

The Douay Martyrs Catholic Secondary School

Head of Year – Role Description

Aims and main purpose of the role

- To support and contribute to the values and distinctive mission of the school.
- To support and uphold the Catholic ethos and values of the school.
- To be familiar with the content of and subsequently implement the whole school policies located in the staff handbook thus contributing to the realisation of a safe learning environment for all.
- To help implement and adhere to the school quality procedures and take part, as required, in the review, development and management of activities relating to the School Improvement Plan.
- To contribute to whole school planning, review, monitoring and evaluation.
- To play a full part in the life of the school community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- To develop excellent working relationships with parents and carers and with appropriate external agencies.
- To develop a strategic direction for the year group.
- To take responsibility for the pastoral care and academic support for a year group
- To support, lead, hold accountable and develop a team of tutors focusing on securing high standards of personal, social and academic development so that:
 1. Student behaviour and attitudes are visibly excellent
 2. The large majority of students in the year group make expected progress
 3. A significant proportion exceed their expected progress i.e. achieve a + progress score
 4. The large majority achieve their attainment targets

Accountable to

- Senior Linked Manager – regular, recorded meetings
- Deputy Headteacher (Pastoral Care, Guidance and Progress)
- Headteacher
- Governing Body
- Academy Trust (DOWAT)
- Students, Colleagues and families/carers

General responsibilities

- To promote the values and ethos of the school by leading high-quality, well-prepared assemblies
- To lead both the team of tutors and, cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
- To monitor the quality of learning experienced by the year group, carrying out learning walks, student observations, work samples and student interviews. Reporting to the Line Manager, Deputy Headteacher etc. as necessary.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society as outlined in the school Single Equality Duty.
- To comply with School routines e.g. attend staff briefings check the daily In Class Support Information.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Contributing to the moral, spiritual, cultural and social development of each pupil.
- Making a positive contribution to the pastoral ethos, including specific pastoral duties.

Academic Progress

- To monitor the academic progress of the year group to secure and sustain effective learning as outlined in the Aims and Purpose of the role.
- To use assessment data to inform an accurate analysis of individual and collective progress across each tutor group and the year group.
- To have a clear understanding of the range of barriers to learning that can prevent student progress and plan and evaluate strategies to overcome them.
- Use all available evidence to develop, coordinate and evaluate strategies to identify and reduce student underachievement.
- Use relevant technology to support teaching and learning.
- Liaise with key staff and parents/carers
- Report to SLT Termly

Leadership and management

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students and a professional presence in the year team.
- To lead and manage a team of tutors, Assistant Heads of year and attached staff and maintain regular formal and informal contact with tutors.
- To ensure tutors understand and are actively implementing the key aspects of school policies including those for behaviour, attendance, uniform and safeguarding.
- To set the agenda for tutor meetings which should include a development item.
- To contribute to the organisation of any parent information evenings by encouraging and monitoring parent/carers attendance.



- To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels possible.
- To oversee students on report and to make contact with parents /carers as necessary.
- To play the leadership role in the application of the Behaviour for Learning Policy, referring situations to Line manager as appropriate.
- To contribute to all major school events and be a visible presence for students and colleagues.
- To support the House and rewards system as appropriate.

Administration

- To organise and monitor the framework for daily tutorial activities. This includes monitoring attendance and behaviour, following agreed Literacy, Numeracy, Reading and other appropriate form time programs, Personal study, Notices and critically, Prayer and assembly.
- To oversee and monitor 'in year' admissions and transition.
- To assist with Year 6 into Year 7 transition.
- To oversee the completion of subject pathways choices (options) in Year 8 and applications to the 6th Form in Year 11.
- To organise and lead events such as Celebration Evenings, Aiming for Excellence Evenings and to support other relevant events.
- To assist the safeguarding team in keeping accurate records on the safeguarding platform and on occasion attend relevant professionals' meetings that may occur.
- To develop an accurate overview of the:
 - a) workflow of the school year and evaluate it and suggest alterations as appropriate
 - b) Attendance at Parents evenings over time, ensuring a particular focus on hard-to-reach families
 - c) The preparation of students in extra-curricular activities.
- To ensure that the PSHE programme as agreed is implemented across all form groups and monitored and evaluated regularly. To work with the designated SLT colleague on the development and leadership of PSHE in the relevant year group.

It is expected that Heads of Year will encourage the Career Development of their tutorial team and will be "lifelong" learners themselves. Heads of Year will be encouraged to contribute to the strategic development of the school.

STANDARDS

Effective performance of tasks will be evaluated in relation to the Professional Standards for Teachers (DfE September 2012) and the agreed criteria for the effective functioning of a Class teacher at The Douay Martyrs Catholic Secondary School (Job Descriptions 2012). The monitoring of these standards will form part of the Staff Appraisal procedure.



EDUCATION AND TRAINING

In accordance with the Continuing Professional Development policies the teacher will;

- Review overall performance in the previous year in relation to training received and the changing needs of the job.
- Identify training and education needs for the following year through a training needs analysis in order to ensure confidence in carrying out required duties.
- Participate in the prescribed framework for Teacher Appraisal.

This will be carried out within the framework of the school's Staff Development Policy current at the time.

Line Management

The Pastoral Care and Guidance team is under the overall "umbrella" of the Deputy Head responsible. Individual Heads of Year will be Line Managed by the appropriate phase SLT link.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from a manager including undertaking work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.