

Headteacher

Miss T Hartley BA PG Dip



JOHN HAMPDEN
GRAMMAR SCHOOL

Head of Year (TLR 2.2)

Job Description

Responsibility is to the Deputy Headteacher, to whom s/he reports regularly and, through her/him, to the Leadership Team and the Governors.

Key Functions:

- To provide leadership and management of a team of tutors and support staff to promote the academic and personal development of students in the year group.
- To coordinate the students' progress throughout the year ensuring a consistent experience with high quality teaching and learning.
- To ensure consistent support and guidance for students' progress towards excellence in their personal, academic and social development and well-being.
- To monitor, evaluate and improve academic and behavioural standards of the students in their year.
- To encourage and maintain positive behaviour of students in the school.
- To manage the operational and pastoral aspects of the students' time in the year group.

Key Areas of Responsibility:

- To lead, support, develop and hold accountable tutors and support staff in the year group.
- To contribute to the induction, mentoring, professional review and professional development of tutors, establishing the aims for the team in setting expectations for the students.
- To set high expectations and maintain high standards of behaviour among students in the year group, celebrating student success through formal and informal means.
- Lead the learning in tutor time activities: monitoring the quality of provision through regular lesson observations and evaluation of student feedback and reporting upon the quality of tutoring across the year group, contributing to school self-evaluation.
- To provide students with strong guidance and support from induction to transition, liaising closely with parents, support staff and other year leaders.
- To use the school's tracking systems and data to monitor the performance of groups and individual students initiating intervention and support when appropriate and record the information centrally.
- To lead the academic mentoring for the year group, ensuring that all students set targets, review them and have an opportunity for additional mentoring where needed.

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- To lead the promotion of good attendance and help develop systems for maximising attendance and punctuality in line with whole school policy by supporting tutors in monitoring student attendance and punctuality.
- To facilitate the transition of students to the next stage of education within or beyond JHGS.
- To work with teaching staff, Heads of Department, Learning Support team etc to put in place intervention strategies for students who are at risk of not reaching their potential.
- To promote the well-being and academic development of students, for example, by monitoring the take up of extra-curricular activities in the Year Group.
- To develop knowledge of the pupils in the year group, individually and collectively through the Student Voice, and to be available with the form tutor to give guidance to the student.
- Manage the reporting system, including the guidance to tutors, parents' evening and appropriate follow up.
- Manage public events involving your Year Group (e.g. Consultation Evenings and Presentation Events)
- To monitor the detention system and evaluate trends for the year group, suggesting remedial programmes of support where necessary.
- Produce a monthly bulletin for the year group by analysing conduct points.
- To lead the organisation of, and contribute to, the Key Stage Assembly programme.
- To liaise with SLT over registration in the event of evacuation of the school.
- To manage the new entrants and leavers from the year group (including completion of leaving procedure).
- To maintain good communication with parents on both successes and areas of concern and record the information centrally.
- To lead the preparation for and maintain oversight of internal year group examinations.
- To contribute to the development of school policy.

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- To undertake duties which may vary from time to time but which may reasonably be required by the line manager or Headteacher without changing the general character or the level of responsibility of the post. Duties will be reviewed annually.
- To be aware of and to execute effectively the postholder's responsibility for promoting and safeguarding the welfare of young people with whom he/she is likely to come into contact.
- To take responsibility for personal Health & Safety ensuring that all accidents and near misses are reported. Ensure that your team take a responsible attitude to Health & Safety and that any hazards are reported to the School's Health & Safety Officer.
- To ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues and clients.

Performance standards:

The Head of Year will be judged against the Improvement Plan and the achievement of targets set.

This job description is not necessarily exhaustive. It may be subject to modification at any time in consultation with the post holder.

January 2018