


Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Post No.		
Date drafted	March 2019	
Date reviewed	January 2026	
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the Alec Reed Academy.</p> <p>It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<h3>MANAGEMENT DETAILS</h3>		
Job Title	Head of Year	
Location/work base	Secondary Phase	
Grade	TLR1b	
Reporting to:	The Board of Trustees through the Principal & CEO	
Line Manager	Assistant Principal	
Posts directly supervised:	SaFE Worker	
Staff or contractors indirectly supervised		
<h3>THE MAIN PURPOSE OF THE JOB</h3>		
<p><u>Purpose</u></p> <ul style="list-style-type: none"> The Head of Year role is an important leadership role within the secondary phase. Its function is to oversee the academic and pastoral progress of pupils managing their transition between year groups and / or indeed key stages. This is important if pupils are to achieve their full potential and receive an excellent education The Head of Year role facilitates the close monitoring of pupil progress and behaviour for learning <p><u>Targets</u></p> <p>To be agreed upon appointment and updated as part of annual cycle of Appraisal and review.</p>		

Key Areas of Responsibility:

Academic Progress

The Head of Year is required to:

- Accept responsibility for building upon pupils' achievements at the end of Key Stage 2 and previous academic years, strengthening their continuity and progression across their year group; ensuring that every pupil achieves or exceeds their potential
- Regularly monitor the progress of pupils in their year group and liaise with curriculum leaders based upon your knowledge of pupils and the analysis of the data to identify where anomalies or underachievement exist and address these
- Use Bromcom to track the academic progress of the year group
- To lead a team of tutors and disseminate to them the progress of the year group and engage them in the interventions required.
- To present to the leadership team about the progress of the year group at timely intervals
- Work with the Assistant Principals and the Vice Principal on teaching & learning, exams, curriculum and assessment to drive progress forward
- Understand the impact of the year group's performance on whole school outcomes achieving the targets in the academy improvement plan
- To develop a high expectations culture where excellence and improvement is acknowledged and celebrated. Frequently monitor the quality of the learning experience for pupils across their year group and lead appropriate mentoring and intervention programmes in conjunction with staff across the academy
- Lead on year groups parents' evenings and ensure that all students have booked and attend appointments and any non-attendees are contacted

Pastoral

- Work collaboratively with the Assistant Principals ensuring that adherence to Academy policies is maintained and that pupils are fully supported, challenged and rewarded for their achievements.
- Lead a team of tutors, providing clarity and direction for them in securing consistency in standards, behaviour for learning and excellent punctuality and attendance
- Directly line manage the SAFE Worker attached to the year group, providing guidance and support particularly with dealing with more complex issues, including safeguarding and meetings with external agencies
- Communicate verbally and in written format with parents at regular intervals
- Be aware of and work to support the development and monitoring of pupils' emotional health and well being
- Develop a positive ethos in the year group where the values of honesty, kindness and respect are evident
- Design and deliver assemblies and tutor time resources that promote the academy's values
- Consistently follow the academy's behaviour policy and support other staff to do so
- To work closely with the Deputy SENCO, EAL lead, behaviour team and DDSL
- Monitor behaviour data for the year group and implement timely interventions in conjunction with the behaviour team
- Regularly monitor and track the punctuality and attendance of the year group to the academy and lessons and implement appropriate interventions for students of concern in conjunction with the attendance team.
- Engage with external agencies; striving together to ensure that each individual pupil's needs are fully met
- Take a leading role in the implementation and continuous development of the House System
- Encourage and support the provision of enrichment activities, including taking a lead on educational trips and visits

General

The Head of Year is required to:

- Ensure to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct.
- Be a role model through an open door policy and modelling best practice in lessons, monitor and evaluate pupils' achievement and academic progress and provide assessment and feedback to pupils in line with Academy Policy (including the identification of any discrepancies that may arise between individual pupils' academic progress and outcomes and through effective communication with all stakeholders)
- Engage actively in academy CPD programme and share good practice with colleagues
- Promote the ethos of the Academy
- Undertake such duties as their line manager may determine as reasonably falling within the role of Head of Year
- Undertake secondary phase duties as may be reasonably determined by the Principal
- Assist in the implementation of the academy's Behaviour Management policy and Learning and Teaching Policy and procedures so that effective learning can take place

Specific details of the role will depend on the year group to which you are appointed. The detail determined here refers to the particular responsibilities of a Head of Year. In addition each Head of Year is required to carry out their duties of a Teacher as set out in the Conditions of Employment as adopted by the Academy and as outlined in the Teacher Job Description.