

JOB DESCRIPTION

Head of Year

General

- Responsible for the leadership and management of the year team and for the academic achievement and social development and welfare of each student in the year group.

Specifically to:

- Actively support the progress, learning and achievement of the year group.
- Ensure that there is appropriate curricular provision for each student, including those with Special Educational Needs or Disabilities.
- Line manage the SAFE worker for the Year group.
- Liaise with relevant colleagues regarding students giving cause for concern.
- Monitor student attendance and punctuality and ensure that action is taken where appropriate.
- Foster the intellectual, cultural, sporting and social life of the year groups.
- Attend Curriculum Leadership Team meetings.
- Meet with the relevant Assistant Headteacher for line management on a regular basis.
- Have daily contact with the colleague in charge of cover, in order to cover the responsibilities of absent form tutors.
- Lead the Year Team.
- Ensure that tutors carry out the responsibilities and tasks that are delegated to them.
- Ensure that parents' queries are dealt with promptly.

- Undertake interviews with parents who wish to consult on the overall progress of their children.
- Liaise with colleagues, parents, other schools and external agencies as appropriate.
- Apply sanctions where necessary.
- Monitor the general behaviour of the year group and encourage adherence to the Discipline Policy, Code of Conduct, Home School Agreement and School rules.
- Encourage student involvement in the School Council and provide help to Council members who belong to the year group.
- Play a leading role in the student assessment process.

Professional Knowledge and Understanding:

The successful candidate will demonstrate the following knowledge and understanding:

- The principles and practice which underlie effective team management and an appreciation of the importance of working with/leading a team.
- A range of ways in which meetings can be managed effectively and the conclusions of meetings appropriately acted upon.
- A range of methods of student assessment and of how these may promote optimum personal development of the student.
- Appropriate methods of promoting, maintaining and monitoring the progress of all students in the year group in a pastoral context.
- The current statutory curriculum for students at KS3 and KS4.
- The practice and principles of applying equal opportunities in a secondary school environment.
- The need to support and challenge students who have Special Educational Needs or Disabilities to enable them to have maximum access to the curriculum.
- The ways in which staff may work in partnership and in teams to provide a coherent approach to curriculum delivery and pastoral support.
- The importance of maintaining a strong pastoral system in school.
- The need to develop productive working relationships / partnerships with parents, the community and outside agencies.