



HEAD OF YEAR JOB DESCRIPTION

Job Purpose

- To be accountable for the monitoring of the curriculum and pastoral provision for students in year group
- To track the progress and achievements of students throughout the year group
- To ensure that strategies are in place to maximise achievement and address underachievement of students in the year group
- To lead, manage, motivate and develop a year team of teachers

Responsibilities

Monitoring and enhancing curriculum and pastoral provision for a year group: Quality Assurance

- To maintain an overview of the curriculum as it is experienced by students in the relevant year groups and to be involved in discussion about teaching and learning and the curriculum provision
- To carry out lesson observations and feedback in line with the school's self-evaluation processes
- To liaise with SENDCo regarding the academic needs of students in the cohort at least half-termly
- To liaise with HoDs and the teaching and learning leaders regarding student progress as necessary and to take appropriate action where monitoring and evaluation reveal underachievement or significant issues
- To effectively use non-contact time to focus on activities associated with their role as Head of Year, including activities which will support students in their academic and pastoral progress and to evaluate the impact of these
- To be contactable during non-contact time and breaks to respond to requests for support with students in their year group
- To enhance the learning of students in the relevant year group(s) by the promotion of activities beyond the classroom
- To oversee, monitor and evaluate the work of the tutors in the delivery of a relevant tutor programme, to include "Thought for the day/week" and the co-operative values
- To carry out a termly self-evaluation (SE) activity, after discussion with your line manager, as a means of improving team practice and identifying areas for development
- To present the findings of each term's SE activity and to implement an action plan for improvement

Tracking the progress and achievements of students in year group and ensuring, through intervention strategies, that their attainment is maximised

- To identify, in liaison with the relevant senior leader and using prior attainment data, appropriate attainment targets for the cohorts
- To monitor student standards and attainment against these targets
- To implement effective intervention strategies to ensure that all students are supported in achieving their potential. This will include case conferences, student reviews, student mentoring, etc.



- To communicate effectively with parents/carers, support staff, governors and external agencies in relation to students' attainment and progress and relevant intervention strategies.
- To promote rewards strategies for students making good/improved progress
- To ensure that students understand how prior attainment data is used by staff to set academic targets and that they are skilled in the use of this data to set their own academic targets
- To support students in the setting of SMART action targets
- To oversee, monitor and evaluate comprehensive interventions designed to improve pupils' progress, attainment, behaviour, attendance and punctuality

Line management

- To be an effective line manager to the tutors attached to the year group in line with the school's policies
- To ensure that the career, development and professional needs of line managed staff are addressed
- To oversee the work of the line managed staff, ensuring the effective implementation of their responsibilities
- To ensure that all school policies are implemented by all team members
- To ensure high expectations and consistent excellent practice across the team

To lead, manage, motivate and develop a year team of tutors

- To organise effective Year Team meetings
- To oversee effective strategies for raising attendance and punctuality in the year group and to eliminate truancy
- To set and maintain high standards of behaviour from students in the year group by effective role modelling, supporting tutors and liaising with Heads of Department. To intervene when issues and incidents arise, including taking the lead with students who are causing concern across the curriculum and liaising with parents, staff, governors and external agencies as appropriate. To take responsibility for following up any behavioural incidents that occur at break and lunch times
- To ensure that tutors have an effective programme of tutorial activities, to support them in the delivery of tutorial activities and to monitor and evaluate the programmes
- To support tutors in the consistent implementation of whole school policies, rules and procedures
- To induct new tutors and give guidance and support to all tutors on the effective development of students in their care
- To attend all appropriate meetings to represent the interests of the year team at these meetings and to feed back from these meetings to the team
- To support appropriate arrangements for classes during registration and tutor period when staff are absent from the team

To support students in the year group



- To foster positive relationships with all members of the year group whereby each student can turn to you for support and guidance when needed
- To be a high profile member of staff around school and a positive role model in terms of challenging infringements of school rules and insisting on high standards of conduct and behaviour
- To develop a year ethos incorporating the co-operative values through stimulating and high quality year assemblies
- To oversee strategies to ensure the effective use of student planners for recording homework and maintaining home-school agreements
- To liaise effectively with external agencies to support individuals in the year group as appropriate
- To ensure the smooth induction of new entrants to the year group
- To prepare reports and references for student as required
- To co-ordinate social, charity and extra-curricular activities for the year group, including informing students of out-of-school opportunities
- To promote and celebrate year group activities and individuals' achievement on the year noticeboard, assemblies and the newsletter
- To play an active role in the promotion of the school council/student parliament

To ensure effective liaison with parents

- To respond speedily to parental communication and be available for effective home-school liaison
- To respond to requests under GDPR from parents or data subjects to see student files and to prepare information accordingly, in liaison with Data Protection Officer
- To oversee effective communication with parents regarding whole year group events
- To organise the scheduled year group Parents Evenings, including monitoring of attendance, collection of parent feedback and follow up of absentees
- To quality control reports to parents for the year group and contribute Head of Year comments

Expectation at certain points during the five year cycle

- To liaise with staff responsible for examinations to make arrangements for and ensure the smooth running of external or internal examinations for the year group and to co-ordinate effective support from the form tutors
- To assist the line manager in organising Parents Evenings
- To liaise with staff organising Careers IAG to ensure the smooth running of the programme
- To organise Leavers arrangements and any transition event for the appropriate year group
- To support the Senior Staff in the Key Stage 3-4 options process

Resources

- To effectively manage a year team budget in order to progress School Improvement Plan priorities



- To bid for resources as part of the School Improvement process
- To effectively manage any physical resources, such as stock and accommodation in order to ensure an ambience conducive to learning
- To ensure that risk assessments and Health & Safety checks are carried out in line with school policy

Teaching

- To undertake an appropriate programme of classroom teaching

Strategic Leadership

- To assume responsibility for writing, carrying out and evaluating the team improvement plan as an annual cycle
- To plan the development of staff expertise to achieve improvement plan objectives
- To monitor and evaluate the contribution and impact of team members to school improvement

Whole School Contribution

- To contribute to the development of whole school policy
- To support the school, aims, ethos and policies

Additional Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To continue personal professional development
- To engage actively in the performance review process
- To undertake and other reasonable duties as requested by the CEO, Executive Headteacher or Head of School not mentioned above

This job description is carried out in accordance with provisions of the School Teachers' Pay and Conditions documents and within the range of teachers' duties set out in that document.

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

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

Each Head of Year may have specific duties on top of these generic ones.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.