

Job Description

HEAD OF YEAR

POST TITLE:	Head of Year
REPORTING TO:	SLT Line Manager
LIAISING WITH:	Deputy Head teacher, Assistant Head teacher, Heads of Department, relevant staff with whole school briefs and all other teaching and non-teaching staff, parents/carers and external agencies
SALARY/GRADE:	MPS / UPS + TLR 1B
DISCLOSURE:	Enhanced
PURPOSE:	<ul style="list-style-type: none"> • To ensure that the progress and wellbeing of all students, irrespective of context or ability is the main focus for the team • To promote and ensure positive engagement, high aspirations, effective learning and high achievement for all students in the year team • To identify student underachievement and put in place appropriate interventions within the year team • To ensure that strategies to improve attendance and punctuality are appropriate and consistently used to bring about positive outcomes • To manage a team of tutors to ensure the highest standard of pastoral care for students in the year team • To ensure that high expectations are met with regards to behaviour across the year team • To work with hard to reach families and ensure that barriers to engagement are overcome
MAIN DUTIES:	<ul style="list-style-type: none"> • Develop a strategic view for the year group which supports the vision, ethos and policies of the school – in particular the Woodside Shared Values • Ensure excellent communication with parents/carers and other stakeholders • To ensure effective and personalised support for students across the year group requesting inclusion team support where appropriate • To develop positive working relationships with and between all students and staff across the school and within the year group • To actively track students' progress and devise strategies to address any underachievement in the year group • To ensure that students have opportunities to fulfil meaningful roles and responsibilities, and that student voice is heard and acted upon specifically through the School Council • To be visible and accessible both inside and outside classrooms

	<ul style="list-style-type: none"> • To monitor homework and ensure that student planners and Show My Homework are used to support effective learning • To implement behaviour management systems in line with the school's agreed Behaviour for Learning (BFL) policy • Work with the careers team to implement comprehensive careers provision for your year group • To ensure that rewards and sanctions are applied fairly and consistently and to monitor and analyse their use in the year group • To monitor year group and individual attendance rates and to take appropriate action including liaison with the Educational Welfare Officer • To liaise with a range of external agencies as appropriate • To contribute to reviews of students on the SEN register
CURRICULUM	<ul style="list-style-type: none"> • To take responsibility for monitoring the curriculum provision throughout the year group liaising appropriately with Key Stage Leader, subject leaders, class teachers, SENCO and SLT • To ensure the pastoral curriculum for the year group is clear and explicit and that tutors are delivering the programmes as planned • To liaise with the Careers Co-ordinator to ensure that all students receive appropriate careers and advice and guidance • To ensure in-year admissions are warmly welcomed and appropriately placed within the curriculum • To support the development of the curriculum as and when needed in line with school policies and procedures
COMMUNICATION	<ul style="list-style-type: none"> • To ensure effective communication and consultation, as appropriate, with the parents/carers of students. • To organise parents'/carers' information evenings and consultations in line with agreed school routines • To ensure effective communication and consultation, as appropriate, with tutors and other staff • To call, set agendas, and ensure minutes are taken for tutor meetings set out in the school's calendar
STAFFING:	<ul style="list-style-type: none"> • To ensure newly qualified and staff new to the school receive appropriate induction and support in working with the year group • Work with the SENCO to ensure that individual students receive appropriate support
PASTORAL:	<ul style="list-style-type: none"> • To be responsible for safeguarding and promoting the welfare of students • To monitor and support the overall progress and development of students within the year group • To monitor student attendance together with their progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary • To ensure the Behaviour Management system, including rewards and sanctions, is implemented consistently so that effective learning can take place • To take responsibility for staff welfare within year team

TEACHING:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
ADDITIONAL DUTIES:	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage students to follow this example To attend all Parents' & Carers' Meetings relevant to the year group To attend Referral Panel meetings and contribute to decisions about additional support specific students may need.
OTHER SPECIFIC DUTIES:	<ul style="list-style-type: none"> To engage with incremental coaching To continue professional development To engage actively in the Appraisal and Development process To undertake any other duties as specified by the Head teacher not mentioned above
<p>Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.</p> <p>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.</p> <p>Employees are expected to present themselves and to act in a professional manner at all times, according to Woodside High School Code of Conduct.</p> <p>The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is not prescriptive in that the needs of the school may change and this could necessitate revision in the future and amendment at any time, after consultation.</p> <p>The Job Description should be read alongside the range of professional duties of Teachers as set out in Part XII of the Teachers' Pay and Conditions Document, sections 48 to 50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.</p> <p>Signed: _____</p> <p>Head teacher: _____</p> <p>Date: _____</p>	