

ROLE DESCRIPTION

Title of post: Head of Year

Grade: TLR 1B

Relationships:

- Responsible to the Leadership Group for the duties of Head of Year and to the Head of Faculty for teaching duties.
- Working in conjunction with the Leadership Group, other Heads of Year, teachers and Support Staff.
- Responsible for the work of the tutors in the Year team.

Purpose of post:

- To foster the pastoral and academic welfare of all students in the Year.
- To intervene early with groups of students or individuals where underperformance is identified.
- To promote the best possible education for **all** learners
- To coordinate PSE for the Year Group.

Key tasks:

- Leadership and management of the team of tutors.
- Fostering the personal development of all students encouraging in them a sense of personal responsibility.
- The proactive monitoring of each student's behaviour, progress and achievement using appropriate data information.
- Fostering a Year ethos which provides a sense of belonging and identity for the students.
- Involvement in the Performance Management process.
- Joint resourcing of the Faculty (specifically).
- Carrying out assessment procedures required by the school and external bodies.
- Consulting with colleagues both formally and informally.
- Fulfilling administrative tasks efficiently and punctually.

Responsibilities:

- a) Have a secure knowledge and understanding of her/his specialist subject(s) and a detailed knowledge of National Curriculum and other statutory requirements.
- b) Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught. Set appropriate and demanding targets for learning, building on prior attainment.
- c) Identify students who have special educational needs, and know where to get help in order to give positive and targeted support.
- d) Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time. Use teaching methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.

- e) Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships; act to deal with inappropriate behaviour in the context of the behaviour policy of the school.
- f) Assess how well learning objectives have been achieved and use this to inform future teaching. Mark and monitor students' class and homework providing constructive oral and written feedback and setting targets for students' progress.
- g) Reporting regularly and occasionally as circumstances may require.
- h) The care and best use of pastoral areas.
- i) Professional commitment to the whole life of the school including involvement in decision-making procedures and active care of the environment.
- j) Contributing to the school and faculty development plan and to the development and well-being of the school in any way that may be required by the Head.
- k) Taking responsibility for her/his own professional development.
- l) Understanding the need to keep up-to-date with developments on pedagogy and in the subjects they teach.
- m) Establish effective working relationships with colleagues and associate staff.

Other responsibilities:

- The registration of students and the monitoring of their attendance and punctuality.
- The development of a collaborative approach with other Heads of Year and the sharing of good practice.
- Chairing and organising Year team meetings.
- Participating in Pastoral Management meetings and Leadership Group/Middle Leader meetings.
- Organising and delivering Year assemblies.
- Assisting in the co-ordination of Enrichment activities.
- Promoting the care of tutor bases especially at breaks and lunchtimes.
- Assisting in the Primary-Secondary transfer process where applicable.
- The co-ordination and quality assurance of PSE lessons.
- Assisting in the Year 9 and Year 11 option choice process.
- Assisting in admission and induction arrangements for new students.
- Maintenance and care of student records.
- Organisation of, and attendance at Parents' Evenings.
- Dealing with the transfer arrangements of students to other schools.
- Assisting in the organisation and Quality Assurance of the reporting process.
- Liaising with Course Co-ordinators, Heads of Sixth Form and other curriculum staff.
- Liaising with all necessary external agencies.
- Promoting staff development and INSET opportunities for the Year tutors.
- Organisation of reference writing for students and liaising with the Careers staff as necessary.
- Working with underperforming students, where applicable, to monitor progress across the curriculum on a regular basis and take appropriate action if students are at risk of under-achievement (for example by mentoring and working with parents).
- Managing off-site passes for students in the year group.
- Organising and running Year Council meetings.
- Professional duties of a teacher as set out in the current Pay and Conditions document.
- Other duties that may reasonably be requested by the Headteacher.

The post-holder will be regarded as ultimately **responsible** for the efficient execution of the above but may delegate some aspects of their day-to-day demands. This role description is to be read in conjunction with the relevant section of the current edition of the School Teachers Pay and Conditions document, specifically the Framework of Professional Standards for Teachers.