

## JOB DESCRIPTION

KEY INFORMATION	
Position Title	Head of Year
Timetable allowance	1 day / fortnight - TBC
School / Team	Pre-Prep
Responsibilities	Year Group
Line manager	Deputy Head Pre-Prep
To be read alongside	Teacher's Job Description
Last updated on	26th April 2024

This job description is a fluid document, and the list of responsibilities should not necessarily be seen as absolute. The post holder may be expected to carry out additional tasks that are reasonably deemed appropriate and, in a growing school, the job is likely to evolve.

### Overview

Heads of Year at Cranleigh are expected to exemplify the ethos of the school and must:

- Lead the strategic direction of their year group, raising standards of attainment and progress and be committed to the development of every child and colleague.
- Be a clear, confident and thoughtful communicator whether face to face, in writing, online or on the phone
- Lead by example, setting a professional standard for others to aspire to
- Be committed to the pastoral care and wellbeing of every child

### Key Responsibilities

- Plan, organise and lead weekly year group planning meetings
- To collaborate with other members of SMT to ensure continuous school improvement
- To ensure the day to day running of the year group is in line with the school vision and aims
- To monitor academic standards and pastoral welfare of the children in the year group and to ensure suitable support, stretch and challenge for all children as appropriate
- Ensure clear communication between SMT and the year group
- Establish a culture that enables staff to ask questions, offer ideas and share good practice
- Facilitate peer observations within and across year groups, in conjunction with the Deputy Head Pre-Prep, by providing or organising for release as appropriate
- Liaise with the Learning Support Team (SEN and EAL) and Pre-Prep LSAs to respond to pupils' needs.
- Ensure that the learning environment is of a high standard – this includes shared spaces and outdoors
- Oversee the organisation, management and provision of teaching resources for your year group with the support of class teachers and teaching assistants; including managing the Yr Group resource budget
- Ensure the effective operation and management of assessment, recording and reporting systems and the achievement of pupil targets
- Review planning regularly to ensure coverage, differentiation and adaptations for individual classes
- To analyse and reflect on year group data and to develop and deliver year group action plans to secure continuous improvement
- To carry out joint lesson observations, with SLT, and to support colleagues to develop their classroom practice
- To guide and support selected colleagues through the appraisal process, providing constructive feedback and having difficult conversations where necessary
- Oversee the Pupil Intervention List (academic) and children of concern list (pastoral) and monitor these children in conjunction with the Pre-Prep Inclusion LEad and Assistant Head Pastoral
- Liaise with the Assistant Head, Director of Wellbeing or School Counsellor regarding any children of concern.
- Complete CPOMS reports and any follow-up needed with the Designated Safeguarding Lead.
- Check a selection of reports and feedback where necessary to ensure high standards are consistent across the year group

- Plan and assist in the smooth transition for children in and then out of the year group, including the allocation of pupils to specific classes
- Ensure that the behaviour of all pupils within the year group is of a very high standard and is managed in accordance with the school's Behaviour and Pastoral Policies
- Oversee year group correspondence with parents
- Oversee the coordination of year group trips and theme days in school, following school procedure
- To coordinate the role of TAs working in the year group, their timetable and appraisal
- Conduct learning walks and 'book looks' in line with the monitoring schedule
- Ensure that the school's safeguarding protocols are followed across the year group and that any follow-up needed takes place with the Designated Safeguarding Lead.

***Cranleigh Abu Dhabi is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow the school's Child Protection procedures.***