to support and help develop a vision for high quality education which promotes spiritual, moral and cultural development
- Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education
- Develop a strong positive ethos for the year group and lay foundations for future years.