

## Year Leader (Head of Year)

Core purpose	<p>To be responsible for the progress and discipline of a Year group</p> <p>To support the work of the AHT KS3, KS4 &amp; KS5 primary transition</p> <p>To lead, manage, motivate &amp; develop year team tutors and pastoral support managers</p> <p>To be a visible presence within the school, monitoring pupils' behaviour at changeover times, break and lunch and within lessons</p> <p>To maintain effective routines</p> <p>To promote the ethos and values of the school</p> <p>To liaise with the inclusion team to secure excellent behaviour management and with relevant outside agencies</p> <p>To work effectively with staff on improving attendance and punctuality</p>
Responsibilities in addition to classroom teaching	<ul style="list-style-type: none"> <li>• To oversee the progress of all students in the year group.</li> <li>• To analyse and interpret a range of data pertinent to the cohort, in order to monitor attainment, progress, behaviour, rewards, attendance and punctuality.</li> <li>• To use a variety of data for the cohort in order to identify underperformance and to make referrals (to HODs, SEN, AHT etc as required).</li> <li>• To have a knowledge and understanding of all of the different groups of students within the cohort (G&amp;T, SEN, LAC, underachievers, poor attenders, EMAS, FSM etc) in order to be able to monitor progress and plan appropriate interventions.</li> <li>• To support the AHT KS3/4 in coordinating intervention and enhancement strategies for targeted groups of students.</li> <li>• To monitor the use of rewards and sanctions for the cohort, liaising with Heads of Department where issues arise.</li> <li>• To monitor homework and use of school planners.</li> <li>• To be a positive interface with the school for parents.</li> <li>• To have oversight of the role of the form tutors for the cohort, including identifying training needs and provide support for PSHE.</li> <li>• To lead and chair Year Team meetings, setting the agenda and recording the minutes.</li> <li>• Year Leaders will work under the leadership of the Key Stage Coordinator (AHT)</li> <li>• To prepare students for progression</li> </ul>

Head of Year Person Specification	Essential	Desirable
<b>Qualifications</b>		
Qualified teacher status QTS	✓	
Honours degree or equivalent	✓	
<b>Personal</b>		
A desire and determination to make a significant contribution to the school as a whole	✓	
Must be able to manage own work load effectively and respond swiftly to tight deadlines	✓	
Willingness to share expertise, skills , knowledge and ability to inspire others as a positive role model	✓	
Drive, energy, resilience and a sense of humour	✓	
High expectations of self and of others	✓	
Passionate about their subject	✓	
Excellent punctuality and attendance	✓	
Ability to work under pressure and to deadlines	✓	
Demonstrate good judgement	✓	
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.	✓	
Ability to produce required outcomes with minimal supervision		✓
Involvement in networking and sharing of best practice.		✓
Personal values that are consistent with the ethos of a Catholic School	✓	
The ambition to develop each child to his or her maximum potential	✓	
The desire to afford each child the dignity they require to build self esteem and so to flourish	✓	
Excellent communication skills	✓	
Interpersonal skills which demonstrate an ability to motivate students and to convey enthusiasm for teaching & learning	✓	
Have a positive and 'can do' approach when solving problems		✓
Must be able to remain calm in stressful situations and instil this calm when necessary	✓	

Head of Year Person Specification	Essential	Desirable
<b>Experience</b>		
Data analysis and target setting		✓
Experience of working with others to develop teaching & learning innovations		✓
Successful, recent teaching experience in a secondary school	✓	
Proven record of raising standards at all ability levels		✓
Experience of teaching subject to A level standard		✓
<b>Professional Development</b>		
Evidence of substantial recent professional development, including curriculum developments and pedagogy	✓	
Experience of working with other schools / organisations / agencies		✓
<b>Knowledge Skills &amp; Aptitude</b>		
A sound understanding of the Ofsted framework		✓
Good ICT skills consistent with subject	✓	
Experience of using data to effect improvement		✓
Ability to plan strategically, monitor effectively and evaluate analytically		✓
Current educational issues especially related to the curriculum at KS3, KS4 and KS5		✓
Ability to employ a range of resources and teaching & learning strategies encouraging differentiated learning	✓	