



**Job Description:** Head of Year

**TLR 1a**

**Responsible to:** Assistant Headteacher

**Core Purpose:**

- To provide strategic leadership for the relevant year group.
- To lead and manage the Year Team to maximise student progress
- To promote a forward thinking and creative approach to improving student outcomes across the year group.
- To work strategically with your line manager, keeping them informed of progress and any areas of concern

**Responsible for:**

Tutors in the Year Group Team

Deputy Head of Year

Pastoral Support Co-ordinator (where relevant)

**Key Accountabilities:**

Leadership

- To communicate the ambition for the year group in such a way as to support and promote the school's values and vision
- To fulfil the schools leadership standards as set out in the appraisal document
- To lead and manage the year group team in delivering high quality provision for all students
- To appraise and manage staff performance, ensuring CPD is appropriate and effective
- To evaluate progress of the Year Group, highlight priorities for development, contribute to whole school improvement plans and effectively lead strategic planning for the relevant year group. Ensure student progress is rapid and sustained.
- To carry out the duties of a school leader, as set out in the Teachers Pay and Conditions document

Student Outcomes - work with the year team to:

- assess monitor, record and report on the learning needs, progress and achievement of students within the Year Group
- use data effectively to track progress and co-ordinate intervention to support learning for groups of students e.g. vulnerable groups or underachieving students. Monitor, record and evaluate the impact of interventions
- ensure parents are informed of and aware of relevant issues with regard to the progress of students
- plan and prepare with staff for Parent Consultation evenings and other year specific events

Student Development, Behaviour & Welfare – work with the year team to:

- co-ordinate the transition and induction process from Key Stage 2-3 and from Key Stage 3-4
- monitor and raise expectations and standards as set out in school policies e.g. attendance and punctuality; standards of uniform
- review student behaviour including rewards and praise
- ensure form tutors are effective; they form positive relationships with students and communicate effectively with parents. Tutor time is used well and good practice is shared across the team
- support students emotional and social needs to enable them to access learning
- ensure there are high expectations for all students; school and department policies designed to improve standards of achievement are implemented; staff have an awareness of their responsibility for the Health, Safety and Welfare of students
- network with other comparable schools and interact with advisors and inspectors as required
- To fulfil the role of a classroom teacher as set out in the Esher Learning Trust teacher job description
- To undertake any other tasks as reasonably requested by your line manager