

Job Description

Post Title:	Head of Year
Responsible to:	The post holder is directly accountable to the Senior Deputy Headteacher/Deputy Headteacher
Grade and Terms and Conditions	MPS/UPR plus TLR 1a

Principal Responsibilities:

- To be responsible for the welfare of pupils; follow up incidents; maintain detailed records and pupil files; have meetings with parents during or after Academy hours as required; arrange behaviour support where appropriate; communicate with parents; chair Tutor Team meetings and attend Student Support meetings.
- To be accountable for pupil outcomes at KS3 and KS4 in the year group.
- To raise standards of pupil attainment and achievement within the whole year group and to monitor and support pupil progress.
- To monitor and evaluate pupil progress, to identify and utilise strategies to address underachievement for all groups of pupils to make a measurable contribution to whole Academy targets.
- To ensure that data analysis informs challenging objectives for the year group as a whole.
- To work with Leaders of Learning to ensure the progress of students is in line with school expectations.
- To be responsible for ensuring that the academy safeguarding/child protection policy is adhered to and to play a significant role with their year group.
- To meet the needs of all pupils, including the management of behaviour and its impact on teaching and learning.
- To lead both the team of tutors and the cohort of pupils. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
- To ensure that pupils benefit from a planned programme of educational enhancement, including booster classes, educational visits etc.
- To provide guidance and support for pupils post-16.
- To ensure that pupils experience an educational programme in tutorial and citizenship that is personalised to the particular needs identified through a robust assessment system.
- To monitor the quality of learning experienced by the year group, liaising with heads of subject and offering support and guidance where necessary.
- To line manage the Assistant Head of Year to effectively support the needs of pupils.
- To oversee the framework for morning tutorial activities. This includes the day-to-day administrative tasks (planners, checking absences, correct uniform and equipment).
- To provide professional development to staff relating to the care, guidance and support of pupils.
- To build relationships with parents/carers and external agencies to support pupil academic progress and social development.
- To respond to parental enquiries by telephone, letter or email as appropriate.
- To keep accurate records of all communication with parents, all behaviour and reward issues and any other pertinent information relating to pupils in the year group in pupil files.

- To monitor the quality of teaching and learning in the year group and sharing judgements to make improvements.
- To act as a role model for tutors by demonstrating own high quality pastoral care and monitoring of pupils, continuous professional development and professional presence in the year team.
- To ensure the effective use of data to inform practice and high expectations.
- To engage all tutors in the creation, consistent implementation and improvement of tutor work which encapsulate key Academy learning strategies.
- To contribute to IAG curriculum development to ensure the delivery of an appropriate, comprehensive, high quality curriculum programme.
- To contribute to the development of schemes of work for IAG and CEIAG.
- To be responsible for aspects of the year team self-evaluation form and development plan.
- To regularly review own practice, set personal targets and take responsibility for own personal development.

General Duties of a Class Teacher

- To work with the Leader of Learning and other colleagues in the delivery and reviewing of the subject.
- To teach the subject to all ability and age ranges.
- To implement all agreed policies, procedures and systems of the department and whole school.
- To participate in all appropriate meetings with colleagues, parents and external agencies as required.
- To maintain all necessary records.
- To share in all supervisory duties and rotas.
- To play a full and active part in promoting and sustaining the development of each pupil within their care.

Professional Responsibilities	<ul style="list-style-type: none"> • Ensuring that appropriate attainment targets are set and monitored for all students; • Ensuring challenging and engaging teaching and learning is evident within your classroom; • Accountability for student progress/attainment outcomes at KS3 & KS4; • Excellent professional role-model to staff and students; • Strong interpersonal skills with the ability to communicate to a range of stakeholders; • A commitment to all students receiving an outstanding educational experience; • Contribution to the wider life and ethos of Biddick Academy.
Personal Responsibilities	<ul style="list-style-type: none"> • Provide a shared vision of excellence and inclusion within the Pastoral Team, Student Support Team and the Academy; • Participate in performance management, coaching and CPD.
Developing Self and working with others	<ul style="list-style-type: none"> ▪ Identify key professional development needs within teaching and learning and ensure that these are addressed through professional development provision; ▪ Contribute to the professional development (and performance management, where appropriate) of colleagues using a broad range of skills appropriate to their needs, to support effectiveness relating to aspects of teaching and learning. (e.g. coaching, mentoring, induction); ▪ Further own professional knowledge and management skills by attending courses, reading and participating fully in the development of other staff.
Securing accountability	<ul style="list-style-type: none"> ▪ To demonstrate department attainment and progress data is in line with the Academy's expectations; ▪ Contribute to the departments and Academy's on-going self-evaluation processes; ▪ Regularly evaluate and report on the quality of teaching in the department and across the Academy, identifying areas and issues for further improvement; ▪ To be responsible as a Team Leader, for the annual review of staff, their performance

	management and individual interviews in order to plan their training and development needs.
	<ul style="list-style-type: none"> • To act as a role model for tutors by demonstrating own high quality pastoral care and monitoring of students, continuous professional development and professional presence in the year team; • Ensure the effective use of data to inform practice and high expectations; • To engage all tutors in the creation, consistent implementation and improvement of tutor work which encapsulate key academy learning strategies; • To lead on tutorial development during form tutor time to ensure the delivery of an appropriate, comprehensive, high quality programme; • To be responsible for the Student Support SEF in partnership colleagues in the Pastoral and Student Support Team; • Provide accountability to parents/carers for any identified targeted student issues.
Strengthening communities	<ul style="list-style-type: none"> • Possess a 'can do' approach to departmental/school improvement and excellence. • Be an excellent communicator; • Work positively and in partnership with parents, governors and the community; • Support Biddick Academy's climate for learning; • Co-ordinate strategies to achieve relevant departmental and whole school improvement priorities; • To be fully involved in meetings and duties of the governing body and its subcommittees; • Work with our partner schools and leading edge network.
Generic Responsibilities	<ul style="list-style-type: none"> • Have a high presence across the Academy during the change of lessons, during lessons, pre-academy, break-times, lunchtimes and post-academy hours; • Promote the ethos and values of the Academy through leading high quality assemblies; • Be an excellent role model for students and staff; • Contribute to the wider life of the Academy including lunchtime and after school clubs/activities and residential activities; • Attend Academy events and activities; • Carry out First Aid duties; • While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified; • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description; • Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.