



St Philomena's

Catholic High School for Girls

JOB DESCRIPTION

Post Title	Head of Year: Learning Lead (Non-Teaching)
Allowance:	Salary: New Outer London Pay Spine Grade PO2, Point 29-32 (£33,948 - £36,711 FTE. This is pro-rated to Term Time plus one week)
Working Hours:	36 Hours per week Monday – Thursday 8.00am – 4.15pm, Friday: 8.00am to 4.00pm Term Time plus 5 Inset days
Purpose:	<ul style="list-style-type: none"> To take a strategic lead in developing and evaluating pastoral care and support for students in the Year Group. To ensure the attainment of each student through providing an environment where excellence and professional standards are modelled in order that high standards and aspirations are maintained. To uphold the Catholic ethos and recognise the school as a place where Christ is at the centre.
Reporting to:	Assistant Headteacher Achievement & Guidance
Disclosure level	Enhanced

MAJOR OBJECTIVES	<ul style="list-style-type: none"> To be responsible for an assigned year group to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all students through a creative and rigorous curriculum. Lead and co-ordinate the work of the assigned year group in PSHEe & Citizenship, ensuring all statutory and school assessments are undertaken and to be accountable for standards with the year group. Monitor and support the overall progress and development of the students within the year group through intervention programmes. Ensure the school Behaviour Policy is implemented consistently across the school so that effective student learning can take place.
SHARED AND LEADERSHIP RESPONSIBILITIES	<p>Shared responsibilities with Head of Year: Well-being Lead:</p> <ul style="list-style-type: none"> To share responsibility for, and be proactive in, the strategic leadership and day to day management of the assigned year group. Effective oversight for the assessment and reporting process and the organisation and attendance of parents evenings, Tutor Team Meetings, Academic Review Day Ensure the appropriate induction of students into the assigned year group. To facilitate the provision of wider opportunities for students beyond the timetabled curriculum To implement school policies and procedures To have a lead role in developing and supporting the role of the Tutor To ensure the activities of the year group reflect the needs of students, the School Development Plan and the vision of the school To liaise with Heads of Department and other Middle Leaders to maintain a high quality of student learning across the year group Shared responsibility for the spiritual, moral, social and cultural development opportunities. Shared responsibility for the pastoral care and safety of students and ensuring outstanding behaviour for learning in the school.

<p>SHARED RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • To lead and manage Information Evenings. • To lead and manage annual prizegiving. • Monitoring attendance, punctuality, behaviour and achievement via tutor weekly logs and SIMS data. • Arrangements for Parents' Evenings, including production of a "Newsletter". • Leading Parents' Information Evenings (Autumn term) which reflects relevant year group issues, e.g., Homework and Study Skills Evening. • For the production of a Weekly Deep Support Log for the purpose of record keeping • Organisation of Tutor Team meetings and management of the tutor team. • Organisation of assembly programme and ways to enhance the spiritual and moral development of students. • To develop a Year Leader Development Plan in accordance with the School Development Plan. • To evaluate and produce a termly Self Evaluation document relating to the Year Group responsible. • To develop action plans for the Year Group which identify clear targets, timescales and success criteria. • Be responsible for leading one specific whole school initiative
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SPECIFIC DUTIES

<p>OPERATIONAL / STRATEGIC PLANNING</p>	<ul style="list-style-type: none"> • Raise standards of student attainment and achievement across a specified year and to monitor and support student progress • Be accountable for student progress and development within a specified year • Support the effective implementation of the PSHE & Citizenship programme for a specified year group • Support and enhance the teaching pedagogy of others in PSHE to ensure outstanding outcomes for young people • Monitor student progress and implement appropriate intervention strategies to support student learning, including Homework Club • Produce and monitor year group homework timetable • Monitor the performance of student groups (Premium Target Group, SEND, Most Able, Ethnicity) within the year and coordinate intervention programmes as required • Develop extended learning opportunities • Develop effective monitoring programmes and oversee their implementation in collaboration with tutors • Maintain close contact with parents regarding academic progress concerns • Produce Revision Guides in preparation for school examinations • Review and produce Curriculum Guide specific to relevant year group
<p>STAFFING</p>	<ul style="list-style-type: none"> • To liaise with the Assistant Headteacher Achievement & Guidance to ensure that staff development needs of Tutors are identified and appropriate programmes to meet these needs are implemented • To continue own professional development as agreed with the Assistant Headteacher Achievement & Guidance • To ensure effective induction of new staff in line with school procedures • To be responsible for the day to day management of staff within the year team and act as a positive role model

QUALITY ASSURANCE	<ul style="list-style-type: none"> • To establish common standards and practice to develop effective teaching and learning across the year group • To contribute towards school procedures to monitor and improve the quality of teaching and learning across the year group • To meet termly with student focus group to evaluate progress
ASSESSMENT OF AND FOR LEARNING	<ul style="list-style-type: none"> • To maintain accurate and up to date information concerning the progress of the assigned year group through the Year Leader SEF document • To identify and take appropriate action on issues related to student progress as identified by the data • To report on the progress of individual groups and Year group performance • Liaise with the Examinations Officer to oversee exams throughout the year • To provide Governors with relevant information relating to the Year group as and when required
COMMUNICATIONS	<ul style="list-style-type: none"> • Communicate the vision and values of the school to students and parents • Ensure effective communication is maintained with parents • Liaise and attend meetings with external agencies as and when appropriate • Ensure referral procedures are followed at all times
PROMOTION OF SCHOOL IN THE WIDER COMMUNITY	<ul style="list-style-type: none"> • Contribute towards school publicity as when appropriate • Lead and promote activities to enhance school links with our local community • Contribute to half termly publication of Philomenian
PASTORAL SYSTEM	<ul style="list-style-type: none"> • Monitor and support the overall progress and development of the students within the year group • Promote the school ethos through leading assemblies, activities and behaviour that promotes a caring community • Ensure the school Behaviour Management Policy is implemented consistently across the school so that effective student learning can take place
SPECIFIC ADDITIONAL DUTIES	<ul style="list-style-type: none"> • Play a full part in the life of the school community • To support the school in meeting legal requirements for worship • Promote school policies and procedures • Follow the school Health & Safety policy and undertake risk assessments as appropriate • Perform such duties as may be required by the Headteacher as outlined in the Teachers' Pay and Conditions document
CONTINUOUS PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Willing and able to participate in further training for this post • Willing to take part in an ongoing process of personal development and review. • Willing and able to deal with disruptive students, e.g. on truancy patrols, aggressive behaviour, etc. • Develop an up to date knowledge of strategies to improve behaviour and learning by developing the skills to identify the most suitable approach for individual students • Safeguarding training kept relevant and up to date

Other Specific Duties

Health and Safety

To work within and ensure staff and student compliance with the School Health and Safety Policy.

Equality Duty

Work within and promote compliance with the School's Equality Diversity and Community Cohesion document.

Training and Development

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the post holder will be reviewed at least once a year by the line manager.

To undertake such other duties, as required by your line manager, commensurate with the seniority of the post.

Safeguarding

St Philomena's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Holidays must be taken during school closure periods (school holidays).

St Philomena's is a non-smoking site.

Signature: Date:

Headteacher's signature: Date: