

**Job Title:** Head of Year

**Salary:** TLR 2a

**School:** Priory Academy

### Aim and main purpose of the job

To be responsible for managing the educational and personal development of individual students across a year group

### Managing Pupil Learning

The Head of Year will:

- Monitor the curriculum and learning experiences of the year group and advise Senior Staff accordingly,
- Use available data to identify target groups of students who require specific support,
- Liaise with subject leaders and SLT over curriculum issues,
- Visit students in lessons,
- Ensure regular checking of student planners and encourage active use of planners by students and staff,
- Oversee regular reviews of students' progress, including termly monitoring (and subsequent invitations to parents) and preparation of annual reports,
- Check, comment on and sign off all reports for the year group,
- Assist the smooth conduct of year group exams by leading pre-examination assemblies and preparation etc.,
- Prepare reports and references as required on individual students,
- Monitor particularly the progress of those students who fall into identified vulnerable groups,
- Provide support to subject teachers.

### Managing Pupil Well-Being

The Head of Year will:

- Oversee the appearance, behaviour and general welfare of students in the year group.
- Oversee the attendance and punctuality of the students in the year group including checking attendance registers regularly, arranging for half termly attendance records to be completed, ensuring the implementation of strategies to enforce high levels of attendance and punctuality, monitoring cases where there is cause for concern and making prompt reference to the Trust Attendance Officer (TAO).
- Ensure the smooth transfer and induction of students who join the school and the smooth administration of students leaving the school.
- Ensure, with tutors, the good order of the year group in school assemblies, lead year assemblies and encourage the regular participation of members of the year group in

assemblies.

- Investigate and follow up cases of poor behaviour when these are referred, liaise with Senior Team link when matters are sufficiently serious (or Head in extreme cases), make use of sanctions and follow-up strategies, keep relevant written records for files and inform parents as appropriate etc.

### Relationship with Parents and the Wider Community

The Head of Year will:

- Maintain good contact with parents of students in the year group including making arrangements for parents' consultation meetings, curriculum support evenings, SATs Awareness and information evenings.
- Liaise with other agencies such as TAO, Links, Social Services, School Nurse, ESTMA, Educational Psychologist and Family Support Workers,
- Communicate effectively, both orally and in writing, with parents and Governors.

### Managing Staff and Own Performance

The Head of Year will:

- Prioritise and manage their own time effectively,
- Take responsibility for their own professional development,
- Work closely with the Student Services Manager/Behaviour Support Officer by devolving responsibilities, delegating tasks and developing accountability,
- Act as a role model in leading tutor staff,
- Lead the team of tutors including monitoring and supporting them in their work, holding regular tutor meetings, arranging training and liaising with other Heads of Year,
- Establish clear expectations and constructive relationships among staff including team working and mutual support,
- Provide regular feedback for tutors in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning and well-being,
- Induct new tutors into the Year Team and foster the development of tutoring skills in all tutors,
- Ensure all tutors understand and are actively implementing the key aspects of the school's behaviour management policies.

### Strategic Leadership

The Head of Year will:

- Create and review the Year Team Development Plan which contributes positively to the achievements of the school development plan and which actively involves all subject teachers in its design and execution,
- Contribute to the development of whole School strategic planning and policies through membership of School Improvement Groups and Heads of Year meetings.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.