



## Head of Year Job Description

<b>Line Manager:</b>	Assistant Headteacher Lower, Middle or Upper School
<b>Responsible for:</b>	Headteacher
<b>Salary Grade:</b>	MPS/UPS plus TLR 1b
<b>Full/Part-time:</b>	Full time

### Key Responsibilities

#### A) Teaching

- |    |  |
|----|--|
| 1. | To fulfil all the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment for teachers, as well as the relevant standards for teachers. |
|----|--|

#### B) Student Support

- |     |  |
|-----|--|
| 1.  | To lead the strategic and operational development of the year team in conjunction with the agreed aims and policies of the school.   |
| 2.  | To maintain up to date knowledge of national developments in all areas related to behaviour, attitudes and personal development of young people.   |
| 3.  | To maintain a high-profile presence amongst the year group during curriculum, extra-curricular and unstructured time, setting a positive role-model and upholding standards at all times.                      |
| 4.  | To monitor students' performance, progress, attendance and behaviour and attitudes in relation to targets set using relevant data. To ensure that strategies and action to address key issues are implemented. |
| 5.  | To ensure that strategies, interventions and action agreed at Learning Attendance Behaviour and Safeguarding meetings are implemented in line with school policy.  |
| 6.  | To create a positive ethos within the year group.  |
| 7.  | To implement and adhere to the school's Student Code of Conduct (behaviour management) and maintain the very highest standards of the School Uniform Policy.   |
| 8.  | To work collaboratively with staff to ensure the highest standards of student conduct, giving advice, support and CPD as appropriate.  |
| 9.  | To work with the attendance team to implement the school's Attendance Policy for the relevant year group and attend all meetings as required.  |
| 10. | To assist with the development of CEIAG as appropriate.  |
| 11. | To encourage all students to work towards their Gilbert Way Awards and encourage a culture of student leadership and celebration.  |

#### C) Curriculum

- |    |  |
|----|--|
| 1. | To liaise with relevant staff with regard to curriculum modification for identified students.                    |
| 2. | To oversee the smooth transition of mid-year admissions and students on managed moves to and from other schools. |
| 3. | To monitor the attendance and progress of students educated off-site.  |
| 4. | To support whole school monitoring through lesson observation, work scrutiny and walkabout.                      |

#### D) Staffing, Staff Development and Student Team

- |    |   |
|----|---|
| 1. | To lead, develop and coach a team of Form Tutors challenging under performance where it is identified.  |
| 2. | To lead, manage and develop the practice of the year team.  |
| 3. | To develop and sustain strategies to support effective tutoring and learning.   |
| 4. | To contribute to the Performance Management Review processes with specific responsibility for the Assistant Head of Year. To contribute to the performance management of form tutors any other identified staff associated with the role. |
| 5. | To chair regular and effective meetings of the year team to reinforce the practical and effective delivery of school policy and maintain high standards.  |

6.	To line manage, develop and monitor the work of the Assistant Head of Year and any other staff associated with the role.
7.	To support trainee teachers and NQTs as requested by the Headteacher.
8.	To assist, as required, with the recruitment, appointment and induction of the Assistant Head of Year.

<b>E) Self-Evaluation and Planning</b>	
1.	To create, implement and monitor the pastoral elements of the School Development Plan.
2.	To monitor, evaluate and support the work of tutors.
3.	To suggest the strategies to enhance the effectiveness of pastoral care and improve the provision of cultural capital.

<b>F) Management information</b>	
1.	To oversee the production of tutor reports for the year group, in line with the school reporting cycle, ensuring that deadlines are met.
2.	To quality assure a selection of reports for the year group in line with the school reporting cycle.
3.	To support the development of effective systems to monitor student progress, attainment and attitudes to learning using relevant data.
4.	To attend extended leadership meetings following year group data drops and present information that will support colleagues to help secure improvements in outcomes.

<b>G) Communications</b>	
1.	To be approachable and supportive to all students whilst maintaining clear and firm boundaries. To uphold the Student Code of Conduct at all times.
2.	To develop a close working relationship with tutors and other staff ensuring all are familiar with and uphold the high standards and expectations of the school.
3.	To develop excellent communication and relationships with parents/carers and outside agencies, attending meetings as appropriate.
4.	To contribute to the school's website as required.
5.	To contribute to the collection of material for press releases as required.
6.	To contribute to the development of effective links with Governors, partner schools, post-16 providers and the community, attending liaison events and events in the wider community as appropriate.
7.	To promote the school at open days and evening events as appropriate.
8.	To promote out of hours school learning opportunities for the year group.

<b>H) Health, Safeguarding and Safety</b>	
1.	To be responsible for promoting and safeguarding the welfare of children and young people in the school by being familiar with all safeguarding policies and related government documents and procedures and practice within the school.
2.	To be responsible for Safeguarding, Health and Safety as per the Child Protection Policy and the Health and Safety Policy.

The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but will be reviewed with you on an annual basis and, following consultation, may be changed by the Headteacher to reflect or anticipate changes in the job requirements which are commensurate with the grade and job title.