

2019/20 Job Description: **Head of Year**

Job Title	Year Leader (YL)
Report to	Key Stage Leader (KSL)
Job Purpose	The YL will work with form leaders and subject leaders to lead learning and progress in a year group;
Salary/pay grade:	TLR 2b (£4983pa)

This post is not considered suitable for part-time working due to its focus on student welfare and their educational needs, support for which may be required on a daily basis.

The job description for this post will consist of the relevant subject teacher's job description supplemented by the additional role-related responsibility description below, which will be reviewed annually and is subject to change.

Specific responsibilities of the post:

Curriculum

- to work with the key stage and subject leaders to promote learning and maximise achievement for each student in the year group;
- to promote opportunities for each student in the year group to enhance their learning;
- to ensure a fair, open and personalised curriculum for each child so that different pathways are accessible;

Learning and teaching

- to improve further standards of student learning and behaviour within the school, including through student voice projects;
- to monitor the academic progress of students in the year group;
- to work with the KSL in establishing a ready to learn culture and positive behaviour within the year group;
- to liaise with and support subject leaders to ensure expected progress towards examination results;
- to co-ordinate target setting, monitoring and intervention for the year group in liaison with form leaders, subject leaders and KSL;
- to co-ordinate the development of learning skills in liaison with form leaders, subject leaders and KSL;
- to support whole school development planning in order to continue to raise standards in learning and teaching.

Assessment and Recording

- to disseminate relevant data to the form leader team and to ensure student progress is tracked effectively;
- to support with the school's reporting process where relevant to the year group;

- to use all available data to identify and track student progress in the year group, both at a sub-group as well as an individual level.

Student personal development and well-being

- to co-ordinate student learning and behaviour within the year group;
- to monitor and promote the academic and social progress and the welfare of each student with the form leader;
- to work with the Education Welfare Officer (EWO) and parents/carers to ensure each student's attendance is as high as it possibly can be;
- to listen to and to work with the views and ideas of the students within the year group;
- to organise, plan, carry out and coordinate school council meetings with a clear agenda for the students in that year group;

Management of Staff

- to provide a visible leadership to a team of form leaders;
- to lead form leader meetings with a clear and defined agenda, including implementation of school initiatives;
- to set high expectations by modelling the appropriate professional behaviour and providing consistent support and guidance;
- to keep up to date on national developments that affect your year group and communicate this as appropriate.

Management of Resources

- to deploy resources (including staff, equipment and funding) efficiently in line with the school's 'value for money' policy, in order to ensure maximum impact on standards of student achievement.

Relationships with key stakeholders

- to interact on a professional level with colleagues and seek to establish and maintain productive relationships;
- to monitor and promote the welfare, social progress and attendance of students, helping to establish and maintain good links between parents/carers and school;
- to liaise with outside agencies such as EWO, CAMHS, Social Care, Locality teams, etc;
- to monitor and report to parents/carers on the progress of each child;
- to organise and contribute to meetings with key stakeholders.

Other duties

- to undertake any further duties as outlined by the headteacher provided that they are reasonable and appropriate.