



JOB DESCRIPTION

Job Title:	Head of Year
Grade:	TLR2c
Hours:	Full-time as specified within the STPCD
Responsible to:	Head of Faculty, relevant SLT Link and Headteacher
Direct Supervisory Responsibility for:	N/A
Indirect Supervisory Responsibility for:	AHOY
Important Functional Relationships:	<p><u>Internal:</u> Headteacher, Head of Faculty, Emotional Health & Well-Being Champion, Assistant Head of Year and year team, learning Support team</p> <p><u>External:</u> External agencies and parents/guardians.</p>

Main Purpose of Job

Leading, managing and developing a team of year tutors; working closely with the Emotional Health & Well-Being Champions, the learning Support team, external agencies and parents/guardians to ensure students' needs are met and are able to flourish in life.

Duties and Responsibilities

1. To be accountable for leading, managing and developing a team of year tutors.
2. To be a 'leading professional' in the implementation of the school's pastoral policies.
3. To help develop and enhance the quality of support and guidance provided by tutors.

4. To make a major contribution to the support and encouragement of all students in the year group to meet the highest expectations of behaviour and achievement.
5. To play a leading part in the monitoring of individual students' and the year group's behaviour and achievement.
6. To work closely with others on improvement strategies for learning and achievement for individual students, groups of students and the whole year group.
7. To contribute as and when required to the management of reporting processes and pupil records.
8. To develop an 'inclusive' year group identity and a sense of belonging through a variety of activities specific to the year group.
9. To ensure that all students are able to participate and contribute to student voice.
10. To lead meetings of year group tutors.
11. To help form tutors fulfil their roles by contributing to the tutorial programme, ensuring the monitoring of agreed systems and processes.
12. Update and support form tutors with planned changes to school policy and procedures.
13. To organise consultation with parents, individuals and groups.
14. To organise and take year group assemblies, ensuring that time is devoted to promoting the ethos and expectations of the school.
15. To help organise year group council affairs.
16. To help manage the transition from one key stage to another.
17. Attend meetings convened to support individual students.
18. Use assessment data to track the progress of individuals, groups of students and the year group as a whole, taking steps to ensure the early

identification of barriers to learning and planning strategies with the support of the Assistant Headteacher (Inclusion) to overcome these.

19. To be aware of minority groups (travellers, EAL, ethnic minorities, LAC, LGBTQ+, etc.) within the year team and ensure sensitive monitoring of their performance and progress.
20. To work with the Assistant Headteacher (Inclusion), the pastoral team, the school's Attendance Officer and EWO on issues of attendance and truancy, ensuring appropriate action is taken where necessary.
21. To implement a programme of appropriate sanctions for misbehaviour and help keep accurate records and monitoring reports of student behaviour.
22. To help ensure the welfare and safety of students in the year group, particularly with respect to issues of bullying.
23. To ensure students' records are current and maintained accurately.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.



PERSON SPECIFICATION

Job Title: **Head of Year**

Attributes	Essential	Desirable	How identified
Relevant Experience	Experience of working with children within a classroom environment at different key stages.		Application form/interview
Education and Training	Qualified Teacher Status.		Application form/interview
Knowledge and Skills	<p>Knowledge of a range of issues relevant to education and child development.</p> <p>High level of ICT skills.</p> <p>Knowledge of skills in relation to supporting child development and/or emotional health and well-being, e.g. anger management; social skills; attachment; self-harm.</p> <p>Good understanding of SEND and associated barriers to learning.</p>	Knowledge of SIMS	Application form/interview
Any Additional Factors	Commitment to the school's vision of 'Achieving More Together' and Team Liskeard ethos.	Commitment to equal opportunities.	Interview

	<p>Able to prioritise between different demands.</p> <p>Able to work to deadlines.</p> <p>Self-motivated and able to work in a team.</p> <p>An interest in children and education.</p> <p>Ability and willingness to contribute to effective teamwork.</p> <p>Celebration of diversity within the year group.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	<p>Commitment to further personal career development.</p> <p>Good understanding of e-safety.</p>	
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Date Updated: May 2025