



Head of Year

JOB DESCRIPTION

RESPONSIBLE TO: Assistant Headteacher (Pastoral)

JOB PURPOSE: To lead and oversee the progress, development and well-being and support the pastoral provision for a specified year group.

Principal Accountabilities:

In addition to the requirements set out in the Teacher Job Description for MPR, Lower UPR or Higher UPR (as appropriate) responsibilities include:

- To lead within their Year group in ensuring an ethos and culture of high expectation in terms of academic progress, behaviour, attitudes and personal development.
- To lead with other Heads of Year in ensuring consistency of approach and expectation across Year groups.
- To take a strategic and operational lead within their Year group in ensuring high standards of behaviour ensure high standards of student behaviour across a year cohort
- To lead in promoting the highest levels of student achievement across a year group
- To liaise effectively with parents and families, communicating positively and effectively on behalf of the school
- To liaise effectively with Heads of Department, tutors and other colleagues for the welfare of the students
- To work under the direction of the Designated Safeguarding Lead where safeguarding issues arise
- To lead in the planning and delivery of the assemblies programme for the year group
- To lead and organise parental events e.g. induction, options and consultation evenings for the relevant year group
- To lead in developing and delivering recognition systems for the year group
- To lead meetings of the pastoral team for the year group
- To lead in quality assuring the work of tutors
- To lead in arranging and organising lunchtime and after school detentions including the necessary parental communications for these
- To liaise closely with the assigned learning mentor for each Key Stage, directing the work of the learning mentor for that year group
- To liaise closely with the SEND Team to support students with learning needs within the Year group.
- To ensure effective communication with colleagues regarding the individual needs of students
- To liaise effectively with outside agencies
- To follow up on parental concerns e.g. homework issues and academic progress



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- To implement the school uniform code for students
- To liaise closely with colleagues regarding student attendance and to lead initiatives and efforts to improve student attendance
- To coordinate celebrations for the relevant year group
- Be aware of and take responsibility for all aspects of safeguarding and promoting the welfare of children.
- Participate in all aspects of training and development.

Any other duties commensurate with the overall responsibility of the position and deemed relevant by the Headteacher and Line Manager.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service certificate.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the post holder at the appropriate time.